

COVID-19

Employee Workspace

Entry Assessment –

Field Services

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**.

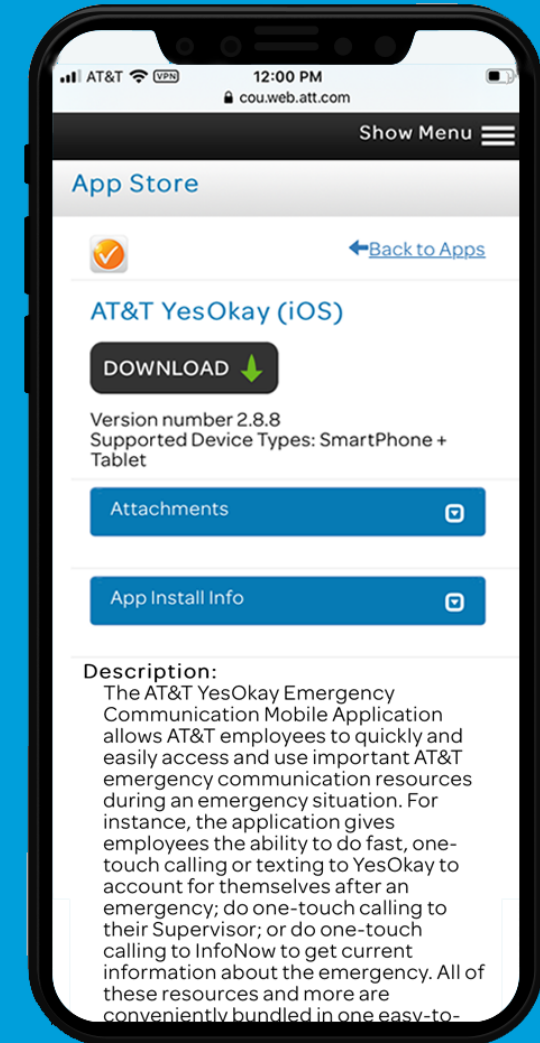
If an employee **does not have access** to their **COU device** until after entering their assigned AT&T location, unless directed otherwise they must **immediately access** their COU device upon **entering the location**, complete the COVID-19 Workplace Entry Assessment, and proceed as indicated.

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**.

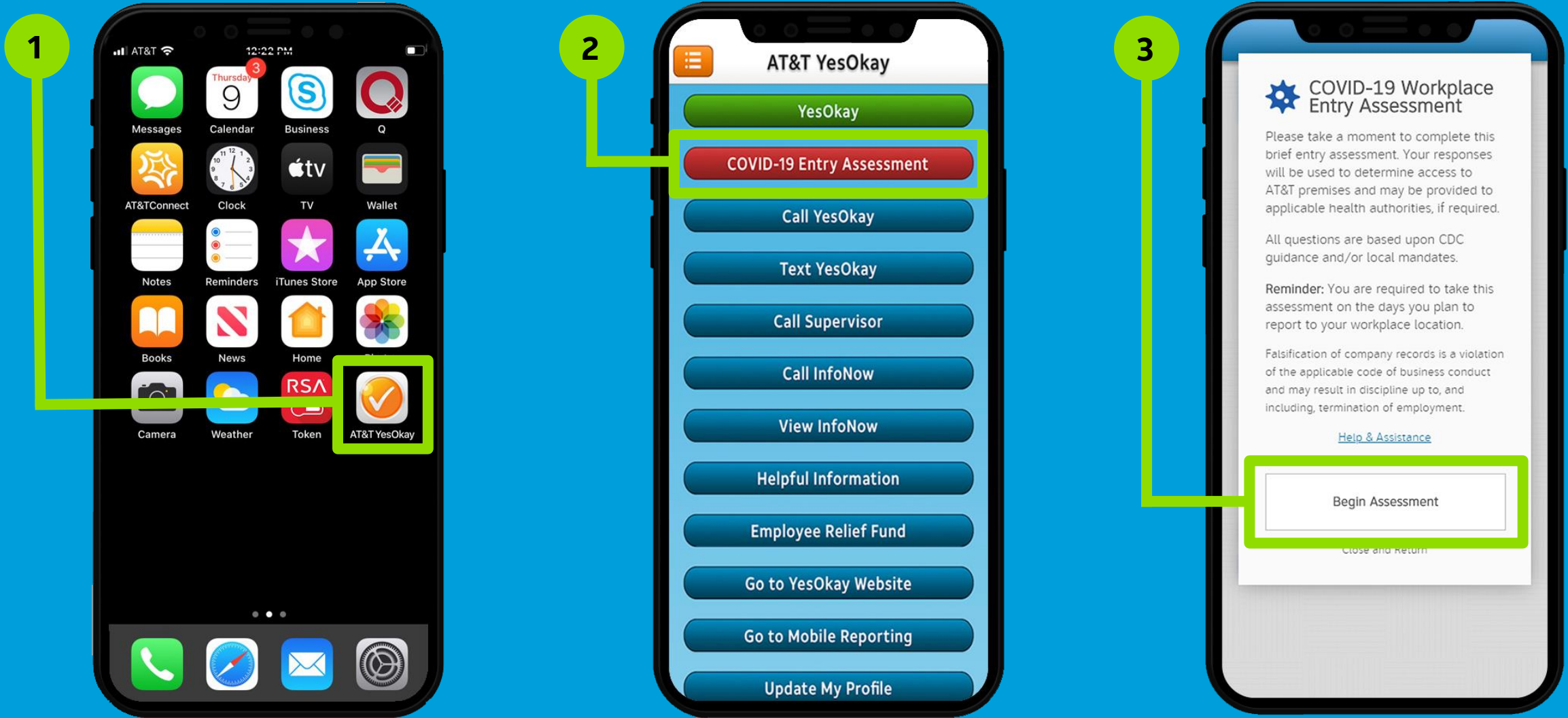
*Note: Completion of the Workplace Entry Assessment is currently voluntary for non-management employees, except in areas where there are applicable mandatory screening requirements (which are separately identified). If a non-management employee does complete the Assessment (whether voluntary or required),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

