

# CORONAVIRUS (COVID-19) COMMUNICATIONS



October 14, 2020

## Austal USA Employee Guidance

### 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 we all have a personal responsibility to do our part to help minimize the spread of this disease. In accordance with Austal's SUP303 Pandemic Prevention Preparedness Plan, there are precautionary measures we are taking to keep everyone at the facility healthy and safe.

The below actions are in effect until further notice.

1. Temperature and health screenings for visitors, vendors, and subcontractors
2. Enhanced policies and employee benefits for managing and investigating employee personal medical illness
3. Contact tracing investigations and case management process to prevent exposure on site
4. Physical distancing policy
5. Enhanced PPE policy
6. Enhanced cleaning and disinfecting
7. Eliminating and/or mitigating touchpoints
8. Work redesign to reduce density and distancing challenges
9. Awareness and communications campaign

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## 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 positive, apply for Family Medical Leave of Absence (FMLA) with HR
4. Isolate, meaning stay away from others, for at least 10 days
5. 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](mailto:Covid_19_medical@austalusa.com). If you are negative for COVID-19, standard attendance policies apply for managing personal medical illnesses. For HR questions, call 251-445-8500 or email [Covid\\_19\\_hr@austalusa.com](mailto:Covid_19_hr@austalusa.com).

## 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](mailto:sierra.gilder@austalusa.com). **Please do not come onsite.** Employees applying for FMLA and qualifying for short-term disability should follow the established 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, 2020.

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
Module Manufacturing Facility	Ashley McLaney	251-300-7497	ashley.mclaney@austalusa.com

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## Face Coverings

Vendors and delivery persons are required to wear face coverings and physically distance when possible at all times while onsite. Contractors and sub-contractors must comply with Austal's physical distancing policy and SUP310 Personal Protective Equipment (PPE) policy.

Applicable policies and procedures can be referenced in Austal USA's Quality Management System or through contacting your supervisor or Human Resources. Visitors, sub-contractors, customers and partner organizations with an onsite presence may locate pandemic policies and procedures at [this location](#), or through Visitor Control and/or their Austal USA liaison.

## Physical Distancing

To minimize the risk of exposure, engineering and operational changes were made to support physical distancing. Everyone is required to maintain a minimum of 6 feet of distance where possible while on Austal property and places of work.

## Contact Trace Investigations

Per CDC guidelines, all persons who access Austal places of business and were onsite or near Austal employees within 48 hours of the onset of COVID-19 symptoms or testing positive for COVID-19 are required to report it. Contact the Medical hotline at 251-445-8585 or email [Covid\\_19\\_medical@austalusa.com](mailto:Covid_19_medical@austalusa.com) to report the positive diagnosis. Austal's COVID-19 taskforce will begin a contact tracing investigation to prevent the spread of the virus.

## 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.

## Business Travel

All business travel is suspended until further notice unless it is approved by your department head. Please monitor the Center for Disease Control (CDC) website ([www.cdc.gov](http://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.

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## 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.

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@ustalusa.com](mailto:Covid_19_medical@ustalusa.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.

## 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.

## Events and Meetings

Any external conference or trade show participation must be approved by your department head. Meetings (10+) or gatherings where physical distancing cannot be accomplished should be reorganized or handled via video-teleconference if possible.

## Vendor / Contractor / Sub-Contractor Site Access

Access for any vendor, contractor, and/or 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 Questionnaire Form' and submit to Visitor Control ([visitors@ustalusa.com](mailto:visitors@ustalusa.com) / 251-445-3738). In such cases, individuals will have their temperatures taken before access is granted to the facility.

Visitors and vendor, contractor, and sub-contractor employees are required to follow the same precautions as Austal employees. Truck drivers and delivery persons must adhere to Austal's plan for deliveries and pick-ups to minimize exposure risk.

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## Expanded Cleaning and Sanitization

Routine cleaning and disinfecting of high-touch surfaces will continue at all Austal locations. This includes increased cleaning of bathrooms (including shipboard), turnstiles and handrails. Antimicrobial Nano Septic skins are installed on high-touch handles and push points as applicable. Foot pulls are also available on doors to eliminate touching.

Sanitation stations are installed in high traffic areas and entrances onsite. Expect more frequent restocking of cleaning materials, soaps and sanitizers to regularly disinfect personal items 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 will 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

Vendor food services are available onsite. All Austal lunch vendors have provided pandemic plans. Hand sanitizer is available at each food vendor and individuals handling food have been medically cleared per the vendor's protocols. Our team is monitoring daily operations of all food services at all locations in the yard. The company store and vending machines are operational.

## Sea Trials and Special Events

Additional precautions will be taken for sea trials and other special events. The specific actions and procedures will be adapted to the event as applicable. Generally, the following protocols will be followed.

1. Enhanced cleaning and disinfecting of applicable areas prior to the event
2. Resources to clean and disinfect during the event
3. Instructional brief or distribution of communication package outlining pandemic procedures for event participants
4. Temperature and health screenings; within 12 hours of the event or disembark as applicable
5. Resources and procedures in place for managing illness during the event
6. Information for reporting COVID-19 suspect illness

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## Feedback

Email questions, concerns, and suggestions to [COVID19questions@austalusa.com](mailto: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 is 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. 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. Thank you for your patience and as always, be safe.