



**Newport News  
Shipbuilding**

March 12, 2020

Dear Shipbuilders,

Your safety and well-being are core company values and my top priority. This includes both physical health and mental health factors such as stress, anxiety and fear. With all of the news about Coronavirus (COVID-19) and recently learning of confirmed cases in Virginia and Hampton Roads, I understand it can be concerning and stressful. As the expression goes, "knowledge is power," and it is important to educate ourselves and make decisions based on guidance from legitimate sources such as the [Centers for Disease Control and Prevention](https://www.cdc.gov) (CDC). While this continues to be an evolving situation, the CDC's current risk assessment is: *"For the majority of people, the immediate risk of being exposed to the virus that causes COVID-19 is thought to be low. There is not widespread circulation in most communities in the United States."*

The challenge we all face is in not overreacting while also taking proactive steps. These include practicing good hygiene to keep ourselves, our families and our co-workers healthy. The CDC's website provides helpful guidance for individuals and workplaces to decrease the spread of Coronavirus. Based on this guidance, and taking into consideration unique factors that could cause you concern (e.g., compromised immune system, pregnancy, etc.) or caregiver status (e.g., elderly relatives in the home), NNS is taking the following precautionary measures to help limit potential exposure concerns:

**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.

**Business Travel:**

- Until further notice, all company travel must be pre-approved at the vice president level, and company travel that was already scheduled and approved must be re-approved at the vice president level.

**Onsite Work Environment:**

- NNS will begin regularly disinfecting handrails and turnstiles across the facility, and providing sanitizers for employees/building coordinators to regularly disinfect doorknobs, tables and desks in your work area.
- Stop handshaking, regularly wash your hands, and stay home if you are sick.

**Offsite Work:**

- Employees assigned to offsite locations must follow any health protocols established by the offsite location, and stay in regular contact with your Human Resources/Labor Relations business partner.

We have established a website at [nns.huntingtoningalls.com/411](https://nns.huntingtoningalls.com/411) that includes additional information, and we will continue to communicate as new information and guidance becomes available. I want to stress that there are currently no cases of Coronavirus reported at NNS. These precautionary measures are proactive steps we are taking to help decrease the spread of the disease and hopefully prevent it from ever impacting NNS. We will communicate immediately if this changes. I encourage you to review our website and the CDC's site as this situation continues to develop.

Respectfully,

Jennifer Boykin  
President, Newport News Shipbuilding

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