

Technical Solutions COVID-19 Guidance and Policies

Updated March 18, 2020

As we continue to learn more about coronavirus disease (COVID-19), it is critical to note that *everyone* can do their part to help respond to this emerging public health threat. Below is guidance and resources for all Technical Solutions employees and supervisors.

WHAT WE KNOW

- There are confirmed cases of COVID-19 across the United States.
- Every employee will be the company's first line of defense. You have a role to play in stopping the spread of the virus. The Centers for Disease Control & Prevention's (CDC) guidelines on coronavirus prevention offer the best methods to prevent the spread of the virus and are available at www.cdc.gov.
- Technical Solutions has and will continue to take important steps to reduce and/or eliminate impacts associated with coronavirus. See "What We Are Doing" below for details.

WHAT WE HAVE DONE / WHAT WE ARE DOING

Technical Solutions stood up the company's crisis management team, chaired by Technical Solutions President Andy Green, and is meeting multiple times every day—monitoring national and local developments and implementing our pandemic response plan. They have been working diligently since last week to plan for a variety of employee situations.

COMMUNICATIONS

All of the latest guidance and updates are posted on our Technical Solutions' Coronavirus Resource Portals:

- Internal link: <https://portal.hii-tsd.com/sites/tsdroot/Pages/stories/covid-19.aspx>
- External link: <https://tsd.huntingtoningalls.com/coronavirusinfo/>

TELECOMMUTE IF POSSIBLE

Given the [CDC's latest guidance](#) on large events and social distancing, we encourage all division employees to stay home and telecommute wherever possible, in coordination with your supervisor. This includes leaders at all levels. Please use conference calls and Webex and avoid face-to-face meetings, if possible. "[Remote Access Instructions](#)" is linked for your reference. If you need help, please contact the Technical Solutions Help Desk at 1-800-998-7988 or helpdesk@hii-tsd.com.

- **Time-charging guidance:** Telecommuting employees should charge to their normal charge codes.

CAN'T TELECOMMUTE DUE TO GOVERNMENT / CUSTOMER RESTRICTIONS?

Employees who are unable to telecommute due to customer (government or prime contractor) restrictions and who cannot otherwise be assigned other work, will be provided an appropriate charge number by their supervisor and will continue to receive full pay and benefits. Restrictions include facility closure, staffing reductions, and reduced working hours as a result of ongoing COVID-19 concerns. We will review each employee's situation every two weeks. Please contact your supervisor for further details or with any questions on your specific circumstance.

TRAVEL

Until further notice, all employees are discouraged from any non-essential 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.

Returning International Business Travelers: Self-Quarantine

- **Your Action:** Mandatory 14-day self-quarantine. Complete the Health Tracking Form (see Table 1 or access [link](#)) and return it to your supervisor, who will submit it to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to HR@hii-upi.com.) Note: Travel quarantine also applies to international travelers who visit a Level 2 or Level 3 country whose point of origin and return is also overseas (i.e., international travel by internationally based personnel).
- **Pay Policy:** The company will pay up to 80 hours, if you are unable to work remotely during the quarantine period. Supervisors will provide a special charge code by calling HR Services at 1-800-759-6203 or emailing COVID19@hii-tsd.com. (UPI supervisors should call Mary Morrison at 281-605-4492 or email HR@hii-upi.com.)

All Returning International Personal Travelers: Self-Quarantine

- **Your Action:** Mandatory 14-day self-quarantine. Complete the Health Tracking Form (see Table 1 or access [link](#)) and return it to your supervisor, who will submit it to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to HR@hii-upi.com.)
- **Pay Policy:** If the travel was for personal reasons, arrangements will be made, when feasible, for you to work from home during the quarantine period. If that is not possible, you will be required to use PTO or vacation to cover the time away from work.

POTENTIAL EXPOSURE TO COVID-19

Employee potential exposure: Self-quarantine

- **Your Action:** If you have been in close proximity (less than 6 feet, per CDC guidance) to someone who has tested positive for COVID-19, you must self-quarantine from home complete the Health Tracking Form (see Table 1 or access [link](#)) and be symptom-free before you can return to work. You should submit the form to your supervisor, who will submit it to COVID19@hii-tsd.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to HR@hii-upi.com.)
- **Pay Policy:** 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 your supervisor with documentation of this fact. Upon receipt of the documentation, your supervisor 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 (up to 80 hours).

If you are **not ordered by the health department** or a medical professional to be quarantined but wish to self-quarantine for 14 days, you may work from home with approval of management, take PTO or take vacation. Should you become ill, up to 40 hours of COVID-19 Leave will be provided to you, along with extended benefit options like short-term disability. (This guidance does not apply to UPI, where liberal leave and STD are handled differently.)

