

Coronavirus (COVID-19) Communications

Quarantine and Return to Work Guidance



Newport News Shipbuilding
A Division of Huntington Ingalls Industries

March 17, 2020



Based on guidance from the Centers for Disease Control and Prevention (CDC), we are providing the following quarantine guidance for all employees of Newport News Shipbuilding. Please note that in addition to the pay guidance below, employees may be eligible for the Family Medical Leave Act (FMLA) or a Personal Leave of Absence. Please see our Pay and Benefits Guidance Fact Sheet for more information regarding leave time options.

International Travel

Employees who have traveled internationally within the past 14 days should self-quarantine immediately for the balance of time remaining since their trip to achieve 14 days. To return to work, employees are to call the Clinic at 1-844-243-8749 to receive clearance and have their badge re-activated.

- Employees who were on **international company travel** will be paid for 80 hours at their regular rate for time missed during their self-quarantine period.
- Days missed due to quarantine from **international personal travel** will be unpaid as follows:
 - Hourly Employees: must use vacation or dock time.
 - Salaried Employees (exempt or non-exempt): may use paid time off (PTO), borrow PTO (if available) or take dock time (in full day increments only). Employees who are quarantined may be allowed to work from home, if possible, with management approval.

If during your self-quarantine for personal travel, you become ill or disabled, please contact the Leave of Absence Administration to apply for S&A (hourly) or STD (salary).

If You Have Been Potentially Exposed to COVID-19

UPDATED GUIDANCE: If you have been exposed to someone diagnosed with COVID-19 and have been ordered by a local Health Department or licensed medical professional to quarantine for 14 days, you should provide the company with documentation of this fact. Documentation should be submitted to your supervisor who will forward to their Human Resources Business Partner or Labor Relations Representative. Upon receipt of the documentation, the company will make arrangements for you to work from home if possible. If working from home is not possible, the company will pay you for the period of quarantine. To return to work, employees are to call the Clinic at 1-844-243-8749 to receive clearance and have their badge re-activated.

If you are not ordered by the Health Department or a medical professional to be quarantined, but you choose, for personal reasons unrelated to your own illness or disability, to self-quarantine for 14-days, the following pay guidance applies:

Pay guidance for self-quarantine periods:

- Hourly Employees: must use vacation or dock time during the quarantine period.
- Salaried Employees (exempt or non-exempt): may use paid time off (PTO), borrow PTO (if available) or take dock time (in full day increments only). Employees who are self-quarantining should contact their HRBP for guidance regarding their specific circumstance. Employees who are quarantined may be allowed to work from home, if possible, with management approval, in which case no PTO or dock time need be taken.

To return to work, employees are to call the Clinic at 1-844-243-8749 to receive clearance and have their badge re-activated.

If during your self-quarantine, you become ill or disabled, please contact the Leave of Absence Administration to apply for S&A (hourly) or STD (salary).

If you have been diagnosed with COVID-19

If you have been diagnosed with COVID-19, NNS expects you to call your supervisor to let them know you will be self-quarantining for 14 days. Your badge will be de-activated during the quarantine period. The supervisor must notify the COVID-19 phone line at 1-844-243-8749 if they are made aware that the employee is self-quarantining. Please contact the Leave of Absence Administration to apply for S&A (hourly) or STD (salary). See the Pay and Benefits Guidance Fact Sheet for more information on paid time off, sickness and accident and short-term disability options.

If you are sick and come to work:

Consistent with CDC guidance, employees are expected to stay home when they have symptoms of acute respiratory illness (such as fever of 100.4 degrees or greater OR cough OR shortness of breath) and stay home until they are fever-free for at least 24 hours without the use of fever-reducing or other symptom-altering medicines such as cough suppressants. If an employee comes to work with acute respiratory illness symptoms, they will be sent home immediately by their supervisor. The supervisor must notify the COVID-19 phone line at 1-844-243-8749 prior to passing out the employee. The employee's badge will be de-activated. Please contact the Leave of Absence Administration to apply for S&A (hourly) or STD (salary). See the Pay and Benefits Guidance Fact Sheet for more information on paid time off, sickness and accident and short-term disability options. To return to work, employees are to call the Clinic at 1-844-243-8749 to receive clearance and have their badge re-activated.