

CORONAVIRUS (COVID-19) COMMUNICATIONS



May 29, 2020

Document Purpose

The purpose of this document is to provide information to employees on Austal USA policies, procedures, and guidance for dealing with the Coronavirus (COVID-19) pandemic. This is an evolving situation. As such, our COVID-19 response team will continue to update this document as changes occur.

General Information

Our position as a company is to adhere to our values of safety, health and well-being. This pandemic is a large-scale societal issue. However, we can make a difference in slowing the spread of COVID-19.

The US Navy has made clear our work is [mission essential](#). Austal USA intends to continue work as long as doing so is in the best interest of our employees and community.

As we learn more about COVID-19, it is clear that all of us have a personal responsibility to do our part to help minimize the spread of this disease. There are many precautionary measures we are taking to keep you healthy and the facility safe.

The below actions are in effect until further notice.

Employees with COVID-19 Symptoms

Anyone showing symptoms or otherwise exposed to COVID-19 cannot come to work and are required to take the following steps:

1. Go to Medical or call Medical at 251-445-8585
2. Take the viral test for COVID-19
3. If you test negative, you must be cleared by Medical to return to work
 - a. You may choose to stay home if you are not well
 - b. If you choose to stay home, standard attendance policies and procedures apply
4. If you test positive, apply for Family Medical Leave of Absence (FMLA) with HR and they will work with you to qualify you for short-term disability
5. Quarantine, meaning stay away from others, for at least 14 days
6. You must be cleared by Medical to return to work

To be cleared by Medical, call 251-445-8585 or email Covid_19_medical@austalusa.com.

For HR questions, call 251-445-8500 or email Covid_19_hr@austalusa.com.

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Family Medical Leave of Absence (FMLA) for COVID-19

If you, a spouse, or a dependent child test positive for COVID-19, you can request FMLA through Austal's Leave Coordinator. Call 251-445-5923 or email sierra.gilder@austalusa.com. **Please do not come onsite.** Employees applying for FMLA and qualifying for short-term disability should follow the established normal company process. Austal will waive the short-term disability two-week waiting period for employees who are presumptive or confirmed for COVID-19.

Personal Leaves of Absence (PLOA)

Employees who do not qualify for FMLA can request PLOA through their HR Representative. Standard leave policies apply as of June 1.

Location	HR Representative	Phone Number	Email
Loxley and other Gulf Coast locations	Rodney Patrick	251-513-0079	rodney.patrick@austalusa.com
West Coast Locations	Meagan Majors	251-654-6488	meagan.Majors@austalusa.com
OC, Admin, and MTC	Bridget Jewett	251-217-3879	bridget.Jewett@austalusa.com
Final Assembly	Amanda Jarvis	251-508-7716	amanda.Jarvis@austalusa.com
Final Assembly	Brittaney Collum	251-455-1876	brittaney.collum@austalusa.com
MMF	Ashley McLaney	251-300-7497	ashley.mclaney@austalusa.com

Business Travel:

All business travel is suspended until further notice unless it is business essential and approved by your department head. Please monitor the Center for Disease Control (CDC) website (www.cdc.gov) for updated and most recent information on affected areas.

Employees required to quarantine as a result of business travel will be paid their regular rate for their scheduled shift during quarantine.

Personal Travel:

We encourage all employees to avoid personal travel where they may encounter close proximity (6 ft.) to groups of people (10+). If you choose to travel, be aware the situation is changing quickly. You may be impacted by travel restrictions or self-quarantine at your destination and/or upon your return.

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Employees who have traveled or have household member(s) who have traveled to areas where the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>) has imposed the COVID-19 Level 3 Red Travel Health Notices (Widespread ongoing transmission with restrictions on entry to the United States) and are not cleared to return to work. They must self-quarantine for 14 days or produce a negative COVID-19 test to return to work. Employees must contact Medical, by calling 251-445-8585 or emailing Covid_19_medical@austalusa.com, to receive clearance prior to returning to work. These employees may use available paid time off or request leave by contacting their HR Representative.

Physical Distancing:

To minimize the risk of exposure, engineering and operational changes were made to support physical distancing. All employees are required to maintain a minimum of 6 feet of distancing where possible while on Austal property and places of work. Where distancing is a challenge, we have enhanced our personal protective equipment requirements (PPE). All efforts to limit risk by physical distancing are also encouraged to be practiced outside of the workplace.

