



New: required daily COVID-19 screening policy

To: All AT&T Corporate, AT&T Communications and U.S.-based AT&T Latin America employees

The work we do is critical to millions of people and companies around the world, and we're committed to being there when our customers and colleagues need us most.

Our teams continue to monitor the COVID-19 situation around the world, and it's our priority to keep you and our customers safe. That's why, we have instituted a daily screening policy using an online tool called the COVID-19 entry assessment.

This policy is effective immediately in locations where the COVID-19 entry assessment is currently being used. The assessment will be deployed to additional locations in the coming weeks. The company will notify you when the entry assessment is available at your location.

Please read and follow the daily screening requirements outlined below. These must be followed when reporting to an AT&T workplace and/or while performing work on behalf of AT&T. *The screening requirements do not apply to employees when they are working from home.*

Stay Home if You Are Sick or Have COVID-19.

If you are experiencing COVID-19 symptoms outlined by the [CDC](#) or your local health authority, stay at home and do not report to an AT&T work location.

Common symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, unexplained muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, but CDC continues to update the symptom list as it learns more about the virus.

Contact your health care provider if you're sick and let your supervisor know you're not reporting to the workplace. Do not return to an AT&T work location until you have met the standards for returning. If you are not sure what those standards are, contact your supervisor.

If you are not sick or do not have COVID-19, report to work and complete the COVID-19 Entry Assessment at the start of your shift.

Access one of the online assessment tools available at [myWorklife](#) or [YesOkay](#) to complete the COVID-19 Entry Assessment daily at the start of your shift.

- Employees should access the Assessment on their COU devices but may choose to use a personal device instead.
 - Employees who do not have a COU device will be provided alternate instructions to complete the Assessment.
- Screening activities must take place during normally scheduled work time.
- AT&T may hire third party temperature screeners or use thermal cameras at select AT&T locations. Outside of those locations, the Company will strive to make thermometers accessible at work locations for employees who temporarily need access to one. However, employees are expected to get access to their own personal thermometer and be prepared to use it to complete the daily assessment. The Company will not purchase thermometers for individual employees.

Some locations may require periodic screenings throughout the day. Employees should comply with the specific Assessment mandates at their AT&T location.

Based on the answers to the Assessment, you will receive a passcard indicating that you are either cleared or not cleared to enter the AT&T work location and instructions on how to proceed.

- **Employees who are cleared may enter the work location and/or begin work in the field.**
 - Employees may be required to display their completed Assessment passcard to building security or their supervisor throughout the day.
 - Employees must follow the [workplace behavior and face covering requirements](#) in the workplace and/or while performing work on behalf of AT&T.
- **Employees who are not cleared must:**
 - Notify their supervisor that they will not be entering the work location;
 - Wear a face covering, maintain social distance from others, and exit the location immediately; and
 - Follow instructions on the Assessment passcard regarding returning to work.

This policy is in addition to any requirements under state or local law. In the event a state or local government has issued an order with more strict requirements, you must adhere to the state or local order.

Employees who refuse to complete the Assessment will be sent home without pay. Failure to follow this policy or provide truthful or accurate responses to the Assessment may result in discipline, in accordance with the Code of Business Conduct.

Always encourage and remind employees to follow these guidelines. Report any employee who is not following these guidelines to your supervisor, an Employee Relations Manager, HR Country Manager or the AT&T Hotline at 888.871.2622.

Exceptions

Ongoing or group exceptions (i.e., an entire retail location) must be approved by HR, Legal and the BU Officer.

For more information, click [here](#) to view frequently asked questions.

Again, thank you for your extraordinary efforts in these extraordinary times.

We'll get through this together.