

CORONAVIRUS (COVID-19) COMMUNICATIONS



Policy Statement

Austal USA is committed to ensuring that our worksites, employees, subcontractors, and vendors are prepared for and in compliance with the Centers for Disease Control and Prevention (CDC), the California Division of Occupational Safety and Health (Cal/OSHA), and local, state, and federal guidance regarding COVID-19. Our leadership team fully supports this global effort. The health and safety of our employees is the paramount concern for our Company.

This plan is developed in accordance with the guidelines outlined by the CDC and Cal/OSHA, as well as the Austal USA IIPP Plan, in addition to state and local guidelines and best practices.

COVID-19 Overview

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although this is less common.

An infectious person may have no symptoms.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Tiredness
- Coughing
- Fever
- Sore Muscles
- New Loss of Smell or Taste
- Aches and Pains
- Nasal Congestion
- Runny Nose
- Nausea or vomiting
- Diarrhea, and
- Shortness of breath or difficulty breathing.
- Sore Throat

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

Evaluation of COVID-19 Hazards

The Company will conduct an evaluation of the workplace to identify and evaluate COVID-19 hazards. Employees may be asked to participate in this evaluation.

This evaluation will include identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Further, this evaluation will include identification of all places and times when employees may congregate or come in contact with one another.

The Company will conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with the Company's policies and procedures.

Roles & Responsibilities

Austal USA's team members all share unique roles and responsibilities within our company, many of these responsibilities are outlined in Austal USA's IIPP. COVID-19 presents a need for these roles and responsibilities to grow to enact both our safety protocols and our business continuity response plan.

Below is a general guideline of Roles and Responsibilities. The Company will train all employees on their roles and responsibility with regards to this plan. Managers and supervisors are familiar with this plan and are prepared to answer any questions.

Managers/Supervisors/Safety personnel

- Responsible for overall implementation and enforcement of this plan.
- Responsible for job site compliance and work health and safety.
- Ensuring proper required signage is current and properly posted.
- Monitoring compliance with the 6-foot social distancing protocols.
- Ensuring workers that must work within 6 feet of each other are properly protected.
- Enforcing the face covering requirement.
- Coordinating among the Austal USA team, subcontractors, customers, etc. with regards to facility operations and COVID-19 response.
- Responsible for ensuring proper training of Austal USA's employees.

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

- Enforcing rules including re-training and potential discipline for safety policy violations.
- Ensuring tenants and subcontractors incorporate COVID-19 safety protocols.
- Ensuring daily changes are communicated to the team and trade partners.

Team Members

- Help minimize the spread of COVID-19.
 - Participate in and understand Response Plan.
 - Practice good hygiene.
 - Immediately report sickness or potential sickness to supervision.
 - Immediately report possible COVID-19 hazards at the workplace.
 - Support and emphasize social distancing practices.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should notify Human Resources (Meagan.majors@austalusa.com) of such condition and the Company will work with the employee to attempt to accommodate the employee.

Operation Best Practices

1. Facility access will be limited to employees, customers, and select vendors or subcontractors. No guests.
2. Employees and visitors should wash hands or use hand sanitizer upon arrival at facility.
3. Gates or doors that require PIN code or card reader should remain open during normal business hours if possible.
4. Social distancing in areas when crowds normally gather is required (restroom, break room, etc.).
5. Avoid shared use of phones, desks, radios, tools, etc.
6. Leave windows, where safe and secure to do so, open to increase ventilation.
7. Common areas will be sanitized daily (restrooms, etc.).
8. Employees upon request will be provided disinfectant or sanitizing wipes to clean their workspace, equipment, and tools daily.

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

Training Requirements

Austal USA will train employees on the potential hazards of COVID-19 and will utilize CDC guidelines as a baseline for meeting this training requirement. Employees will be trained and provided instruction on the Company's COVID-19 policies and procedures to protect employees from COVID-19 hazards.

Employees will be trained and provided instruction on COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. All training shall be performed by a competent person and documented.