Employee potential exposure: Self-monitor

- **Your Action:** If you have been in close proximity to or reside in the same household as someone who has returned from international travel or who has flu-like symptoms, you should self-monitor your temperature and symptoms. If flu-like symptoms appear, you should self-quarantine and avoid others. If you need assistance with your symptoms, reference the [Teladoc resource](#).
- **Pay Policy:** If you have been living with someone who has returned from international travel, feel symptomatic and wish to self-quarantine for 14-days, you may work from home with approval of management, take liberal leave or take PTO. Should you become ill, up to 40 hours of COVID-19 Leave will be provided, along with extended benefit options like short-term disability. (This guidance does not apply to UPI, where liberal leave and STD are handled differently.)

COVID-19 DIAGNOSIS

If employee is diagnosed with COVID-19

- **Your Action:** If you have been tested and diagnosed with COVID-19, you must call your supervisor and self-quarantine for 14 days from the date of diagnosis. To return to work, you will be required to complete the Health Tracking Form (see Table 1 or access [link](#)), submit it to your supervisor and be symptom-free before receiving approval to return to your job site. Supervisors should submit the form to COVID19@hii-tds.com for review, tracking and approval to return to work. (UPI supervisors should submit the form to HR@hii-upi.com.)
- **Pay Policy:** If you have tested positive and diagnosed with COVID-19, you must quarantine for 14 days. You should provide your supervisor with documentation of this fact. Upon receipt of the documentation, your supervisor 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 (up to 80 hours). You should retain any medical documentation received as you may become eligible for additional short-term disability (STD) benefits. Effective March 15 for the next 30 days, the normal seven-day waiting period to qualify for STD benefits has been waived.

If employee is sick: seek medical attention and don't come to work

- **Your Action:** You are expected to stay home when you have symptoms of acute respiratory illness (such as fever of 100.4 degrees or greater or coughing or shortness of breath). Your supervisor will send you home if symptoms are present. To return to work, you should complete the Health Tracking Form (see Table 1 or access [link](#)), submit it to your supervisor and be symptom-free before returning. Supervisors should submit the form to COVID19@hii-tds.com for review, tracking and approval to return. You will be notified by your supervisor the date you can return. (UPI supervisors should submit the form to HR@hii-upi.com.)
- **Pay Policy:** Effective March 15, for the next 30 days, employees must attest to their illness by signing the [COVID-19 Leave Certification Form](#) linked here and return it to their supervisor to receive up to 40 hours of paid COVID-19 Leave. A special charge code number will be provided. Employees should retain any medical documentation they receive as they may become eligible for additional short-term disability (STD) benefits. For the next 30 days, the waiting period to qualify for STD benefits has been waived.

WHAT'S NEXT / WHAT SHOULD I DO?

- Familiarize yourself with the CDC guidance and recommendations available on their website. The site contains guidance on all aspects of prevention and preparation including your home, travel and work.
- Employees should continue to adhere to the CDC guidelines for coronavirus prevention measures. They can be found on the CDC website at www.cdc.gov and are included again here:
 - Wash hands frequently and thoroughly with soap and water
 - Avoid touching your face
 - Cover your mouth and nose when you cough or sneeze
 - Avoid large crowds when/where possible
 - Avoid sharing dishes, glasses, cups, and eating utensils; wash these items thoroughly before each use
 - Practice social distancing when interacting with others

ADDITIONAL MEDICAL RESOURCES

- **Teladoc:** Telehealth mobile application for quality healthcare at your fingertips. See [link](#) for more details.

Table 1: Health Tracking Form

Temperature and description of symptoms must be documented twice daily using the table.

Day	Time of Day	Date	Symptoms	Temperature (Degrees F)
Day 0	N/A		Day 0 is the day you left	
Day 1	AM			
	PM			
Day 2	AM			
	PM			
Day 3	AM			
	PM			
Day 4	AM			
	PM			
Day 5	AM			
	PM			
Day 6	AM			
	PM			
Day 7	AM			
	PM			
Day 8	AM			
	PM			
Day 9	AM			
	PM			
Day 10	AM			
	PM			
Day 11	AM			
	PM			
Day 12	AM			
	PM			
Day 13	AM			
	PM			
Day 14	AM			
	PM			

Today's Date: _____

I confirm that during the above 14-day period, I remained at home upon return from travel or potential exposure to COVID-19. I have remained COVID-19 symptom-free with no signs of fever exceeding 100.4 degrees Fahrenheit, cough or shortness of breath, as documented here twice per day.

Employee name (Print): _____

Employee signature: _____

Supervisor name (Print): _____

Supervisor signature: _____