Download the AT&T YesOkay App

1. From your COU Apple or Android device, access the [COU Portal](#) 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.



Access Assessment



Complete Assessment

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Question 1 of 5

Have you been diagnosed with or tested positive for COVID-19 in the past 14 days?

[Close and Return](#)

Question 2 of 5

Have you had "close contact" (less than 6 feet for at least 5-10 minutes) with a person diagnosed with COVID-19 in the past 14 days? (e.g. household, social, store)

[Start Over](#)

[Close and Return](#)

Question 3 of 5

Have you experienced any of the following NEW symptoms within the past 72 hours:

- 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
- Diarrhea

[Start Over](#)

[Close and Return](#)

Complete Assessment

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Question 4 of 5
Is your current temperature at or above 100.4 F (without fever-reducing medicine)?

Yes No

Start Over
Close and Return

Question 5 of 5
Have you travelled internationally in the past 14 days?

Yes No

Start Over
Close and Return

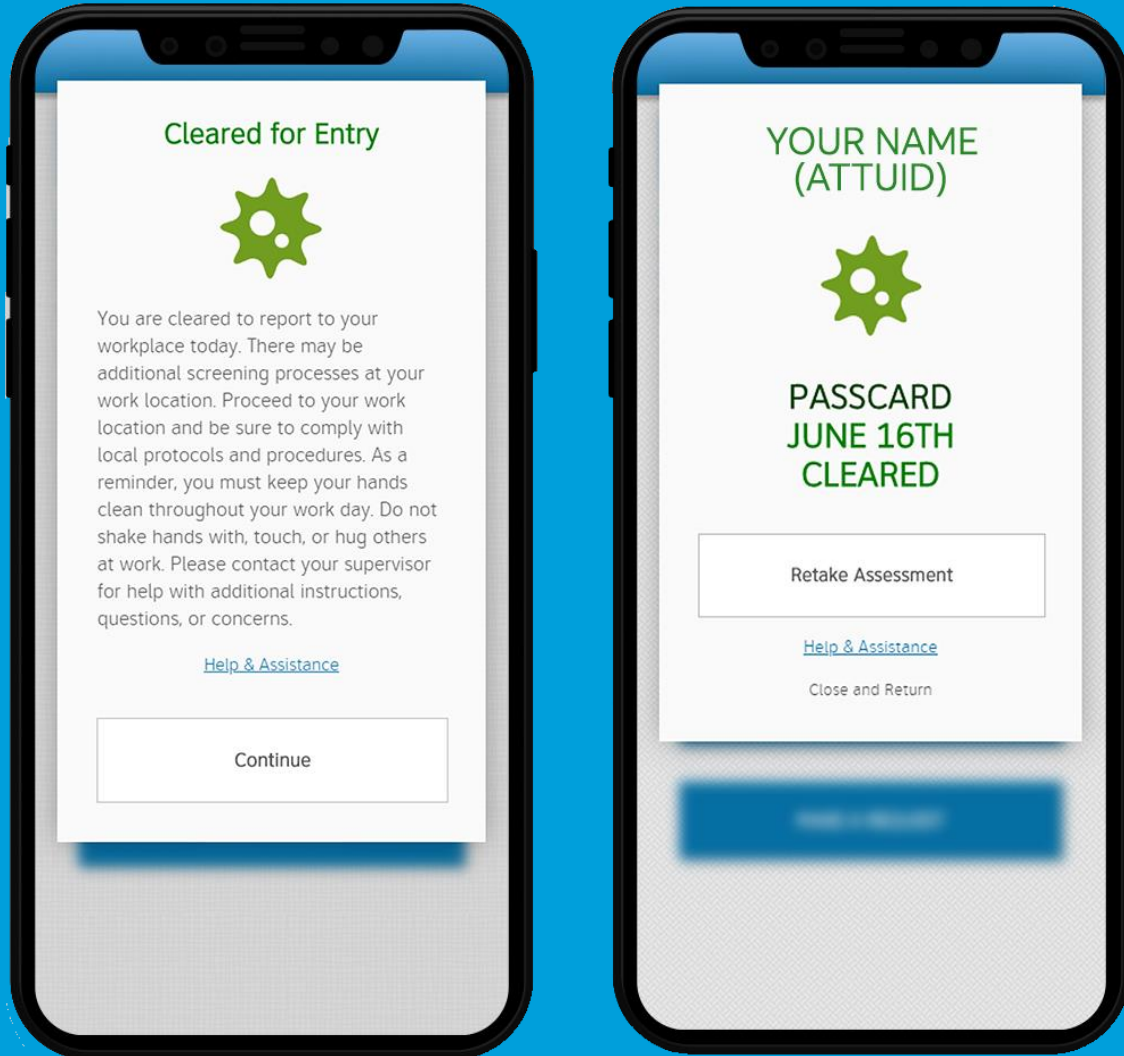
Additional or different questions may be required based on state or local mandates.

