



NASSCO

## Inter-Department Memo

**DATE:** March 10, 2020

**TO:** Distribution

**SUBJECT:** 2019 Novel Coronavirus (COVID-19) Update

**FROM:** NASSCO Communications

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General Dynamics NASSCO continues to closely monitor the events related to the novel coronavirus (COVID-19). We are regularly assessing the actions and guidance from the Centers for Disease Control and Prevention (CDC), and will continue to monitor the situation.

Additionally, the U.S Department of State has issued multiple warnings regarding travel to impacted countries/regions and in some locations, where travel restrictions are in place, airlines have suspended flights. The following is current guidance to employees:

**I. Business Travel:**

- Effective immediately, all non-essential business travel is suspended.
- All other business travel must be approved by executive leadership via your travel coordinator and management team.

**II. Personal Travel**

- Check the CDC webpage for the latest guidance and recommendations for each country/region to which you will travel. Specific travel information for travelers going to impacted countries/regions is available.
- Employees are strongly encouraged not to visit countries/regions designated by the CDC as Level 2 or Level 3, and should take precautions when visiting countries/regions with confirmed cases of COVID-19.
- Any employee returning from personal travel to a country/region designated by the CDC as a Level 2 or Level 3, or which becomes a Level 2 or Level 3 during their travel time, is asked to contact NASSCO Human Resources *prior* to returning to work, via the following means: 619-544-8585 or email, [HRCV19@nassco.com](mailto:HRCV19@nassco.com).

**III. Preventing Illness:**

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- If you do not have a tissue, cough into your elbow or sleeve instead of your hand.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

**IV. Employees who are experiencing Flu symptoms:**

- In accordance with Occupational Safety and Health Administration (OSHA) guidance on maintaining a healthy workplace and best practices, employees who have a fever, respiratory symptoms (excluding allergies), or other contagious illness should stay home. Employees should be free of flu symptoms for at least 24 hours, without the use of fever reducing and any symptom-altering medicines, before returning to work. Employees should notify their supervisor if they are sick. When you are sick, you may use paid sick leave or, if you do not have paid sick leave available, unpaid leave. Alternatively, you may use vacation leave, with supervisor approval.
- Employees who are well but who have a sick family member at home with COVID-19 should immediately notify their supervisor and refer to CDC guidance for caregivers in order to minimize their exposure and prevent transmission of the virus. Employees in this scenario may be required to self-quarantine.

**V. Additional Resources**

- The CDC Website <https://www.cdc.gov/> has detailed information available related to all aspects of COVID-19.
- World Health Organization <https://www.who.int/>

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