

GENERAL DYNAMICS
NASSCO-Norfolk

March 26, 2020

To: Supplier Base for NASSCO-Norfolk, NASSCO-Mayport, NASSCO-Bremerton

Subject: NASSCO COVID-19 Guidance to Suppliers

Enclosure: (1) Message from the President of General Dynamics NASSCO
(2) DoD Defense Industrial Base Essential Critical Infrastructure
(3) NAVSEA COVID-19 Guidance for Industry
(4) MARMC COVID-19 Guidance and Policy
(5) Puget Sound Naval Shipyard Code 400 Letter to Contractors
(6) NASSCO Security Screening for All Non-Badged Visitors

1. General Dynamics NASSCO appreciates the services and materials we receive from our trusted partners in the supplier base. We recognize that we cannot accomplish our mission without you, especially during an unprecedented event such as what we are experiencing now.
2. Please read the attached enclosures (1) through (5) communications from the President of NASSCO to its employees, as well as from Under Secretary of Defense Lord, NAVSEA, the Mid-Atlantic Regional Maintenance Center and Puget Sound Naval Shipyard Code 400 to industry, as applicable to your business location. Because you are part of our supplier base, these letters are meant for you as well as NASSCO. Our nation is counting on us to maintain our normal work schedule. At the same time, we are committed to doing all we can to preserve the health and safety our employees and our suppliers' employees while still continuing operations. **We are all in this together.**
3. NASSCO recently updated the questions that visitors are being asked prior to entering our facilities (enclosure (6)). NASSCO may deny access to persons showing risk of exposure to COVID-19. Please screen your own employees using these questions before deploying to NASSCO.
4. Please keep NASSCO informed of any impacts you are experiencing that affect your ability to provide material and services to any location of NASSCO. We will keep you informed of new developments as they emerge. Your POCs are:

John Thompson (jthompson@nassconorfolk.com) for NASSCO-Norfolk
Ken Cuyler (kcuyler@nasscomayport.com) for NASSCO-Mayport
Paul Bourgeois (pbourgeois@nasscobremerton.com) for NASSCO-Bremerton.
5. Thank you for continuing your service to NASSCO and our nation during these challenging and difficult times.


Kevin Terry
General Manager
NASSCO-Norfolk

Message from the President

March 19, 2020

Fellow NASSCO Employees,

We are currently experiencing an unprecedented time in our history. The challenges we face as a business, and as a society, are uncharted waters. I share your concerns, and the safety of our workforce is at the forefront of my daily decision-making.

General Dynamics NASSCO has been deemed mission essential, and it is important that we accomplish that mission. We will remain open in accordance with the President's guidance, which specifically identifies the defense industrial base as being among the critical infrastructure industries having a "special responsibility" to maintain a normal work schedule during the global novel coronavirus (COVID-19) pandemic. As a defense contractor, we cannot unilaterally refuse to perform our government contracts or discontinue operations, and because of this, we do not have the discretion to shut down.

NASSCO is regularly assessing the state of affairs related to COVID-19. We have implemented all current government-recommended measures to mitigate spread of the disease and continue to work closely with our employees, customers, suppliers, and our community to keep everyone informed.

We are continuing to add new hand-washing stations, distribute personal hygiene items and cleaning supplies throughout our facilities. Meetings have been restricted to business-essential only, and we have implemented screening of all visitors to NASSCO facilities. Regular cleaning throughout our buildings and work areas has been increased, and we are actively working to limit the gathering of people. Additionally, we are sending regular communications on the best practices for maintaining personal hygiene, a clean work environment and other relevant updates.

With the recent closing of schools and the restrictions set by the government, we are exercising flexibility in company policies and making an effort to provide shift alternatives and remote work whenever possible. If you are facing challenges, I encourage you to discuss them with your supervisor.

During a conference call today, The Honorable James Geurts, Assistant Secretary of the Navy for Research, Development & Acquisition took a moment to personally thank all the shipbuilders for continuing to execute our important work. I am also thankful for the hard work and commitment from the entire NASSCO team.



Dave Carver
President, General Dynamics NASSCO



THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MAR 20 2020

MEMORANDUM FOR DEFENSE INDUSTRIAL BASE

SUBJECT: Defense Industrial Base Essential Critical Infrastructure Workforce

The Defense Industrial Base (DIB) is identified as a Critical Infrastructure Sector by the Department of Homeland Security. The DIB sector is defined as the worldwide industrial complex that enables research and development as well as design, production, delivery, and maintenance of military weapons systems/software systems, subsystems, and components or parts, as well as purchased services to meet U.S. Military requirements. The attached Department of Homeland Security memorandum dated March 19, 2020, identifies the essential critical infrastructure workers during COVID-19 response emergency, and provides guidance to State and local officials as they work to protect their communities while ensuring continuity of functions critical to public health and safety as well as economic and national security.