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

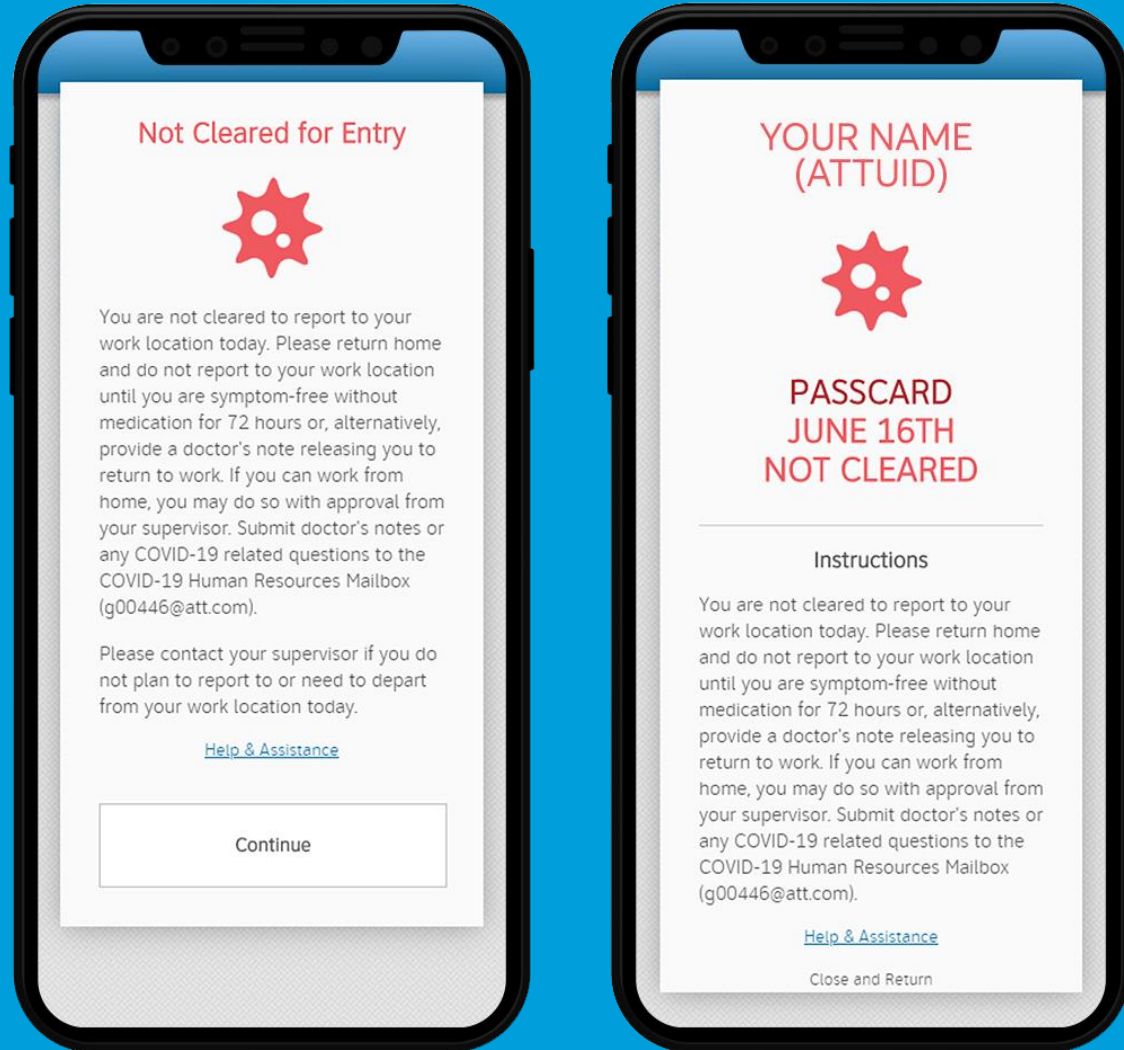


If you **answered all questions “No”** and the daily COVID-19 Workplace Entry Assessment indicates **“Cleared for Entry,”** then a passcard for the **current day** will be provided by tapping where indicated.

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



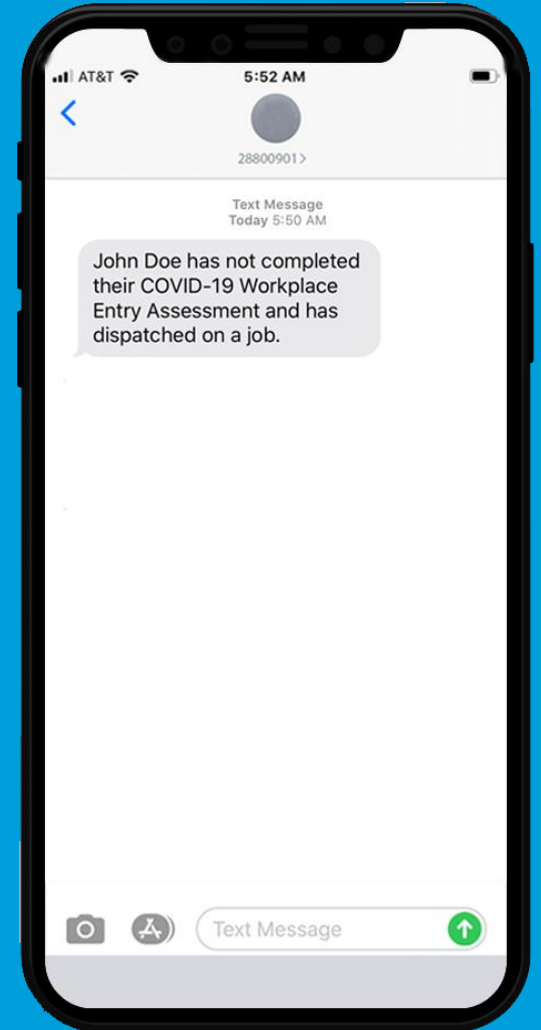
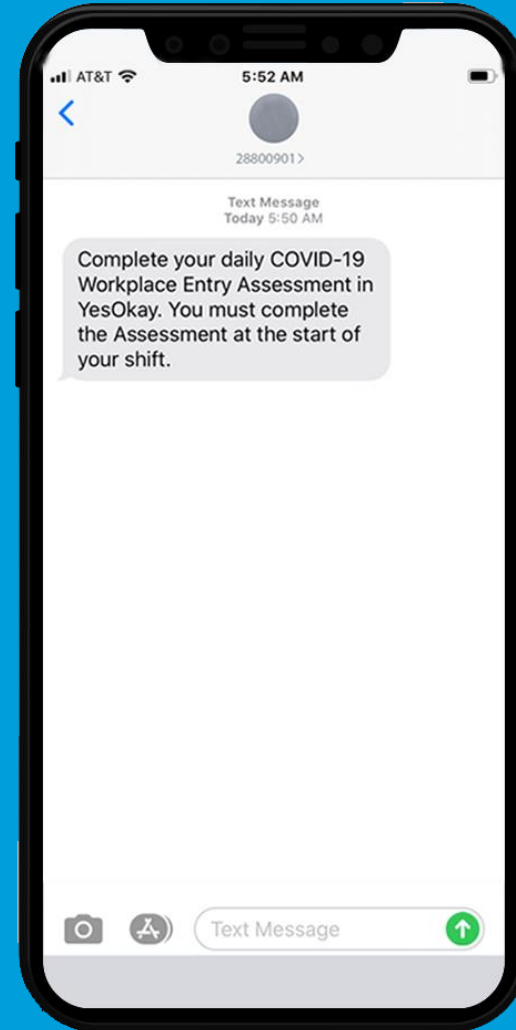
If you answered “Yes” to any of the **screening questions** and the daily COVID-19 Workplace Entry Assessment indicates “**Not Cleared for Entry,**” then you **will not be allowed** to enter company property or have any in-person interaction with any customer.

You should contact your supervisor **REMOTELY** 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 <https://www.e-access.att.com/ple>.
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.

