

# Northrop Grumman Health Plan Summary of Material Modifications Regarding COVID-19

## **Changes to Benefits**

The following changes were made to the benefits under the Northrop Grumman Health Plan:

- The health care flexible spending account and health reimbursement account features of the Plan have been amended effective January 1, 2020 to allow for reimbursement of over-the-counter medicines and drugs, regardless of whether they are prescribed, and menstrual care products
- Effective March 18, 2020, under the options administered by Anthem, all cost-sharing (deductibles, copayments, and coinsurance) is waived, as required by law, for COVID-19 testing and office visits that lead to the order for or administration of an approved COVID-19 test. In addition, the Plan will pay a provider's publicized cash price for COVID-19 diagnostic testing in the absence of a negotiated rate, as required by law.
- Effective March 18, 2020, the Anthem plan options will cover COVID-19-related preventive services and immunizations without cost-sharing, as required by law
- Effective March 26, 2020 and lasting through December 31, 2021, the Medium Premium/Medium Deductible options and the Low Premium/High Deductible option have been amended to waive the deductible for telemedicine services provided through LiveHealthOnline and to reduce the copayment for telemedicine services provided through LiveHealthOnline from \$59 to \$10
- Effective June 8, 2020, participants may make a change to their 2020 plan year health care or dependent day care flexible spending accounts even in the absence of a qualified life event. However, a participant may not reduce his/her health care flexible spending account election below the amount reimbursed as of the date of the election. No changes will be allowed in the month of December.

## **Changes to Plan Deadlines**

Various time periods under the Plan are now calculated by excluding any days that fall within the "Outbreak Period". The "Outbreak Period" is a period that begins on March 1, 2020 and ends on the 60th day following the day on which there is an announced end to the COVID-19 National Emergency.

### *COBRA Deadlines*

The following time periods are calculated by excluding any days that fall within the Outbreak Period:

- The 60-day period to elect continuation coverage that begins upon the later of (i) when an individual would otherwise lose coverage due to a qualifying event; or

(ii) when the NGBC notifies the individual of the right to purchase continuation coverage

- The 60-day deadline in which a covered employee or the employee's spouse has in which to notify the NGBC that the employee and a covered spouse are divorced, or a covered dependent child ceased to qualify as a dependent
- The 60-day deadline by which an employee or former employee who is on continuation coverage must notify the NGBC of (i) a divorce with a covered spouse; (ii) a covered dependent child ceasing to qualify as a dependent; or (iii) a Social Security disability determination of anyone on continuation coverage
- The 45-day period within which an initial payment for continuation coverage must be made and the 30-day grace period within which subsequent payments for continuation coverage must be made

### *Special Enrollment Deadlines*

The following time periods are calculated by excluding any days that fall within the Outbreak Period:

- The 31-day period in which to contact the NGBC to enroll yourself, a spouse, or dependent in medical coverage due to marriage, birth, adoption, or placement for adoption
- The 31-day period in which to contact the NGBC to enroll in medical coverage due to a loss of coverage under another group health plan or health insurance
- The 60-day period in which to contact the NGBC to enroll in medical coverage due to termination of your or your dependent's Medicaid or Children's Health Insurance Program (CHIP) coverage as a result of loss of eligibility

### *Claims and Appeals Deadlines*

The following time periods are calculated by excluding any days that fall within the Outbreak Period:

- Deadlines to submit a claim for benefits<sup>1</sup>
- Deadlines to submit an appeal of a benefit claim denial
- The four-month period in which to request an external review of a denied medical appeal
- In those cases where a request for an external review is not complete, the date by which additional information or materials may be filed to perfect the external review request

### **COVID-19 Related Leave of Absence**

If you take a leave of absence for personal circumstances related to COVID-19 pursuant to the temporary modification to the Northrop Grumman Personal Leaves of Absence Company Manual provision (USHR 3-56 (Temp)), your benefits may continue as described below, provided your leave of absence commences between June 1, 2020 and December 31, 2020. Eligibility for this temporary Extended COVID-Related Leave is determined in accordance with