Consistent with the President's guidelines: *"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule."* The Essential Critical Infrastructure Workforce for the DIB includes workers who support the essential products and services required to meet national security commitments to the Federal Government and the U.S. Military. These individuals, include, but are not limited to, aerospace; mechanical and software engineers; manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon systems mechanics and maintainers; suppliers of medical supplies and pharmaceuticals, and critical transportation. These include personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense and government-owned/contractor-operated and government-owned/government-operated facilities.

Companies aligned with the essential critical infrastructure workforce definition are expected to maintain their normal work schedules. Everyone should follow guidance from the Centers for Disease Control and Prevention as well as State and local government officials regarding strategies to limit disease spread. If your contract or subcontract supports the development, production, testing, fielding, or sustainment of our weapon systems/software systems, or the infrastructure to support those activities, are considered Essential Critical Infrastructure. If your efforts support manning, training, equipping, deploying, or supporting our military forces, your work is considered Essential Critical Infrastructure. If you are performing such tasks as providing office supplies, recreational support, or lawn care, they are not considered part of the Essential Critical Infrastructure Workforce. We will continue to assess the conditions as the COVID-19 situation evolves.

We need your support and dedication in these trying times to ensure the security of this Nation. I understand that this national emergency presents a challenge and we are dedicated to working closely with you to ensure the safety of the workforce and accomplishments of the national security mission.

A handwritten signature in black ink, appearing to read "Ellen M. Lord". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ellen M. Lord

Attachments:
As stated



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO
6200
Ser 00/109
20 Mar 20

MEMORANDUM

From: Commander, Naval Sea Systems Command
To: Naval Systems Command Prime Contractors

Subj: NAVSEA COVID-19 GUIDANCE FOR INDUSTRY

1. This letter outlines NAVSEA's response to the corona virus disease (COVID-19) and outlines expectations and guidance for Industry. While NAVSEA remains operational; we will take appropriate steps to prioritize all resources to slow the transmission of COVID-19, while ensuring our mission-critical activities continue.
2. NAVSEA continues to emphasize performance, particularly completion of mission essential and emergency tasks by both government and industry. We are making every effort to carry on business as usual, including contract negotiations, contract awards, and contract administration functions such as billing, invoicing, and payments. Additionally, we are looking at all options necessary to prevent industry from getting in extremis including items such as a temporary reduction in retentions/withholds. I am also actively soliciting your ideas if there are other items/policies in place that could be improved to ensure you can continue to support the Navy during these exceptionally challenging times. Please send those directly to your contracting officer.
3. At the same time, we recognize that the COVID-19 presents unique challenges to both Government and Industry. We are continuously implementing and refining policies related to contractor and third party access to Government facilities, official and personal travel (including notification, approvals, and restrictions), telework and social distancing, and a variety of other requirements and preventive measures to keep all of us as safe as possible. NAVSEA understands contractors are also implementing their own guidance to protect their workforce and the mission. Given the mission essential functions you perform, while ensuring the safety and well-being of the workforce, I cannot stress enough the importance of accomplishing the mission and notifying NAVSEA of any impediments that are considered likely to interfere with the timely accomplishment of your

Subj: NAVSEA COVID-19 GUIDANCE FOR INDUSTRY

contract. Additionally, NAVSEA requests you alert your cognizant contracting officer and/or contracting officer representative in the event a member of your workforce tests positive for COVID-19.

4. Contractors are encouraged to disseminate this correspondence to their suppliers. Nothing in this correspondence should be understood or relied upon as direction or authority to deviate from, or otherwise change, in any manner whatsoever, any of the terms and conditions of any NAVSEA contract.

5. This is a dynamic and changing environment. If at any point you have questions, please contact a NAVSEA contracting officer immediately. We welcome and need your feedback to ensure we continue to protect our workforce while ensuring all our mission critical activities continue. I thank you for your cooperation and attention to this important health and safety matter. My point of contact for questions on this correspondence is Mr. James G. Lofgren via email: james.lofgren@navy.mil or 202-781-2918.



