**Reminder of Important COVID-19 Safety and Notification Protocols**

Timely communication across our Professional Ship Services teams is very important to our successful operations. The COVID-19 pandemic has made this even more critical.

Keeping each other informed of COVID-19 exposures, contacts and testing within our teams is vital to the health of our coworkers and families. Further, a healthy workforce is a critical part of our commitment to our customers and ultimately to the U.S. Navy.

In a recent situation, a Ship Services employee who experienced symptoms and eventually tested positive for COVID-19 failed to follow GDIT and Government notification protocols. Fortunately, the employee is recovering and now in quarantine, contact tracing has been completed, all employees who were determined to have had close contact with the individual have been notified, and appropriate actions have been taken to safeguard their health and welfare. If you have not been notified of close contact, you do not need to be concerned.

This situation could have been much worse. The employee endangered his team members and put our projects at risk.  This cannot happen again. **It is the responsibility of all employees to follow COVID-19 protocols and minimize the potential risk to others by providing timely notification of illness, exposure, or a positive test result.**

**Important Reminders**

* Do not come to work and notify your supervisor immediately if you:
	+ Experience COVID-like symptoms
	+ Have had direct contact with an individual who has tested positive or is presumed to be positive (awaiting test results)
	+ Get tested, or plan to be tested (provide test date)
* If you develop symptoms at work, leave the worksite immediately, contact your supervisor and your health care provider.  A GDIT HR representative will contact you regarding assistance with COVID health issues and leave options.
* Visit the Ship Services website: [www.gdit.com/norfolkshipyard/](http://www.gdit.com/norfolkshipyard/). This site has detailed, up-to-date COVID and GDIT support information for employees.

The pandemic has placed a burden on all of us. We must continue to work as a team and protect each other. Disciplinary action may apply to employees who fail to follow established COVID-19 protocols, including failure to provide timely COVID risk notifications.

**Now is not the time to let down our guard. Stay safe.**