

CORONAVIRUS (COVID-19) COMMUNICATIONS



November 25, 2020

Enjoy Thanksgiving and Be Safe

As we prepare for Thanksgiving, we should pause and reflect on the many blessings that we enjoy—our loved ones, our freedoms as Americans, and the privilege of serving our country with a great company. Given the demands of our work, we too often are caught up in the pace of everyday life and do not take the time to appreciate just how fortunate we are. This is a time for such reflection. In addition, we want to let you all know how thankful we are for the work you have done throughout this year.

We encourage you to stay vigilant about keeping yourself, your family, friends and co-workers safe during this time of year. We ask that you do your very best to limit large gatherings, practice protective hygiene, and review the [CDC's guidelines for Thanksgiving](#).

As a reminder, you must report personal or family illnesses, including any exposure to COVID-19 to Austal Medical. **Do not come to work if you are sick.** Late paid time off requests will be accepted for employees documenting a suspected COVID-19 illness. Qualifying late paid time off requests must be submitted in Workday by close of business Monday, November 30th.

To contact Austal Medical, call 251-445-8585 or email covid_19_medical@austalusa.com.

For HR related COVID-19 matters, call 251-445-8500 or email covid_19_hr@austalusa.com.

Again, thank you for your cooperative compliance. Through our combined team efforts, we will get through this challenge and minimize the impact on each one of us and our families. Thanks again for all that you do. Very best wishes to you and yours!

Austal USA Human Resources