Alternate Work Shifts:

Employees who have caregiver responsibilities or desire to support physical distancing may request a shift change or an alternate shift. Such requests will be considered based on feasibility and business need. Please use your chain of command to make a request.

Offsite Location:

Austal employees working at an offsite location must follow Austal USA's health protocols and any additional protocols established by the offsite location. Employees must stay in regular contact with their immediate supervisor and HR Representative.

Visitor Access:

All non-essential face-to-face customer, vendor, or visitor meetings must be rescheduled to video-teleconference meetings or phone calls. Only department executives can approve business essential meetings onsite. Visitors approved for business essential meetings are required to complete the 'Visit Travel Health Form' in addition to the standard 'Visit Request Form'. All other individuals will not be approved to come on-site until further notice.

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Vendor / Contractor / Sub-Contractor Site Access:

Access for any vendor, contractor, and sub-contractor that is currently NOT active is suspended. Access for those who are currently performing work on-site will remain active at this time. If new contractors or associates of active sub-contractors or vendors need access, they will be required to complete the 'Visitor Travel Health Form' and submit to Visitor Control (visitors@austalusa.com / 251-445-3738). We are asking that all vendor, contractor and sub-contractor companies self-report any business or personal travel through infected areas. We will require vendor, contractor, and sub-contractor employees to follow the same precautions as Austal USA employees. A plan is being developed to ensure limited exposure for employees who interact with truck drivers for deliveries and pick-ups.

Events and Meetings:

Tour requests will not be granted at this time. Any external conference or trade show participation is temporality suspended. Meetings (10+) or gatherings where physical distancing cannot be accomplished should be reorganized or handled via video-conference. All Roundtable meetings are suspended until further notice.

Expanded Cleaning and Sanitization:

Increased cleaning and sanitization efforts will continue at all Austal USA locations. This includes increased cleaning of bathrooms (including shipboard), turnstiles and handrails. Sanitation stations are installed in high traffic areas and entrances onsite. Expect more frequent restocking of cleaning materials, soaps and sanitizers to regularly disinfect doorknobs, time clocks, tables, and desks in work areas. Everyone's help is needed to keep common areas clean as frequently touched surfaces should be wiped down often. Where feasible, non-essential doors and windows should be kept opened to minimize transmission opportunities.

Company Shuttle:

Operation of the company shuttle has resumed, but at a reduced capacity. Seats were removed to ensure proper distancing. Riders are required to wear a mask at all times while on the bus. The driver will disinfect the bus once an hour. A hand sanitizer station has been placed on the shuttle.

Food Services:

We will continue on-site food services. All Austal USA lunch vendors have provided virus containment plans. Hand sanitizer is available at each food vendor and individuals handling food have been medically cleared per the vendor's protocols. The purchasing team is monitoring daily operations of all food services at all locations in the yard. The Company Store and vending machines will remain operational.

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Austal Info and Updates

Our Human Resources, Information Technology and Communications teams have prepared an external web location <https://info.austalusa.com> where you will find the answers to Frequently Asked Questions and updates on how Austal USA is protecting your health and safety. Please review these materials carefully.

Feedback

Email questions, concerns, and suggestions to COVID19questions@austalusa.com. Your emails will be answered as quickly and thoroughly as possible through future updates to the workforce. Do not expect a reply from this email address. Information collected through this email will be used to improve policies and develop future communications for the COVID-19 pandemic.

Going Forward

This is a rapidly changing global pandemic. Austal's health care professionals are monitoring local, state and federal responses and are communicating with authorities to ensure we are aware of the latest developments regarding COVID-19. We are deploying solutions aligned with CDC and World Health Organization (WHO) guidance as consistently and quickly as possible. As we learn more, we will let you know. Please watch for updates at <https://info.austalusa.com>, and alerts via Workday and text message. There is no doubt that by continuing to work together as a team and staying disciplined to the recommendations made by the CDC, we will overcome this challenge. Please ensure your contact info is up-to-date in Workday.

Please don't hesitate to contact your supervisor or HR if you have any questions, or if your personal situation changes.

Thank you for your patience and as always, be safe.