

# GENERAL DYNAMICS

## NASSCO

### Inter-Department Memo

**DATE:** January 13, 2022  
**TO:** Distribution  
**SUBJECT:** \*\*\*Reminder\*\*\* COVID-19 Protocols to Continue Following  
**FROM:** NASSCO Human Resources

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As COVID-19 cases are on the rise, please remember that our protocols remain in place as a means to keep you and your families as safe as possible. Take a moment to re-familiarize yourself with the information below.

#### Feel Sick? 🙋

- Call the COVID line at, (619) 544-8585 or email [HRCV19@NASSCO.com](mailto:HRCV19@NASSCO.com) if you test positive, have COVID-19 related symptoms or have been in contact with someone who has tested positive.
- Do not come into work if you begin to feel any flu-like symptoms, which include fever, cough, shortness of breath, unusual fatigue or muscle pain, chills, runny nose or congestion (not due to allergies), change in taste or smell, nausea, vomiting or diarrhea.
- If at work and you begin to feel symptoms, tell your supervisor, go home, and call the COVID line at (619) 544-8585.

#### Mask Up & Social Distance 😷

- All employees must continue the use of face coverings while indoors and working around others. This includes onboard ships, in interior spaces of buildings, office trailers, blocks, or vehicles.
- ACCEPTABLE forms of coverage are N95/KN95 masks, surgical masks, or fabric masks with at least two layers. Gators, ski masks, bandanas, scarfs, balaclavas, face shields, sock hoods, or any single layer fabric masks are NOT ACCEPTABLE forms of coverage.
- Maintaining social distance and the proper use of cloth face coverings are some of the most effective ways of minimizing the spread of the virus. Remember that the guidance on distancing also applies during breaks, and while using golf carts.

#### Keep it Clean 🧼

- Though we have increased facility cleaning and sanitizing measures, the most helpful thing you can do is wash your hands regularly, wear your PPE and face coverings, and maintain your physical distancing.
- Washing your hands frequently, remembering the importance of social distancing and continuing to practice it, even during breaks and meal periods will help minimize the potential spread of the virus.

#### Have a Vax Card? 🙋

- Re-submit your updated vaccination card to the Medical Department if you have since received a booster. For convenience, you can send it electronically via email to [Medical@NASSCO.com](mailto:Medical@NASSCO.com).  
\*include your badge number in the subject line\*

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