

# CORONAVIRUS (COVID-19) COMMUNICATIONS



November 23, 2021

## Austal USA Visitor and Subcontractor Guidance

### Document Purpose

The purpose of this document is to provide information to customers, visitors and subcontractors 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.

Persons experiencing COVID-19 or flu-like symptoms are not allowed on site. Please reference the [Center for Disease Control \(CDC\) website](#) for a complete 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).

### COVID-19 Vaccine

All Austal USA employees, contractors, and subcontractors are required to be fully vaccinated in compliance with Executive Order 14042 Ensuring Adequate COVID Safety Protocols for Federal Contractors and the Safer Federal Workforce Task Force guidance.

### Vendor / Contractor / Sub-Contractor Site Access

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.

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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 visitors to Austal USA places of business to avoid travel where they may encounter close proximity (6 ft.) to groups of people (10+). Any known exposure to COVID-19 or suspect illnesses experienced while on travel must be reported to [Austal Medical](#). Visitors must adhere to all Austal USA pandemic policies, while traveling to Austal locations.

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.

## 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.

## Face Covering (Mask) Requirements

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.

All employees, contractors, and visitors are required to wear masks at all times regardless of the community transmission rate. Austal's mask policy is currently under review.

**California employees** must continue to wear masks in compliance with [Austal's West Coast COVID-19 Illness Prevention Plan](#).

**Employees on travel or conducting Austal business off site** are required to follow the federal, state, local, tribal, or territorial laws, rules, and regulations enforced at their destination. This includes following all mask policies in place at another company or Government facility.

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## Physical Distancing

Anyone not identified as vaccinated is required to maintain a minimum of 6 feet of distance where possible while on Austal property and places of work. Fully vaccinated persons are not required to distancing.

## 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.

## Cleaning and Sanitization

Sanitation stations are installed in high traffic areas and entrances onsite. Additional cleaning and disinfecting shall be performed in work areas exposed to COVID-19 cases.

## Company Shuttle

Operation of the company shuttle continues 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 and during the event as applicable
2. Distribution of information outlining pandemic procedures for event participants
3. Resources and procedures in place for managing illness(es) during the event

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## 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 guidelines, as well as state and local mandates. There is no doubt that by continuing to work together as a team and staying disciplined, we will overcome this challenge. Thank you for your patience and as always, be safe.