



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.





Vaccine Policy FAQs

General Questions

1. Are employees required to get the vaccine?

No. 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.

2. Why is AT&T encouraging employees to get a COVID-19 Vaccine?

According to the CDC, COVID-19 vaccines are an important tool to help us stop the pandemic. If you receive all the prescribed doses, COVID-19 vaccination will help keep you from getting COVID-19. Getting vaccinated yourself may also protect people around you, particularly people at increased risk of severe illness from COVID-19.

3. Will I need proof of essential employment in order to get vaccinated?

Vaccine registration varies by county and state. You may be asked to show proof that you are an essential employee in order to get priority access to the vaccine. At this time, we believe you just need to show your AT&T ID badge. If we learn of locations that require additional proof, we will provide you with what you need at that time.

4. Do employees need to provide AT&T proof they have been vaccinated?

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.

5. Am I required to tell AT&T I have gotten vaccinated if I don't use paid time off provided by this policy for my vaccination?

At this time, we are requiring confirmation of vaccination only from those employees who are seeking to use paid time off under this policy. However, any employee who wants to update their vaccination status in the Assessment is encouraged to do so. We expect that sometime this year, COVID-19 protocols may change based on vaccination status, and the Company will let you know if we need additional employees to update their vaccination status.

6. Do I need to make an appointment to get vaccinated?

Yes, though the process varies by state or county. The CDC has a direct link to state specific vaccination resources available here: [How Do I Get a Vaccine](#). You may also consult your health care provider for up to date information.

7. Will AT&T schedule vaccination appointments for essential employees who want to get vaccinated?

At this time, because of limited vaccine supply, employees must arrange for their own vaccination appointments with state, county, or local vaccine providers. AT&T has been advocating to the states and counties to give priority to AT&T essential employees after initial populations (like healthcare workers and long-term care residents) have been served. If requested in order to get priority access, AT&T may provide 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. In the future, the company may arrange or sponsor vaccine

Updated 2/3/2021

appointments with vendor partners (i.e. CVS), employees will be notified, if and when that option becomes available.

8. Where can I learn more about COVID-19 vaccines?

We understand some employees may be concerned about getting the vaccine and encourage employees to consult with 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](#)

9. I've heard the term community/herd immunity used a lot. What does that mean?

The CDC defines community immunity (also called herd immunity) as a situation where a sufficient proportion of a population is immune to an infectious disease (through vaccination and/or prior illness) to make its spread from person to person unlikely. Visit the [CDC Frequently Asked Questions about the COVID-19 Vaccine](#) for more information on vaccines and community immunity.

Time Off for Vaccination

1. Is AT&T providing paid time off for vaccinations?

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).

2. How do employees code time off to get vaccinated?

Use the following time codes time off for vaccination.

Management Employees

	Absence Code	Reason Code
Non-Exempt Managers in eLink	MPE0	Other (M00037)
Non-Exempt Managers in MyTime/Kronos	EMP	-
Exempt Managers	No Coding Needed for incremental time.	

Bargained Employees

	Absence Code	Reason Code
eLink Time Reporters	MPE0*	Other (M00037)
MyTime/Kronos Reporters	EMP	NA

**Alascom (IBEW 1547) and Midwest Core & Prem Techs IBEW Locals 21, 134 and 494 do not have access to MPE0 – Other. Alascom (IBEW 1547) should use MPEN – Other to report time off for vaccination. Midwest Core & Prem Techs IBEW Locals 21, 134 and 494 should use MPE0 – Misc. Company Direction.*

3. I used PTO/vacation time to get vaccinated. Can I recode the time, so I get that PTO/vacation time back?

Yes. Employees who used PTO/vacation time to get vaccinated before this policy took effect can recode their time to use the paid time off provided by this policy. Follow the normal time reporting process(s) for your business unit.



4. Do I get the paid time off if I choose to get vaccinated on my day off?

No. The paid time off provided for this policy is for employees who are unable to get vaccinated during non-work hours or at an appointment sponsored/arranged by the company.

5. What happens if I schedule my vaccine, but my time off request is denied due to the needs of the business?

Work with your supervisor to schedule your time off for vaccination. They will do the best they can to accommodate your request while meeting our customers' needs.

6. What if I take time off to get vaccinated but cannot because of something out of my control (e.g., the location runs out of doses)?

Notify your supervisor immediately if this happens. Each situation will be reviewed on a case-by-case basis; however, an employee may be asked to recode time as appropriate.

7. How should employees code time if they experience symptoms after receiving a vaccine dose?

- **Management employees** who experience symptoms after receiving the vaccination can take sick time as outlined in the [Management Sick Time Guidelines](#).
- **Bargained employees** who experience symptoms after receiving the vaccination can take sick time as outlined in their [Collective Bargaining Agreement](#), as applicable.
- **Supervisors** should refer to Time Off Requests for COVID-19 Situations and Time Reporting Codes Related to COVID-19 sections of the COVID-19 Supervisor Playbook available on the [HR OneStop COVID-19 Resources Page](#) for more information on time off for bargained employees experiencing symptoms.

Vaccination Cost(s)

1. Will the AT&T Medical Plans cover the cost of the vaccine?

Yes. The cost of the vaccine will be covered under the 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.

2. Do I have to pay to get vaccinated?

Vaccine doses will be given to the American people at no cost. However, vaccination providers may charge an administration fee for giving the shot. The cost of the vaccine administration is covered under the AT&T Medical Plans. Employees may need to present their health insurance information to the vaccine provider(s). Uninsured individuals may be covered through the [Health Resources and Services Administration's Provider Relief Fund](#).

