

CORONAVIRUS (COVID-19) COMMUNICATIONS



January 19, 2022

Austal USA Employee Guidance

Document Purpose

The purpose of this document is to provide information to employees on Austal USA policies, procedures, and guidance for dealing with 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 can make a difference in slowing the spread of COVID-19.

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.

Employees with COVID-19 Symptoms

Anyone showing symptoms of COVID-19 cannot come to work and are required to take the following steps:

1. Go to Austal Medical or call Medical at 251-445-8585
2. Take a viral COVID-19 test
3. If you test positive contact [Austal Medical](#)
4. Isolate for at least 5 days
5. You must be cleared by Medical to return to work
6. Wear a mask for 5 additional days

To be cleared by Medical, call 251-445-8585 or email Covid_19_medical@austalusa.com. If you are negative for COVID-19, standard attendance policies apply for managing personal medical illnesses. For HR questions, call 251-445-8500 or email Covid_19_hr@austalusa.com.

Employees with Close Contact Exposure

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 away from others.

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Employees that are vaccinated within six (6) months of exposure and/or have been boosted within six (6) months of exposure do not need to quarantine if exposed to someone with COVID-19. They must take the following steps:

1. Notify Austal Medical by email or call Medical at 251-445-8585
2. Must wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19.
3. Take a viral COVID-19 test at least 5 days after your last contact, or if you start to develop symptoms of COVID-19.
4. If you test positive, contact Austal Medical.
5. Isolate for at least 5 days
6. You must be cleared by Medical to return to work.

Employees exposed to COVID-19 that have completed the primary series of Moderna or Pfizer over six (6) months ago or the J&J vaccines over two (2) months ago and are not boosted or are unvaccinated must quarantine and take the following steps:

1. Notify Austal Medical by email or call Medical at 251-445-8585
2. Stay home and away from other people for at least 5 days.
3. Take a viral COVID-19 test at least 5 days after exposure, or if you start to develop symptoms of COVID-19
4. If you test positive, contact Austal Medical.
5. Isolate for at least 5 days
6. You must be cleared by Medical to return to work.
7. Wear a mask for 5 additional days

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.

Face Covering (Mask) Requirements

Employees, contractors, and visitors are required to wear masks at all times regardless of the community transmission rate. The masking policy for fully vaccinated employees will be reviewed

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on a routine basis by the COVID-19 team using CDC transmission data. Any changes in the masking policy will be communicated by the Austal leadership team to all employees.

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.

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 distance.

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 to report the positive diagnosis. Austal's COVID-19 taskforce will begin a contact tracing investigation to prevent the spread of the virus.

Offsite Locations

Austal employees working at offsite locations must follow Austal USA's health protocols and any additional protocols established at the offsite location. Employees must stay in regular contact with their immediate supervisor and HR Representative.

Travel

All business travel is limited to essential travel only during periods of high transmission. Employees may not travel if they have known exposure to COVID-19 or have experienced COVID-19 symptoms unless they have been cleared by Austal Medical in accordance with CDC testing recommendations.

Any known exposure to COVID-19 or illness while on travel must be reported to Austal Medical. Austal employees must adhere to all Austal USA pandemic policies, while traveling and working abroad. Refer to SUP375 Austal USA Pandemic Travel policy for more information.

Austal provides testing to business travelers before and after travel where practical and applicable (rapid or self-collection PCR). Contact Austal Medical to setup testing or to ask questions. Contact Austal's Travel Coordinator for assistance with travel related questions or concerns.

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Events and Meetings

Any external conference or trade show participation must be approved by your department head. During periods of high transmission, consider virtual meetings or teleconferences unless the quality of the meeting is substantially impacted or the nature of the meeting requires physical presence.

Vendor / Contractor / Sub-Contractor Site Access

If new contractors or associates of active sub-contractors or vendors require access to Austal facilities, they will be required to complete the 'Visitor Travel Health Questionnaire Form' and submit to Visitor Control (visitors@austalusa.com / 251-445-3738). In such cases, individuals will have their temperatures taken before access is granted to the facility.

Visitors and vendor, contractor, and sub-contractor employees are required to comply with Austal pandemic policies found in [Austal USA's Visitor Guide](#). Truck drivers and delivery persons must adhere to Austal's plan for deliveries and pick-ups to minimize exposure risk.

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. 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

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3. Resources and procedures in place for managing illness(es) during the event

Leave of Absence (LOA) for COVID-19

If you, a spouse, or a dependent child test positive for COVID-19, you can request leave of absence through Austal's Leave Coordinator. Call 251-445-5923 or email sierra.gilder@austalusa.com. **Please do not come onsite.** All COVID-19 positive employees will be placed on a leave of absence in accordance with state and federal law. Standard Austal USA leave policies and processes apply.

Feedback

Email questions, concerns, and suggestions to COVID19questions@austalusa.com. Your emails will be answered as quickly and thoroughly as possible through future updates to the workforce. 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.