T. J. MOORE



MARMC COVID-19 Command Guidance and Policy

Updated 3/20/20

In This Information Packet

PAGE 1 - CAPTAIN'S ADDRESS

PAGE 2 - COMMS/ACTION PLAN

PAGE 3 - BUSINESS TRAVEL POLICY

PAGE 4 - PERSONAL TRAVEL POLICY

PAGE 5 - SOCIAL DISTANCING PLAN

PAGE 6 - COVID-19 REPORT CHECKLIST



MARMC Professionals,

Your health and safety is a priority, as is that of our loved ones at home. MARMC, NAVSEA, the Navy and the entire world will continue to monitor the situation surrounding the CoronaVirus disease (COVID-19). Our entire Chain of Command is committed to preparing for the onset of any potential COVID-19 outbreak and to have a mitigation plan in place to avoid the spread of the virus. Please review this MARMC publication as it is a good source of information for policy and guidance WRT what to expect in the near future, how we will handle certain aspects, and hopefully keep us ALL on the same page. We have listed important links below for further facts. Information contained herein is only obtained from official sources like the World Health Organization, U.S. Center for Disease Control, the Department of Defense, and the Office of Personnel Management.

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was identified during an investigation into an outbreak in Wuhan, China. COVID-19 is now spreading from person to person in the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19.

The first case of COVID-19 in the United States was reported on January 21, 2020. The virus is thought to spread mainly between people who are in close contact with one another (within 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of fever, cough, shortness of breath. Some patients have pneumonia in both lungs and multi-organ failure. There is currently no vaccine to protect against COVID-19. Also, there is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms. People can help protect themselves with everyday preventive actions. • Avoid close contact with people who are sick. • Avoid touching your eyes, nose, and mouth with unwashed hands. • Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.

We will provide updates as we learn more. In the meantime, please stay healthy by taking preventative measures at work and at home. If you develop acute respiratory symptoms, inform your chain of command, seek medical attention, and PLEASE STAY HOME! Take care of yourselves, each other, and your families!

CAPT BARNEY

MARMC Reportable TRIGGERS

- Employee has symptoms, has been tested and awaiting results or has received positive results- indicating a Confirmed Case. People are medically quarantined for observation to recover (or await results) and to ensure they don't infect others. Most people will stay at home for the observation period, but be aware that anyone at home is at risk of catching the virus, or potential virus.
- An employee has been medically directed to self-quarantine but has not been tested due to limited medical supplies, and no known exposure. Based on their physique, age, current medical situation, and normal health condition, the doctor may decide not to conduct a virus test. The virus would likely not be fatal to someone who is low risk (normal weight, young, healthy). And if the patient is not currently showing symptoms, conducting the virus test has previously showed false readings. Doctors will decide when a test is administered.
- An employee has been exposed to a known or suspected COVID-19 virus. A doctor should administer a virus test if the employee shows symptoms and there was a known exposure. Either way, people are medically quarantined for a 14 day observation period after any exposure to watch if symptoms develop and to ensure they don't possibly infect others. Most people will stay at home for the observation period, but be aware that anyone at home is at risk of catching the virus, or potential virus.

Credible websites:

NAVSEA Corona Virus Situation page - <https://www.navsea.navy.mil/Resources/Coronavirus>

CDC COVID-19 Situation Summary - <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

CDC Locations w/Confirmed COVID-19 Cases - <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html#map>

WHO COVID-2019 Situation Reports - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>



DEPARTMENT OF THE NAVY

PUGET SOUND NAVAL SHIPYARD
AND INTERMEDIATE MAINTENANCE FACILITY
1400 FARRAGUT AVENUE STOP 2090
BREMERTON WASHINGTON 98314-2090

N REPLY REFER TO

4200
Ser 440/100
March 21, 2020

Contractors Performing under Contracts Awarded by Puget Sound Naval Shipyard and Intermediate Maintenance Center

Dear Contractor

SUBJECT: CORONAVIRUS DISEASE 2019 (COVID-19) UPDATE AND DIRECTION

This letter is to update your company on actions that Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSPS&IMF) are taking to increase the safeguarding of personnel working at our facilities and provide direction on minimizing the spread of covid-19 and potential restriction to government facilities. Starting Monday March 23, 2020, the following list of actions your company needs to be prepared to do concerning performance under your contract when entering the Controlled Industrial Area (CIA) and other Naval Bases in the Northwest:

1. Limit or cancel non-mission essential meeting, encourage use of teleconference or VTC
2. Be subject to symptom and/or temperature check screening at gates
3. Respond to a Government employee's question about self-assessment questionnaire when entering the CIA. (Enclosure (1) is a covid-19 screening and self-assessment questionnaire, which is meant for employees to self-assess each morning. This is not a form to hand to the Government but a guide to an employee's health condition. Government employees at gates may ask your company employees if they have self-assessed that day and a response of "yes" is sufficient. Of course, if your employee answers yes to any of the questions, they should not enter the CIA and report their condition in accordance with your company policy.)

