



March 27, 2020

## COVID-19 Vendor Information

As of March 27<sup>th</sup>, NNS has had 4 self-reported, confirmed cases of COVID-19. These employees and partners are actively recovering and in quarantine. Following the reports, EH&S and facilities coordinated a detailed sanitation of the individual's work area, common areas, bathrooms, and other areas the individual may have visited before being diagnosed. This routine will continue for 7 days. Employees that worked near this individual were advised to contact the NNS clinic for additional guidance. The frequency of sanitizing high-touch points throughout the individual's work location was increased and additional cleaning supplies were made available.

NNS and its workforce have been designated as "critical infrastructure" by the Pentagon and the Department of Homeland Security. Accordingly, in an effort to fulfill its commitment to both keep its employees safe and support the national defense, NNS has implemented the following COVID-19 protection measures, IAW CDC guidance:

- Alternate work shift and work from home guidance
- Guidance for NNS employees working offsite
- Quarantine and return to work guidance
- General information on NNS facilities and operations, including:
  - Facilities
    - Everyone's help is needed to keep common areas clean as frequently touched surfaces should be wiped down often.
      - Regularly disinfecting restrooms, handrails, and turnstiles
      - Increasing supply and more frequent restocking of cleaning materials, soaps, and sanitizers to employees/building coordinators to regularly disinfect doorknobs, time clocks, tables and desk in work areas.
  - Food Services
    - Beginning March 18, 2020, food trucks were restricted from NNS until further notice.
    - Food from NNS food service provider, Aramark, only provided in pre-prepared, individually wrapped containers.
    - NNS employees were strongly encouraged to bring lunch to work, prepared at home.
    - All communal eating areas were closed throughout the NNS campus.
  - Company Shuttle and Taxis
    - Beginning March 16, 2020 NNS shifted a number of internal shuttles to external routes to transport and accommodate employees.
    - The number of riders was capped per bus to allow riders to have three to six feet between them as recommended by the CDC.

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- Increased frequency of cleaning and disinfecting company shuttles and taxis.
- Increased the number of vehicles to allow for social distancing without increasing wait times for shuttles.
- Meetings & Events
  - Event organizers encouraged to consider adjusting or postponing large meetings or gatherings.
  - Limited physical attendance to meetings, event organizers encouraged to provide WebEx and conference call meeting options.
  - When not possible to postpone or provide dial-in options, meetings were encouraged to be held in open, well-ventilated spaces.
- Business Travel
  - NNS suspended all business travel – domestic and international, unless approved by a vice president.
- The Apprentice School
  - Shifted pre-advance and advanced students to online courses.
  - Suspended the remainder of spring sports season.
- New Hires
  - All NNS new hire activities were suspended until April 15, 2020, including recruiting, interviewing, pre-hire drug tests, and physicals.
- Wellness Information
  - Avoid close contact with people who are sick. Maintain at least three feet of distance between oneself and other, including those who are coughing, sneezing, or have a fever.
  - Wash your hands vigorously with soap and water or an alcohol-based hand rub for at least 20 seconds.
  - Stop handshaking and avoid touching your face, especially your eyes, nose and mouth.
  - Stay home when you are sick.
  - Exercise respiratory etiquette, and cover your cough or sneeze with a tissue, then throw the tissue in the trash. Afterward, wash your face and hands as soon as possible.
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.

In addition, the following precautions were implemented for employees entering the facility:

- If you have been diagnosed with Coronavirus (COVID-19) or been in close contact with someone who has been diagnosed, do not enter the facility.
- Until further notice, any person who has traveled internationally within the last 14 days will not be permitted in Newport News Shipbuilding facilities until completion of a 14-day self-quarantine since returning to the United States.
- Additionally, consistent with CDC guidance, no one will be permitted on NNS property if they have symptoms of acute respiratory illness (such as fever of 100.4 degrees or greater OR cough OR shortness of breath). They must 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.

The following cleaning and sanitation efforts on the NNS campus are occurring each day, on all shifts:

- Distribution of hand sanitizer and disinfectant spray bottles to enable employees to perform frequent wipe downs of high touch point areas in their workspaces
- Spray bottle, disinfectant, and paper product distribution stations are open throughout the campus for employees to easily access necessary materials, including applicable Safety Data Sheets
- Approval of Safety Data Sheets to allow employees to bring in personal cleaning and disinfectant products
- Designated cleaning departments have increased the frequency of normal day-to-day cleaning operations across the shipyard, increasing the bandwidth to handrails in buildings and gangways, common areas, and other frequent touch points.
- EH&S and cleaning departments will be notified of work areas where an employee is ill, but is not a confirmed COVID-19 case, that need to be sanitized to prevent spread.
- For confirmed cases, EH&S and cleaning departments will coordinate detailed sanitation of the individual's work area, commons areas, bathroom, and other areas the individual may have visited before being diagnosed. This routine will continue for 7 days from the time the individual last visited the area.

As the COVID-19 situation evolves, we remain committed to providing a safe working environment for our employees and encourage everyone to address safety concerns with their supervisors, EH&S task teams, and the Health and Safety department. NNS leadership is committed to providing timely updates and flexible options that allow employees to make educated decisions during this uncertain time.