

Bath Iron Works

Guidance for Resuming Normal Attendance May 11



BIW resumes normal attendance beginning Monday, May 11. Please see below for important changes that have been implemented. As always, if you have questions concerning COVID-19 please call the BIW Coronavirus Hotline at **207-442-5999**.

COVID-19 BIW POSITIVE CASES



There have been two reported cases of COVID-19 at Bath Iron Works and both employees have fully recovered and returned to work. No additional positive COVID-19 cases have been reported by BIW employees since April 2, 2020, the date on which the second case was reported.

Learn more about how COVID-19 cases are handled at Bath Iron Works [here](#).

COVID-19 SYMPTOMS



Some symptoms to watch for that may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of breath

What do I do if I am at home and exhibit symptoms?

Do not return to work. Call the BIW Nurse Triage Line at **207-442-4296**.

What should I do if I am at work and have symptoms?

Please notify your supervisor and call the BIW Nurse Triage Line at: **207-442-4296**. Please do NOT go in person to Medical. Go home or report to [a ride waiting area](#) for your ride home.

Learn more about COVID-19 [here](#).

FACE COVERINGS

We strongly encourage the use of face coverings for all employees, as recommended by the Centers for Disease Control and Prevention. We believe this is in the best long-term health interest of all employees as we work to prevent the spread of COVID-19.



- **Disposable Masks:** See a tool crib or local area admin.
- **Cloth Masks:** See your supervisor.

Click [here](#) for care directions from CDC guidance.

Learn more about face coverings [here](#).

TEMPERATURE CHECKS AT HOME



Check your temperature each day before coming into work, as recommended by the CDC, to help keep your coworkers and the community safe and reduce the transmission of COVID-19. **If your temperature is 100.4°F or above please do not come into work.** Call your primary care physician and then call the Nurse Triage Line at **207-442-4296**. Strip thermometers were sent to all employees' homes on April 22, 2020. You may use this thermometer or any type that is convenient for you to monitor your temperature daily. Please contact your Supervisor if the thermometer you received is defective or lost.

Learn more about temperature checks and how to use disposable thermometers [here](#).

WORKPLACE DISTANCING PRACTICES

All employees are reminded to maintain appropriate work place distancing in keeping with CDC Guidelines. We have put multiple social distancing measures in place at BIW with the health and safety of employees in mind.

Workplace Distancing Measures Include:

- Separation of key functional groups in the workplace.
- Modification of end-of-shift workflows and turnstile exit procedures to increase spacing.
- Vehicles operating within BIW properties or between BIW owned/leased buildings are limited to a single driver (no passengers). This policy does not include emergency operations.
- Installation of Additional WFM Terminals (MPTs) for employees to input job starts.
- Increased use of telecommunication tools to reduce face-to-face interaction.
- Implementation of flexible work hours and shifts where feasible.
- Conference rooms posted for max capacity to maintain distancing



Lunch and Additional Break Areas

In support of social distancing, BIW will provide lunch during the week of May 11 to employees in the main yard and offsite facilities in the Bath-Brunswick area. In order to avoid gatherings at the lunch distribution locations, supervisors will continue to pick up lunches for their crews and distribute them in a manner that enables appropriate distancing. Additional tents/coverings are being added to support lunchtime and musters. Employees may eat lunch under the tents or in another location that enables adherence to the separation guideline.

Learn more about workplace distancing at BIW [here](#).

OTHER PERSONAL PROTECTION MEASURES

There are several “layers of protection” that we can all use to protect ourselves and each other from the spread of COVID-19 as we continue operations over the next several months.

Please practice good hand hygiene:



- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Learn more about steps to protect yourself and others [here](#).

COMPANY PROTECTIVE MEASURES



Hand sanitizer and surface disinfectant of some type are readily available in all work areas. If you are in need of hand sanitizer or cleaning supplies, please ask your supervisor to submit a request at Maint_Stockroom@gdbiw.com. Additional hand washing stations are located near bathroom facilities.

Our normal cleaning procedures have been significantly increased due to COVID 19 and we will continue to frequently clean commonly touched surfaces by both BIW cleaning staff and vendors. For cleaning supplies, to clean your team’s work area, please contact your supervisor to submit a request at Maint_Stockroom@gdbiw.com

Learn more about the company protective measures [here](#). Learn more about our cleaning efforts [here](#).

LEAVE OF ABSENCE/ SHIFT CHANGE POLICY



Employees may request an alternative shift assignment to accommodate a personal need. Shift assignments will be subject to the normal provisions of the applicable CBA for represented employees or granted at management’s discretion for non-represented employees. Represented employees interested in exploring this option should follow the process outlined within their CBA. Non-represented employees interested in exploring this option should speak with their supervisor.

Learn more about other benefits [here](#).

PARKING AND TRANSPORTATION

Temporary Parking Lots and Park & Ride

Bus transportation from Taste of Maine – 161 Main Street, Woolwich and a temporary location, Maine Maritime Museum, 243 Washington Street, will be available starting on Monday, May 11 for first shift. Third shift shuttle bus transportation to and from the West Bath shuttle lot at 333 State Rd., will be available starting Sunday night, May 10. Shuttles will carry 10 passengers at a time and employees must wear a face covering to ride. Employees working 2nd shift can park in all lots after 3 PM. See shuttle schedule [here](#).

2nd and 3rd Mid-Shift Shuttles



Transportation to and from remote lots during 2nd and 3rd shifts for employees leaving early or for emergent issues will be by van. Only one passenger may ride in the van at a time to maintain social distancing and both the driver and the passenger must wear a face covering as recommended by the CDC.

There will also be temporary parking lots available for use. Please note that these lots will not have shuttle service. [Click here](#) to see parking maps.

Carpooling

Car pool parking at BIW facilities or BIW-sponsored lots must only be carrying a single driver or only members of the same household in order to comply to the governor's executive order.

Van Pool

In order to comply with the governor's executive order, BIW no longer reserves parking for passenger commuter vans to park in Company lots. Single driver vans, with permits, may still park in BIW lots on a first come first serve basis.

Learn more about parking and transportation [here](#).

TRAVEL POLICY



Per the Governor's proclamation on out of state travel, any out of state travel will require a 14 day self-monitoring period. If you have traveled outside the state, or if a person that resides with you leaves the state or comes to stay with you from out of state AND they have or develop symptoms consistent with COVID-19, we ask that you notify us via the BIW Coronavirus Hotline at **207-442-5999, option 3** before returning to work. Until further notice, all business travel requires divisional VP and VP of Human Resources approval.

Learn more about our travel policy [here](#).

IMPORTANT CORONAVIRUS CONTACT INFORMATION



BIW Coronavirus Hotline: 207-442-5999

Nurse Triage Line: 207-442-4296

Call-In Center: [Click here](#)