U.S. Pay and Benefit Guidance

Because we care about the well-being of our employees, we all need to do our part to minimize the spread of coronavirus (COVID-19). Consistent with Centers for Disease Control and Prevention (CDC) guidance, the company expects employees to stay home and isolate when they have COVID-19 symptoms, excluding those associated with known seasonal allergies. Employees must isolate until all of the following apply: at least seven days have passed since any COVID-19 symptoms first appeared, their respiratory symptoms improve (e.g. cough, shortness of breath), at least three days (72 hours) have passed since recovery (defined as resolution of fever without the use of fever-reducing medications), and proper medical documentation allowing for return-to-work is provided. If an employee comes to work with COVID-19 symptoms other than those associated with known seasonal allergies, they will be sent home immediately by their supervisor. Employees are encouraged to seek medical assistance from their doctor or the company-sponsored Live Health Online service as needed.

To assist our employees, BWXT will bridge the possible gap between the time an employee feels ill and qualifies (or doesn’t qualify) for short-term disability (COVID-19 Leave). The chart below outlines the leave benefits available, relative to events created by COVID-19, until further notice.

<table>
<thead>
<tr>
<th>Event #1</th>
<th>Event #2</th>
<th>Event #3</th>
<th>Event #4</th>
<th>Event #5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td><strong>Quarantine</strong></td>
<td><strong>Short-Term Disability (STD)</strong></td>
<td><strong>Family Medical Leave (FML)</strong></td>
<td><strong>No Child Care</strong></td>
</tr>
<tr>
<td>Salary Exempt &amp; Non-Exempt</td>
<td>Declared Exposure or Potential Exposure to COVID-19 (14-day Quarantine)</td>
<td>Sick with COVID-19 or COVID-19 Symptoms</td>
<td>Care for Family Member with COVID-19 or COVID-19 Symptoms</td>
<td>Caring for Child(ren) due to School or Day Care Closing</td>
</tr>
<tr>
<td>Hourly - No CBA</td>
<td>Paid regular Base Hourly Rate for 10 working days (with signed Quarantine Certification)</td>
<td>STD paid at 100%</td>
<td>Vacation or Floating Holidays then unpaid FML</td>
<td>Telecommute, Alternate Work Shift, Vacation or Floating Holidays, Unpaid Leave w/ Benefits</td>
</tr>
<tr>
<td>Hourly - with CBA</td>
<td>Paid regular Base Hourly Rate for 10 working days (with signed Quarantine Certification)</td>
<td>STD paid according to respective CBA Sick Leave (no waiting period)</td>
<td>Vacation or Floating Holidays then unpaid FML</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Illnesses and injuries that are not COVID-19 or COVID-19-related will be administered according to current plan and policy provisions. Employees with time missed in accordance with this interim policy will not be penalized.
Quarantine (Event #1)
- Contact your supervisor.
- Employees who are in a role that allows them to telecommute (e.g., work from home) will be required to work from home while they are under quarantine, assuming they are able.
- For employees who cannot work from home, time spent under quarantine pursuant to this policy will not be considered as hours worked for purposes of any overtime calculations, but will include shift differential as appropriate.

Short-Term Disability (STD) (Event #2)
In the event a BWXT employee tests positive for COVID-19 or exhibits COVID-19-like symptoms (medical or self-diagnosed):
- Contact your Supervisor.
- Call Cigna (1-888-842-4462) to report that you have been diagnosed with COVID-19 or exhibit COVID-19-like symptoms.
- Cigna will request your doctor’s name and phone number, so they may manage your claim but they will limit the amount of forms to be completed to certify this condition (normal procedures will remain in place for all other STD claims).

Family Medical Leave (Event #3)
- Contact your supervisor.
- Evaluate your need to declare exposure/potential exposure and quarantine if you have experienced close and continued contact with someone who has tested positive for COVID-19.
- In the event that caring for a family member does not lead to one being quarantined, all eligible U.S. employees must apply for Family Medical Leave (FML) through Cigna.

No Child Care (Event #4)
- Contact your supervisor.
- Employees who are in a role that allows them to telecommute (e.g., work from home) will be required to work from home.
- For employees who cannot work from home, an alternate work shift at work will be assessed.
- For salaried employees, unpaid leave will be available after vacation and floating holidays are used.
- Hourly bargaining and non-bargaining employees will be asked to work a flexible work schedule or take vacation or floating holidays.
  - Unpaid leave will be available after vacation or floating holidays have been exhausted.

High-Risk Employees (Event #5)
- Employees identified as high risk by the CDC for developing a severe illness as a result of contracting COVID-19 may contact their supervisor to request accommodation in the event conditions exist in the workplace that may increase the likelihood of exposure.

U.S. Pay and Benefit Guidance
employees who are in a role that allows them to telecommute (e.g., work from home) may do so with supervisor approval. For employees who cannot work from home, an alternate work shift or an isolated work station/area at work will be assessed, if available. For salaried employees who are unable to work, unpaid leave will be available after vacation and floating holidays are used. Unpaid leave will be provided in accordance with BWXT Policy 1404-01 Personal Leaves of Absence.

Hourly bargaining and non-bargaining employees will be asked to work a flexible work schedule (if available), work in an isolated work station (if available) or take vacation or floating holidays.

- Unpaid leave will be available after vacation or floating holidays have been exhausted, in accordance with BWXT Policy 1404-01 Personal Leaves of Absence or the provisions of the applicable collective bargaining agreement (CBA) without attendance penalty.
- Employees on unpaid leave will be expected to return to their regularly assigned workplace and position upon the conclusion or elimination of conditions placing them at higher risk from exposure.

Effective immediately, your personal future travel to restricted areas may void your eligibility for the amended benefits listed in this guidance.

Medical Benefit Guidance

Coronavirus Testing

All U.S. BWXT medical plans, including those covered under a collective bargaining agreement (CBA), will pay for coronavirus testing at 100% (no cost to employees).

Live Health Online (LHO)

To assist with determining if an employee should stay home when feeling ill, BWXT will offer full Live Health Online (888-548-3432) services at no cost to BWXT employees and their family members until further notice.

- **Employees in a non-bargaining BWXT medical plan** will have a $0 co-pay for calling LHO and all employees covered under a CBA, will be charged $59 at the time of service, but can submit their payment for reimbursement through their local Human Resources or Labor Relations representative.
- **Employees and their families not covered by a BWXT medical plan** may utilize LHO services at no cost to the employee during the pandemic. To redeem, enter coupon code “BWXT Non-Anthem EE” when setting up your profile to receive the service without a co-pay.
- Due to an increase in call volumes, expect some delays.
Health Care Flexible Spending Accounts (FSAs)

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) expands the definition of reimbursable expenses retroactive to Jan. 1, 2020:

- Over-the-counter drugs and medicines not prescribed by a physician can now be reimbursed.
- Menstrual care products are now considered eligible expenses. Examples include tampons, pads, liners, cups, sponges, or similar products.