

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 23, 2020

Enjoy Christmas and New Year's Break and Be Safe

The Austal team has worked hard all year through a trying pandemic. Now Christmas is here and the holiday break is upon us. We wish you and your family a very Merry Christmas and a Happy New Year.

While taking time off and celebrating the holiday, we encourage you to stay vigilant about keeping yourself, your family, friends and co-workers safe. We ask that you do your very best to limit large gatherings, continue to social distance, wear face coverings, practice protective hygiene, and follow the CDC's guidelines for [Holiday Celebrations and Small Gatherings](#).

As a reminder, you must report personal or family illnesses, including any exposure to COVID-19, to Austal Medical. **Do not return to work if you are sick!** Late paid time off requests will be accepted for employees documenting a suspected COVID-19 illness. **As a one-time exception, Medical documents verifying a COVID-19 suspect illness that prevented the employee from returning to work on January 4th will be accepted in lieu of time off to preserve holiday pay.**

Medical documents and/or paid time off requests must be submitted and approved by close of business Monday, January 4th. Please submit medical documents to [Time and Attendance](#). Time off requests must be submitted in Workday per policy.

To contact Austal Medical, call 251-445-8585 or email covid_19_medical@austalusa.com. Medical staff will work intermediately through the break and will return your voicemail or email before we return to work.

Again, thank you for your cooperative compliance. Through our combined team efforts, we will get through these challenging times, minimizing the impact on each one of us, our coworkers and our families. Thanks again for all that you do. Happy Holidays!

Austal USA Human Resources