



AT&T

## COVID-19 Vaccine Policy

U.S. Employees (Management & Bargained)

*Effective February 2021*



# The Policy

The federal government, through [Operation Warp Speed](#), has been working since the pandemic started to make one or more COVID-19 vaccines available as soon as possible.

While at this time, **AT&T is not requiring employees to get a COVID-19 vaccine**, the health and safety of our employees and customers remains our top priority. For that reason, **AT&T strongly encourages employees get a COVID-19 vaccine when it becomes available to them**. COVID-19 vaccination is voluntary, and employees should consult a healthcare provider to decide if it is right for them.

*Note: At this time, employees who receive a COVID-19 vaccine are still required to follow all [Workplace Behaviors and Expectations, including social distancing and following the Face Covering Guidelines](#). As adoption increases, this policy will be reevaluated and updated as appropriate.*

## [Benefits Coverage & Cost](#)

The cost of the vaccine will be covered under AT&T Medical Plans. Employees may need to present their health insurance information to the vaccine provider(s) to cover the cost of the vaccine.

[More information on COVID-19 Benefits Coverage is available here.](#)

## [Time Off for Vaccination](#)

Employees who are unable to get vaccinated during non-work hours or at an appointment sponsored/arranged by the company will be provided up to 4 hours of paid time off to receive a single-dose vaccination or up to 8 hours of paid time off to receive a vaccine that requires two doses. Employees must schedule the time off to get vaccinated in accordance with normal vacation/PTO scheduling processes and availability will be based on needs of the business.

*Employees are only eligible to receive paid time off for one vaccination cycle (one, paid absence of up to four hours for a single dose vaccine or two, paid absences of up to four-hours each for a two-dose vaccine).*

Employees **MUST** attest they have received all prescribed doses through the [COVID-19 Vaccine Attestation](#) (available via MyWorkLife and YesOkay) if they used the paid time off provided by this policy. AT&T reserves the right to request proof of vaccination. Time records will be audited. Falsification of time records and/or proof of vaccination is a Code of Business Conduct violation subject to discipline, up to and including termination of employment.

[Detailed information on how to code time off for vaccination is available in the Vaccine Policy FAQs.](#)



### *Vaccination Resources*

We understand some employees may be concerned about getting the vaccine and encourage employees to consult their healthcare provider and review the following resources on the CDC website to learn more.

- [8 Things to Know about the U.S. COVID-19 Vaccination Program](#)
- [Benefits of Getting a COVID-19 Vaccine](#)
- [Different COVID-19 Vaccines](#)
- [Facts about COVID-19 Vaccines](#)
- [What to Expect at Your Appointment to Get Vaccinated for COVID-19](#)
- [Frequently Asked Questions about COVID-19 Vaccination](#)

The COVID-19 vaccine supply is extremely limited, and distribution procedures are still being developed by government agencies. The Company reserves the right to change this policy at any time in its sole discretion.

The Company may, in its sole discretion, facilitate vaccine registration for eligible employees by disclosing to government agencies offering vaccines confirmation of essential employment and, where required, individual work-related information (name, AT&T user ID, work contact and work address data) or high-level, non-sensitive personal data reflecting age range (e.g., over 50) or county/city of residence.

*This Policy will comply with all applicable laws and currently is scheduled to remain in effect until December 31, 2021.*

The Company reserves the right to amend, change, or cancel individual participation and this policy or any part thereof, or reduce, modify, or suspend terms at its sole discretion. This policy is not a contract, assurance of compensation, continued employment, or benefit of any kind. Where state or local laws differ from this section, the legal requirements prevail. Individual Business Units may not modify this policy.

Vaccination is voluntary. AT&T will not tolerate retaliation based on vaccination status. Employees shall not ask questions about a person's choice not to get vaccinated, as that question could elicit private medical information. If you observe any violation or potential violation of this policy, report the issue using the resources available in the [Non-Retaliation Policy](#).

*FAQs on this policy are available [here](#).*