Enclosure (2) mandates that agencies "take appropriate steps to prioritize all resources to slow the transmission of COVID-19, while ensuring our mission-critical activities continue." Consequently, NAVAL SEA SYSTEMS COMMAND Director of Contracts (NAVSEA02), under which the NWRMC Contract Office warrant authority falls, has instructed that the following direction be released for distribution to Prime Contractors:

OMB MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES - M-20-16 of March 17, which among other directives, directs agency plans and operations to accomplish the following, "assess professional services and labor contracts to extend telework flexibilities to contract workers wherever feasible". Given the national emergency surrounding the ever-evolving COVID-19 response, in the interest of speed and eliminating the need for thousands of contract modifications; any specifications limiting the ability to telework contained in all NAVSEA and Navy Seaport contracts are suspended until notified otherwise. Contract workers are instructed to abide by their

Repeat subject line here for correspondence (see PSNS&IMFINST 5216.1H) or instruction number for directives (see PSNS&IMFINST 5215.1N)

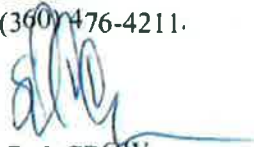
official company policies for telework and utilizing alternate locations to perform the Government work called for under the contract. All other terms and conditions of any NAVSEA or Navy Seaport contracts remain in full force and effect.

As such, you are requested to take the following immediate action for contracts awarded under the authority of the NWRMC Contracting Office (Code 440):

1. Adhere to the direction above and as provided in Enclosure 2 as it pertains to NWRMC Contracting Office awarded contracts.
2. Forward this notification to any subcontractors for awareness and action.
3. Forward this notification up your respective chain of command to ensure awareness and alignment.
4. Identify and assess any professional services and labor contracts with your organization whereby the telework flexibilities can be extended to contract workers. For any contract where telework may be feasible immediately, contact the Contracting Officer for concurrence to begin telework. Please provide the corresponding positions and number of personnel that would be teleworking.
5. Identify individuals infected with or at higher risk for serious illness from COVID-19, per the CDC Guidance (see the CDC Website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>) who should be restricted from accessing Federal facilities. It is requested that you provide your Contracting Officer, by email, any impacts to your company's performance of contract requirements due to a restriction of individuals infected with or at higher risk for serious illness from COVID-19 from accessing Federal facilities.

6.

Your cooperation and immediate action is necessary and appreciated. Please contact any of the following with questions: myself, PSNS&IMF Code 440 Chief of the Contracting Office Dwin Crow (dwin.crow@navy.mil or (360) 476-4111); PSNS&IMF Code 440.1 Deputy, Chief of the Contracting Office, Waterfront Support Thell Rooney (thell.rooney@navy.mil or (360) 476-4111); PSNS&IMF Code 440.2 Deputy Chief of the Contracting Office, Command Support Cynthia Tice (cynthia.tice@navy.mil or (360) 476-4211).



D C CROW
Chief of the Contracting Office

Security Screening for All Non-Badged Visitors

The safety of our employees, customers, families and visitors remains an overriding priority. As the COVID-19 outbreak continues to evolve and spreads globally, General Dynamics NASSCO is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Centers for Disease Control and Prevention and the World Health Organization.

Effective immediately and until further notice, NASSCO Security will begin screening visitors and prohibiting access for at least 14 days to those that answer “YES” to one or more of the following questions:

- 1) Have you or anyone that you have had direct contact with been suspected of, or confirmed to have COVID-19?
- 2) Have you or anyone that you have had close contact with had an elevated temperature or respiratory symptoms, such as fever of 100.4 or greater, cough, or shortness of breath, in the last 14 days?
- 3) Within the last 14 days have you or someone in close contact with you, traveled to a CDC high risk area of transmission, including:
 - a. These locations are (subject to change pending CDC updates):
 1. New York, New Jersey, Washington State and California.
 2. China
 3. Iran
 4. South Korea
 5. Malaysia
 6. Ireland
 7. United Kingdom: England, Scotland, Wales and Northern Ireland
 8. Europe: (Schengen Area): Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

In addition to the questions above, if any of your employees have visited a NASSCO facility, and have since been confirmed or presumed to have COVID-19, you must notify us immediately.