

# CORONAVIRUS (COVID-19) COMMUNICATIONS



October 14, 2020

## Austal USA Visitor and Contractor Guidance

### Document Purpose

The purpose of this document is to provide information to customers, visitors and contractors on Austal policies, procedures, and overall guidance for operations during 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 all can make a difference in slowing the spread of COVID-19.

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.

Austal has taken the following actions as per its pandemic plan:

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

Persons experiencing COVID-19 or flu-like symptoms are not allowed on site. Please reference the [Center for Disease Control \(CDC\) website](#) for an updated list of known COVID-19 symptoms. If an individual begins feeling ill while onsite, they should go to an Austal Medical office or contact the Medical hotline at 251-445-8585 or email [Covid\\_19\\_medical@austalusa.com](mailto:Covid_19_medical@austalusa.com).

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## 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@austalusa.com](mailto:visitors@austalusa.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.

## Travel

We encourage all employees and personnel visiting our facility to avoid personal travel where they may encounter close proximity (6 ft.) to groups of people (10+). All essential business travel requires additional approval and planning to ensure adequate health and safety measures are in place.

Anyone who has 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) are not cleared to enter the facility. Quarantine or COVID-19 testing may be required before access is granted. Austal will work with visitors and business partners to mitigate personal and business impacts while ensuring personal and medical information is kept private and maintained in accordance with applicable state and federal laws.

## Face Coverings

Vendors and delivery persons are required to wear face coverings at all times while onsite. Contractors and sub-contractors must comply with Austal's physical distancing policy and SUP310 Personal Protective Equipment (PPE) policy. Enhanced face coverings may be required if working in groups of three or more for a prolonged period. [Click here for more information on enhanced face coverings.](#)

## 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.

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## 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 mitigate the possibility of further spread of the virus.

## 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

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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

## Offsite Locations

Austal employees, visitors and contractors must follow Austal's health protocols at offsite locations of business and any additional protocols established by the offsite location as applicable. Employees must stay in regular contact with their immediate supervisor and HR Representative.

## Feedback

We are focused on continuous improvement to ensure the health and safety of all our employees, customers, business partners and community. Please work with your company liaison to communicate feedback or comments and concerns. You can also email suggestions to [COVID19questions@austalusa.com](mailto:COVID19questions@austalusa.com). 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.