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<sup>1</sup> This means that the deadline to submit claims incurred in 2019 for the health care flexible spending account has been extended from March 31, 2020 to the date that is 31 days after the end of the Outbreak Period. The same deadline will apply for the dependent day care flexible spending account.

the Manual. Extended COVID-Related Leave may be approved for up to three months. Extended COVID-Related Leave is not available to employees in Aeronautics Systems' Scaled Composites and Space Systems' Strategic Business Units, and applies to represented employees consistent with the terms of their collective bargaining agreement. If you are receiving a paycheck from Northrop Grumman, your regular contributions will continue. If you are not receiving a paycheck, you will be directly billed for your required contributions.

Here is how your benefits will be affected:

Benefit Option	What Happens During a COVID-19 Leave of Absence
<b>Medical, Dental, Vision</b>	Coverage continues during the approved Extended COVID-Related Leave, for up to three months, provided you make any required contributions. When coverage ends, you may choose COBRA until you return to work (subject to the maximums and other rules explained in the "General Plan Administration: COBRA" section).
<b>Health Care Flexible Spending Account (FSA)</b>	<p>If you are receiving a paycheck from Northrop Grumman during your leave, your contributions continue on a pre-tax basis during the approved Extended COVID-Related Leave, for up to three months. You may continue your FSA after that point by making after-tax contributions through COBRA for the remainder of the plan year.</p> <p>If you are on an unpaid leave, your contributions stop. You can be reimbursed for eligible expenses incurred only during the time you made contributions. Expenses that you incur after the last day of the last pay period in which you made contributions are not eligible for reimbursement. Once you no longer receive a paycheck, if you wish to continue your FSA, you can choose to continue with after-tax contributions through COBRA for the remainder of the plan year.</p>
<b>Dependent Day Care Flexible Spending Account (FSA)</b>	<p>If you are receiving a paycheck from Northrop Grumman during your leave, your contributions continue on a pre-tax basis during the approved Extended COVID-Related Leave, for up to three months.</p> <p>If you are on an unpaid leave, your contributions stop. You can be reimbursed for eligible expenses during the plan year.</p>
<b>Health Savings Account (HSA)*</b>  *you own the HSA. It is not part of the Northrop Grumman Health Plan	Your contributions continue as long as you are receiving a paycheck from Northrop Grumman.
<b>Basic and Optional Long-Term Disability (LTD)</b>	Coverage continues during the approved Extended COVID-Related Leave, for up to three months, provided any required premiums are paid.
<b>Short-Term Disability (STD)</b>	Coverage continues during the approved Extended COVID-Related Leave, for up to three months.
<b>Basic Life Insurance</b>	Coverage continues during the approved Extended COVID-Related Leave, for up to three months. When coverage ends, you may choose conversion or portability within 31 days.
<b>Optional Life Insurance (employee, spouse, child)</b>	Coverage continues during the approved Extended COVID-Related Leave, for up to three months, provided you make required contributions. When coverage ends, you may choose conversion or portability within 31 days.
<b>Basic Accidental Death and Dismemberment (AD&amp;D)</b>	Coverage continues during the approved Extended COVID-Related Leave, for up to three months. When coverage ends, you may choose portability within 31 days.

<b>Optional Accidental Death and Dismemberment (AD&amp;D)</b>	Coverage continues during the approved Extended COVID-Related Leave, for up to three months, provided you make required contributions. When coverage ends, you may choose portability within 31 days.
<b>Group Legal</b>	<p>If you are receiving a paycheck from Northrop Grumman during your leave, coverage continues on an after-tax basis during the approved Extended COVID-Related Leave, for up to three months.</p> <p>If you are on unpaid leave, coverage continues during the approved Extended COVID-Related Leave, for up to three months provided you make any required contributions.</p> <p>You may be able to continue coverage thereafter by making payments directly to the carrier. You must contact Hyatt Legal within 30 days of your coverage end date.</p>