# **COVID-19 Employee Workspace** Entry Assessment – **Field Services**

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# Agenda

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## Introduction

Relating to the COVID-19 pandemic, Field Services management and non-management employees are **required** each workday to successfully complete a **COVID-19 Workplace Entry Assessment** with a result of **"Cleared for Entry"** before entering any **AT&T location or engaging in any customer in-person interaction**. \*

All bargained and all other non-exempt **employees** must complete the COVID-19 Workplace Entry Assessment steps at the start of their shift each workday **while on work time**. Employees reporting to an AT&T location must complete the COVID-19 Workplace Entry Assessment immediately **prior to entering the AT&T location**.

If an employee **does not have access** to their **COU device** until after entering their assigned AT&T location, unless directed otherwise they must **immediately access** their COU device upon **entering the location**, complete the COVID-19 Workplace Entry Assessment, and proceed as indicated.

Home Dispatch Technicians or others reporting to a customer location must complete the COVID-19 Workplace Entry Assessment in their vehicle while safely parked within a block or two of the customer's location.

\*Note: Completion of the Workplace Entry Assessment is currently voluntary for non-management employees, except in areas where there are applicable mandatory screening requirements (which are separately identified). If a non-management employee does complete the Assessment (whether voluntary or required), the directions in this training are mandatory.

# **Download the AT&T YesOkay App**

- 1. From your COU Apple or Android device, access the <u>COU Portal</u> via a browser or use the COU Appstore App (if installed).
- 2. Enter Global Logon credentials.
- 3. Select the appropriate COU Portal.
- 4. From the Menu, select Applications > App Store.
- 5. Locate and select the AT&T YesOkay App.
- 6. Tap the DOWNLOAD button and follow the prompts to install.

	12:00 PM
	Cou.web.att.com
	Show Menu 🚞
App Store	
	← <u>Back to Apps</u>
AT&T Yes	Okay (iOS)
DOWNLOA	D 🔶
Version numb Supported De Tablet	per 2.8.8 evice Types: SmartPhone +
Attachmen	ts 🖸
App Install	Info 🖸
Communic allows AT&1 easily acce emergency during an e instance, th employees touch callir account foi emergency their Super calling to In information these resou	: esOkay Emergency ation Mobile Application <sup>-</sup> employees to quickly and ss and use important AT&T communication resources mergency situation. For ne application gives the ability to do fast, one- ng or texting to YesOkay to themselves after an to do one-touch calling to visor; or do one-touch foNow to get current n about the emergency. All of urces and more are ly bundled in one easy-to-

### **Access Assessment**







3

# **Complete Assessment**



Question 2 of 5 Have you had "close contact" (less than 5 feet for at least 5-10 minutes) with a person diagnosed with COVID-19 in the		Question 3 of 5 Have you experienced any of the following NEW symptoms within the past 72 hours:			
14 days? (e.g. e)	household, social,		Fever or chills Cough Shortness of br	eath or difficulty	
Yes	No	<b>.</b> .	breathing • Fatigue • Unexplained muscle or body aches		
Start Over			<ul> <li>Headache</li> <li>New loss of taste or smell</li> <li>Sore throat</li> <li>Congestion or runny nose</li> <li>Nausea or vomiting</li> </ul>		
Close and Return					
			Diarrhea		
			Yes	No	
			Start Over		
			Close and Return		

### **Complete Assessment**



have any questions, contact your supervisor.

Additional or different questions may be required based on state or local mandates.

Answer all questions honestly and to the best of your ability.

If you are unsure of how to answer a question, please call 1-888-722-1787 for additional information or guidance.

**Note:** You should take your temperature using your own thermometer. If you do not have one, you should purchase one for your personal use. If you have any questions, contact your supervisor

# CLEARED

#### Cleared for Entry



You are cleared to report to your workplace today. There may be additional screening processes at your work location. Proceed to your work location and be sure to comply with local protocols and procedures. As a reminder, you must keep your hands clean throughout your work day. Do not shake hands with, touch, or hug others at work. Please contact your supervisor for help with additional instructions, questions, or concerns.

Help & Assistance

Continue

YOUR NAME (ATTUID) PASSCARD JUNE 16TH CLEARED **Retake Assessment** Help & Assistance Close and Return

If you **answered all questions "No"** and the daily COVID-19 Workplace Entry Assessment indicates **"Cleared for Entry,"** then a passcard for the **<u>current day</u>** will be provided by tapping where indicated.

This passcard must be shown along with employee ID to complete AT&T building entry.

Reminder, some AT&T facilities may ask for additional health screenings at specific locations.

# **NOT CLEARED**

#### Not Cleared for Entry



You are not cleared to report to your work location today. Please return home and do not report to your work location until you are symptom-free without medication for 72 hours or, alternatively, provide a doctor's note releasing you to return to work. If you can work from home, you may do so with approval from your supervisor. Submit doctor's notes or any COVID-19 related questions to the COVID-19 Human Resources Mailbox (a00446@att.com).

Please contact your supervisor if you do not plan to report to or need to depart from your work location today.

#### Help & Assistance

Continue



#### Instructions

You are not cleared to report to your work location today. Please return home and do not report to your work location until you are symptom-free without medication for 72 hours or, alternatively, provide a doctor's note releasing you to return to work. If you can work from home, you may do so with approval from your supervisor. Submit doctor's notes or any COVID-19 related questions to the COVID-19 Human Resources Mailbox (q00446@att.com).

Help & Assistance

Close and Return

If you answered "Yes" to any of the screening questions and the daily COVID-19 Workplace Entry Assessment indicates "Not Cleared for Entry," then you will not be allowed to enter company property or have any in-person interaction with any customer.

> You should contact your supervisor <u>REMOTELY</u> for additional instructions.

If you make an error causing you to incorrectly receive a "Not Cleared for Entry" response, you should contact your supervisor immediately to enable a reset.

## **Text Message Notifications**

A text notification is sent to a technician and their supervisor if a technician is on a dispatch without completing the daily COVID-19 Workplace Entry Assessment.



# Acknowledgement

In order to receive completion, you must acknowledge you have reviewed the content.

- 1. Go to <u>https://www.e-access.att.com/ple</u>.
- 2. Enter your Global Login credentials and click OK.
- 3. Within the PLE home screen, select the magnifying glass icon.
- 4. Enter **62438027** in the Search box at the top of the screen.
- 5. Select the magnifying glass icon again.
- 6. Under Courses, select the **COVID Workplace Entry Assessment (TECH)** link.
- 7. Select the Start button.

