



*FROM THE PRESIDENT,  
TECHNICAL SOLUTIONS*  
**ANDY GREEN**



Dear Technical Solutions colleagues:

Safety is and always will be the No. 1 priority at Huntington Ingalls Industries. Unfortunately, coronavirus disease 2019 (COVID-19) is threatening that safety—not just for our employees, but for men and women all over the world.

As you are aware, COVID-19 was declared a pandemic yesterday, and the federal government is taking unprecedented steps to protect against it. The impact is being felt at Technical Solutions—with events and meetings being canceled or postponed, travel being disrupted and, for many of our employees' families, schools being closed.

While we continue to monitor updates and guidance from the [Centers for Disease Control and Prevention](#) (CDC), the World Health Organization and the Department of State, we are also taking the following actions to protect the health and safety of our employees and our business operations:

### **Telecommuting**

Effective immediately, where applicable and when work and contract requirements can be accomplished away from the worksite, supervisors may authorize employees to telecommute from home or a designated alternative location.

### **Meetings**

Event organizers should consider adjusting or postponing large meetings or gatherings (of more than 100 people). To limit physical attendance to all meetings both on and offsite, event organizers should provide WebEx and conference call meeting options. When not possible to postpone or provide dial-in options, hold meetings in open, well-ventilated spaces.

### **Travel**

We will continue to follow CDC recommendations for travel. The CDC currently recommends avoiding all non-essential travel to “Level 3” destinations: China, Iran, South Korea and most of Europe. Older adults and those who have chronic medical conditions should consider postponing any global travel.

Until further notice, all employees should be discouraged from any non-essential domestic or international travel. As is our policy, advance approval for travel is required, and supervisors can only approve essential travel required by contract. Pre-planned, non-essential travel will require re-approval at the vice president level.

### **Self-Quarantine (for travelers returning from CDC Level 3 countries)**

We continue to adhere to all CDC recommendations and government customer requirements regarding 14-day quarantines following travel or potential exposure to COVID-19.

Continue to monitor and adhere to all CDC guidance regarding recommended quarantines in addition to any requirements by the U.S. government, supported military command(s) and customers.

All travelers returning from CDC Level 3 travel notice areas must not return to work until they can demonstrate that they show no symptoms associated with COVID-19—cough, fever, shortness of breath—for a period of 14 days from the date entering/reentering the U.S.

Supervisors of traveling employees from CDC Level 3 countries are required to track the 14-day period and ensure their returning employees are symptom-free upon their return. Procedures to follow will be forthcoming.

Supervisors will provide their employees time-charging guidance while on quarantine. If employees are unable to charge to their existing contract, an overhead charge code will be provided. If an employee develops symptoms while on quarantine, they should seek medical attention immediately and notify their supervisor.

### **Short-Term Disability**

Technical Solutions' short-term disability plan covers employees who are out of work due to illness for more than seven days. Employees should follow the current process for filing a short-term disability claim by contacting Leave Administration at 1-888-281-5949 or via email at [TSDLeaveAdmin@hii-td.com](mailto:TSDLeaveAdmin@hii-td.com). Legacy Fulcrum employees should email [FIT.HR@hii-td.com](mailto:FIT.HR@hii-td.com) for instructions on how to file a short-term disability claim.

### **Good Hygiene**

As a reminder, here are proactive measures we can all take to protect ourselves and each other:

- Stay home if you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing
- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.

I know some of these actions may be disruptive, but I am certain they will be temporary. This is an unusual time for all of us, but we will get through it.

Please take care of yourselves and your families, continue to use our [Coronavirus Resource Portal](#) for the latest information about COVID-19 and how it affects Technical Solutions, and let your supervisor know what support you might need in this period of uncertainty.

Andy