Austal USA's employees and those working on Austal USA's property must be properly trained in the following categories when required based on exposure assessment, Cal/OSHA regulation, and/or CDC guidelines:

- Respiratory protection
- Bloodborne Pathogens
- Hygiene (i.e. proper handwashing)
- Sanitation
- SDS sheets and product data
- Emergency procedures
- PPE
- Cough and sneeze etiquette
- Hand hygiene
- Avoiding close contact with sick persons
- Avoiding touching eyes, nose and mouth with unwashed hands
- Avoiding sharing personal items with coworkers

Austal USA's response to a COVID-19 case in the workplace includes the following:

- We interview the COVID-19 positive employee to determine when the COVID-19 case was last in the workplace, we identify, if possible, the date of testing, date positive test received and when the onset of symptoms manifested.
- We perform contract tracing to identify which employee(s) may have been exposed to the COVID-19 positive individual.
- We exclude (quarantine) exposed employees for the workplace
- We make all attempts to notify employees of any potential exposures within one business day. We notify any other employer or contract group who has potentially exposed employees in the workplace.

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

- We offer testing to potentially exposed employees at no cost and during working hours.
- We investigate potential exposures to ascertain whether or not workplace conditions could have contributed to the risk of exposure, and what corrections would reduce exposure

Our testing obligations are the following:

- We will inform all employees on how and where they can obtain testing. Our only obligation to all employees is to provide information.
- We will offer testing to any employee at no cost and during working hours in the event of a potential COVID-19 work-related exposure.
- We will offer periodic (at least weekly or twice per week depending on the magnitude of the outbreak) COVID-19 testing to all employees in an “exposed workplace” during a workplace outbreak.
- All testing will be provided in a manner that ensures employee confidentiality.

Investigation of non-outbreak settings within the workplace

Austal USA’s COVID-19 crisis team will determine which if any employee was within 6 feet of a COVID-19 case for a cumulative total of 15 minutes within any 24-hour period during the COVID-19 case’s “high risk exposure period.” The high-risk exposure period is further identified as:

- COVID-19 cases who develop COVID-19 symptoms, from two days (48 Hours) before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
- For persons who test positive but never develop COVID-19 symptoms, from two days before (48 Hours) until ten days after the specimen for their first positive test for COVID-19 was collected.

As an employer, we must:

- Notify all employees who may have had COVID-19 exposure within one business day in a manner that does not reveal the COVID-19 case’s personal identifying information.
- Offer testing at no cost to any employee potentially exposed to COVID-19 in the workplace, and provide applicable benefit information. The time an employee spends being tested is considered compensable hours worked.
- Exclude from the workplace employees who test positive for COVID-19 and employees with COVID-19 exposure, and follow the requirements for preserving their pay and benefits.

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

- Follow the return to work criteria for returning excluded employees to work.
- Investigate the exposure and address hazards.
- Follow all recordkeeping and reporting requirements for employee COVID-19 cases.

If there is an outbreak (Meaning three or more COVID-19 cases in an “exposed workplace” within a 14-day period or identified as an outbreak by a local health department), we will:

- Investigate and contract trace as mentioned on page one of this document.
- We will immediately offer testing to all employees in the exposed workplace and exclude positive cases and exposures from work; repeat the testing one week later; and
- We will continue testing employees at least weekly until the workplace no longer qualifies as an outbreak.

If there is a major outbreak (20 or more COVID-19 cases in an “exposed workplace” within a 30-day period), we will:

- Investigate and contract trace as mentioned on page one of this document.
- We will offer testing to all employees in the exposed workplace at least twice weekly and exclude positive cases and exposures until there are no new cases detected for a 14-day period;
- We will implement ventilation changes to mechanical ventilation systems including increasing filtration efficiency to at least MERV-13, or the highest efficiency compatible with the ventilation system.
- We will evaluate whether HEPA air filtration units are needed in poorly ventilated areas;
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards; and
- We will consider halting all or part of operations to control the virus.

If we are considered or have areas deemed as an “exposed workplace”. (An exposed workplace is a work location, working area, or common area that was used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.)

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

If, within 14 days, three COVID-19 cases share the same “exposed workplace,” then the Multiple COVID-19 Infections and COVID-19 Outbreaks standard (Cal/OSHA section 3205.1) applies and additional testing will be required.

Exposed work places are not, areas where masked workers momentarily pass through the same space without interacting or congregating. An “exposed workplace” only includes the areas of the building where the COVID-19 cases were present during the “high-risk exposure period.

When are work exclusions assigned?

Austal USA will exclude from the workplace any employee (s) who (1) test positive for COVID-19, or (2) have had COVID-19 exposure from the workplace.

What is Austal USA return to work criteria for a COVID-19 case?

