

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 29, 2020

Returning to Work After the Holiday

We hope everyone had a safe and restful holiday. As we prepare to return to work, remember to report personal or family illnesses, including any exposure to COVID-19, to Austal Medical. Call 251-445-8585 or email covid_19_medical@austalusa.com to contact Austal Medical.

Do Not Return to Work 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.

Austal Face Covering Update

In accordance with CDC guidance, Austal has amended its face covering policy. Going forward, everyone must wear a double layer mask. Gaiters are most susceptible to wear and tear when washed. So though they can be doubled, they are no longer allowed as face coverings. Homemade face coverings continue to be allowed if they comply with CDC guidelines. To view a Safety Gram on updated mask requirements, please [click here](#).

In preparation for this policy update, compliant masks have been distributed throughout Austal USA campuses. If you need a new mask to comply with the updated policy, please ask your supervisor.

Thank you for your cooperative compliance. We all have a personal responsibility to maintain a safe and healthy work environment. Do not let pandemic fatigue prevent you from keeping yourself and those around you safe. Through our combined team efforts, we will get through this challenge and minimize the impact on each one of us and our families.

Austal USA Human Resources