



April 17, 2020

### Taking Care of GDIT Employees and Sharing the Facts

Dear GDIT Waterfront Team,

The COVID-19 pandemic has required all of us to make significant changes to the way we work and live. Thank you for all you are doing to remain focused and productive during this difficult time.

As an essential worksite, we continue to fulfill our duty as part of the nation's "critical infrastructure" network. Our work is so important that even during this pandemic, the White House and the Navy have asked us to continue working on site. What you do every day is absolutely critical to national security and the defense of our nation. You are our most important resource, and we want to keep you safe and healthy.

I understand that there have been concerns about our efforts to keep you safe. Some of the information being circulated has been incorrect, and even misleading. It is important to me that you have the facts.

First, there are areas that we control as your employer, such as providing timely information and certain protective items, but there are also areas of the shipyard that we do not control. To the extent that we have control, we are doing everything we can to keep you safe.

- 1) We have masks, gloves and hand sanitizer available for every GDIT employee at the waterfront. These items are located in the trailer. If you do not have masks, gloves or hand sanitizer, please contact your lead. For your safety, please do not work without protecting yourselves with these supplies.
- 2) We are following the CDC guidelines regarding tracking and communicating COVID-19 contact and confirmed cases as a baseline. In some instances, including when employees may return to work following illness, we are *more* restrictive than called for in those guidelines. If a GDIT co-worker who has been in the workplace in the last 14 days is presumptive positive or tests positive, we will provide you with enough information to help you make appropriate personal decisions and keep you as safe as possible, while protecting the privacy of the employee. We will also keep the individual out of the workforce for at least the duration called for by the CDC guidelines.
- 3) Out of concern for the safety and wellbeing of all employees, we have directed employees not to come to work if they are ill, and we have empowered leads and supervisors to send home any employee who shows symptoms of COVID-19.
- 4) We have safety personnel that rotate between ships.
- 5) To promote physical distancing, we have supported the move to a mid-shift. This means that most of you are working when there are far fewer people on the ship. This has been very effective and, in many cases, our teams are alone on the ships.

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- 6) We have allowed those who want to take a break for a few days to use accrued leave. While we anticipate your return to work soon, we understand the need for flexibility as you take time to get comfortable with the workplace.
- 7) We will continue to provide you with up-to-date information and communication through in-person meetings and our larger team phone calls. We wish we could hold more in-person meetings, but we are trying to avoid gatherings to maintain physical distancing. To enable us to provide important information to you in a timely manner, effective today, we have created a [website](#) solely dedicated to communicating to the GDIT Waterfront team. Please check the site regularly for updates.
- 8) We are working closely with BAE to share your concerns and do all we can to continue to keep you safe.

While we have implemented these important provisions, there are other areas in the shipyard that we simply cannot control. We partner with BAE and the Navy on safety issues, and know that we can count on them to ensure safety in the shipyard and aboard ship, but we do not control cleaning of the ships. We cannot install wash stations in the BAE shipyard. We have our own safety personnel that rotate between ships, but we do not control the assignment of other safety personnel to the BAE shipyard. While we cannot control the passage of personnel in the ship, the mid-shift switch has largely minimized any contact with others. We cannot mandate the activities of any non-GDIT individual in the BAE shipyard, however, we can confirm that Navy and BAE requirements for protective face coverings have been in effect in the shipyard since April 6. We also supported the temperature checks being conducted upon arrival into the shipyard for an additional level of screening.

We will continue to communicate regularly to ensure that you remain informed on all that we are doing to protect your health and wellbeing. If you have any questions or concerns, please raise them with your lead or your HR Business Partner.

We remain committed to your health and safety while we continue to fulfill our duty to support the essential mission of our customer and nation. We appreciate all that you do on behalf of our customer, and GDIT.

Please continue to take care of yourselves and your families.

Rich

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