A COVID-19 case may return to work when any of the following occur: (all of these conditions must be met):

1. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
2. COVID-19 symptoms have improved; and
3. At least 10 days have passed since COVID-19 symptoms first appeared;
4. Employees without symptoms, at least 10 days have passed since the COVID-19 case’s first positive test, or;
4. A licensed health care professional determines the person is not/is no longer a COVID-19 case, in accordance with California Department of Public Health (CDPH) or local health department recommendations.
5. A negative test is not required to return if the other conditions above, apply.

Will you get paid if you are sent out due to COVID-19?

If you are able and available to work, by California Law you will continue to receive base pay and benefits. Austal USA may require you to exhaust your paid sick leave benefits before providing exclusion pay, and may offset payments by the amount that you receive in other benefit payments.

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

(Please refer to the [Labor Commissioner's COVID-19 Guidance and Resources](#) for information on paid sick leave requirements.)

These obligations do not apply if Austal USA establishes that the COVID-19 exposure was not work-related.

Recordkeeping and reporting

Austal USA's reporting and recordkeeping requirements include the following:

- Follow state and local health department reporting requirements.
- We will be contacting the local health department when there are three or more COVID-19 cases in the workplace within a 14-day period.
 - We will provide the following information:
 - The total number of COVID-19 cases.
 - For each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case
 - Any other information requested by the local health department.
 - We will continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

EMPLOYEE ACKNOWLEDGMENT OF COVID-19 PREVENTION PROGRAM

Austal USA is committed to the health and safety of all employees. Therefore, as the stay-at-home orders are relaxed, and as we return to the workplace, safely working will require a commitment by everyone to new procedures and measures to protect employee health. These measures include measures referenced in Austal USA, LLC's COVID-19 Prevention Program including but not limited to the following:

1. If an employee tests positive for COVID-19, he/she will not be permitted to enter the workplace and must seek immediate medical attention. An employee testing positive must stay away from the workplace and self-quarantine for the appropriate period required by public health officials. The results of the test will be kept confidential to the greatest degree possible, except that the results will be provided to appropriate officials or managers of the Company who have a need to know this information and, if legally required, to appropriate public health officials.
2. Coronavirus is spread through close contact. Even as stay-at-home orders are eased, government officials still require social distancing. Employee should maintain a safe distance of at least six feet from one another at all times.
3. Employees are required to wear a mask at all times, or may wear masks of their own, provided they fully cover mouth and nose.
 - a. Face coverings are required at all times while sitting at your desk unless you are in a closed private office.
 - b. Face shields are not a replacement for face coverings; although they may be worn together for additional protection.
 - c. The only exception to this policy will be if you are in the breakroom eating and/or drinking, in which you must still remain a distance of 6 feet or further from others.
4. Employees may not congregate in any area. Social distance must be maintained during meetings. If a meeting requires more than 2, additional participants should be allowed to participate by telephone or video.
5. Employees should frequently (at least every hour) wash their hands throughout the day for at least 20 seconds each time.
6. The Company will provide hand sanitizer throughout the building. Employees should use hand sanitizer after touching surfaces that may have been touched by others, such as doorknobs, handles and countertops.

CORONAVIRUS (COVID-19) COMMUNICATIONS



December 15, 2020

7. Employees should report to management if they have been in close contact with someone who has been diagnosed with COVID-19 or who is exhibiting symptoms consistent with the virus.
8. Employees should avoid using bathrooms when they are already in use.
9. Employees or cleaning staff should frequently clean and sanitize the workplace. Disinfectants and cleaning supplies will be available. Desks, computers, phones, pens and other office equipment must not be shared.
10. For the protection of all employees, employees are not permitted to have family members in the workplace. Employees should limit in-person visits with customers or contractors to the greatest extent. If in-person meetings with a customers or other approved visitors in our workplace cannot be avoided, employees must use social distancing, limit attendance, offer masks to visitors and clean and disinfect meeting areas before and after use.

EMPLOYEE ACKNOWLEDGMENT

I understand that the Austal USA is providing the personal protective equipment and other safety measures described above and agree to use it/follow them as required and to follow the above procedures to protect my health and the health of others. I understand that failure to do so may result in discipline, up to and including termination of employment. If, at any time, I have any concerns regarding how to work safely and protect my health or the health of others, I will contact a supervisor.

Signature

Employee name (PLEASE PRINT): _____

Date: _____