

AT&T Mobility on Coronavirus (COVID-19): What we're doing & what you need to know

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

What we do is critical to the infrastructure of life. When people need us most, we show up. That's what we do. It's who we are. It's how we demonstrate one of our values – “Be There” – in action.

Keeping ourselves healthy is the first step to helping our customers stay connected.

That's why we want to let you know what we're doing to monitor coronavirus (COVID-19) across the world and how we're acting quickly to respond to local needs.

Caring for Employees in Quarantine

We are providing limited, excused paid time off for anyone who may need to self-quarantine (and cannot work from home) for one of the following reasons:

Are experiencing COVID-19 symptoms

Tested positive for COVID-19

Have been exposed to someone who has tested positive for COVID-19

Have recently returned from a high-risk country (Level 3 as defined by the CDC) or live with someone who has.

Submit request for limited, paid time off [here](#).

Work-from-Home Guidelines for COVID-19 and Frontline Preventative Measures

We will notify you if we institute specific work-from-home guidelines in your local area. And, for employees in jobs where they cannot work from home and may be considered at a higher risk for COVID-19, we will provide limited, excused paid time off. We will institute these local guidelines based on various factors, including local health authority advisories.

We are asking our employees in customer-facing roles or those that require onsite presence to take appropriate preventative measures – no matter their work location.

School Closures for COVID-19

We know that schools and daycares are closing, and some of you are having to make alternative work arrangements – or even to miss work – to care for your children. We are providing limited, excused paid time off for parents and legal guardians who need time off if a school or daycare closes. [Submit request here](#).

AT&T can change these temporary policies at any time, without advance notice.

Other Key Reminders

If you start to feel sick, please contact your medical provider first and reach out to your supervisor to make the necessary arrangements before reporting to work.

We've restricted international business travel and discourage other business travel.

As you consider personal travel, please prepare to take appropriate preventative measures – and review the CDC and World Health Organization websites for the latest guidance.

If you've returned from a high-risk country, you are expected to self-quarantine for 14 days. These currently include China, South Korea, Italy, and Iran – defined by the U.S. Centers for Disease Control and Prevention (CDC) as Level 3.

Meet with vendors virtually, whenever possible.

Discourage personal visitors to any work location.

Look out for scammers: If you receive a suspicious message about COVID-19 on a work device, please report it to the AT&T Chief Security Office.

We appreciate everything you are doing to keep our customers connected – and to care for yourself and each other. Thank you.

Additional information:

Visit the [Employee Resources & Recommendations](#) website for the latest information.

Additional information is available on the [CDC](#) or the [World Health Organization](#) websites.

Visit our [Travel Safety & Security](#) website for the latest advisories.