

# CORONAVIRUS (COVID-19) COMMUNICATIONS



April 27, 2021

## REMINDER - Get Your Vaccine!

From now until May 3, Austal employees in California will be given one hour of paid-time-off (PTO) to receive the COVID vaccine during work hours. You will receive an additional hour of PTO when you receive your second vaccine shot. Vaccine cards must be turned in to HR after each dose to receive the PTO. *Please note, the PTO is specific to the day you get the vaccine.*

The vaccine is free for all. Austal employees, contractors, subcontractor partners and applicable U.S. Navy personnel (collectively, "the Austal workforce") are eligible to sign up for this vaccine.

## VACCINE FAQs

### 1. How do I schedule an appointment?

Schedule your appointment through [San Diego County Appointment Registration](#) or any other provider with available doses in your area.

To schedule an appointment through the county online you will need an email address and a cell phone with text message capability. Otherwise, you must call the California Department of Public Health directly at (833) 422-4255 to schedule an appointment.

When registering online, select "defense" in the drop down menu to validate your eligibility. Also, make sure you have your mission critical letter from the U.S. Navy and your Austal USA badge when you arrive for your appointment.

### 2. Is the vaccine mandatory?

No, the federal government does not mandate (require) vaccination for individuals, nor is Austal mandating the vaccine for its employees. The decision to vaccinate is solely a personal choice, but the vaccine is being offered during work hours to incentivize and facilitate vaccination for those individuals opting to vaccinate.

### 3. Do I still need to wear a mask and follow pandemic protocols after I've been vaccinated?

Yes. Austal is committed to following Cal OSHA COVID-19 ETS, as well as CDC guidelines. However, receiving the vaccine is an important step toward ending the pandemic. Officials are considering many factors like, how many people get vaccinated and how the virus is spreading in communities. The CDC has recently revised quarantine guidelines for persons fully vaccinated. Experts expect this trend to continue as they are discovering more about the protection of the vaccines in real-world environments. For more facts about vaccination visit <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html>

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## TIMEKEEPING FAQs FOR VACCINATION (AUSTAL EMPLOYEES ONLY)

### 1. Who is eligible for one hour of paid time off?

Austal employees in California who receive the vaccine. Contractors are encouraged to discuss incentives to vaccinate with their employers.

### 2. What is the timekeeping procedure for this event?

- As per our timekeeping policy, employees must clock out to go receive the vaccine.
- Employees must clock in when they return to Austal USA.
- Don't forget to coordinate with your supervisor.

### 3. How will the time off be verified and assigned?

You must provide proof of vaccination to Human Resources. One hour of "Paid Admin Leave – Vaccine" will be assigned automatically for the day you received your vaccine.

### 4. Can I use the one hour of paid time off for a different day?

No, the paid time off will be assigned for the day you get your shots.

### 5. My paid time-off hour did not get assigned for the correct date, how do I get that fixed?

Take your vaccine card to Human Resources for verification. Human Resources will remedy the situation.

### 6. Am I eligible to participated in \$1,000 gift card raffle?

Yes! All employees who are fully vaccinated by May 3<sup>rd</sup> for COVID-19 (2 doses for two-dose vaccine or 1 dose for a single dose vaccine) are eligible to participate.

[Click here for more info on the \\$1,000 gift card raffle.](#)

### 7. If I experience side effects from the first or second dose, will I be paid to be off?

Hourly/non-exempt employees may take up to three days unpaid after each dose if needed. In this case, occurrences will be waived as personal medical days. Salary employees are required to use personal or vacation time per policy. Please report symptoms to Austal Medical 251-445-8585.