
COVID-19 Vaccine Requirements

Frequently Asked Questions for U.S.-based employees

Updated on June 23, 2022

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Federal vaccination requirements

What is the status of the federal vaccination requirements? *(updated 1.14.22)*

On September 9, 2021, the U.S. government announced new vaccination requirements. This included an executive order requiring all federal contractors, like Verizon, to have their workforce vaccinated. This executive order has been blocked by a temporary injunction issued by a federal appeals court. Additionally, the Occupational Safety and Health Administration (OSHA) within the federal Department of Labor communicated an emergency temporary vaccination requirement that applies to all companies with 100 or more employees. This emergency temporary requirement was blocked by an injunction issued by the Supreme Court on January 13, 2022 and has been withdrawn by OSHA. We will continue to monitor developments regarding the federal vaccination requirements and will keep you updated.

Nationwide requirements for Verizon employees

What is the status of the nationwide vaccination requirement for current Verizon employees?

(new 1.14.22)

In order to comply with the federal requirements, Verizon announced on October 14, 2021, that all of its U.S. based employees (with the exception of VCG "home based" employees) would be subject to the federal vaccination requirement. As a result of the temporary injunctions that were issued against the federal requirements, the nationwide requirement for current employees to be vaccinated remains suspended. Local vaccination requirements remain in effect in some locations, including New York City and apply to our employees working in those areas. Employees who have been asked to submit their vaccination status must continue to do so by the applicable deadlines previously communicated.

Are new hires to Verizon required to comply with the vaccination requirements? *(Updated 6.23.22)*

All Worksite and Hybrid new hires whose designated Verizon work address is in New York City must either be vaccinated or have an approved accommodation.

New York City's vaccination requirement

How does the New York vaccination requirement impact me if my work address is in New York City? *(new 6.23.22)*

All Worksite and Hybrid employees whose designated Verizon work address is in New York City as of **February 9, 2022**, must either be vaccinated or seek an accommodation. Employees based in New York City who fail to satisfy that requirement will be placed on unpaid leave.

Are all union-represented employees working in New York City covered by the vaccination requirements? *(updated 6.23.22)*

Yes, the vaccination requirement applies to all union-represented employees in New York City. Union-represented employees with an NYC work address who are currently working from home have until **July 16, 2022**, to update their status to vaccinated or seek an accommodation. All other union-represented employees with a NYC work address were subject to a **February 9, 2022**, deadline.

Does the New York City vaccination requirement apply to non-union employees who have received the *Work Forward* designation of “home based.”

No, the New York City vaccination requirement does not apply to non-union employees who have received the *Work Forward* designation of “home based.”

Does the vaccination requirement apply if I'm an employee working in New York City at a non-Verizon site outside my home? *(updated 1.14.22)*

Yes, it will apply.

How does the New York vaccination requirement impact me if my work address is outside New York City but from time to time, I go to Verizon worksites in New York City? *(new 1.20.22)*

Effective **February 9, 2022**, employees must be vaccinated or accommodated in order to go to any Verizon worksite in New York City. Employees based outside of New York City must not go to a New York City work location after February 9, 2022, unless they are vaccinated or accommodated. If your job responsibilities require you to go to New York City and you cannot meet New York City's vaccination requirement, it may be job impacting.

For New York City-based employees, what are the key dates and deadlines for the New York City vaccination requirement? *(updated 6.23..22)*

The deadline for employees who submitted their status as “not vaccinated” to update their vaccination status was **February 9, 2022**. Employees who previously submitted that they are partially vaccinated had until **April 6, 2022**, to submit proof of full vaccination.

Note: Union-represented employees working from home under the current work-from-home agreement have until **July 16, 2022**, to update their status to be vaccinated or seek an accommodation, as long as they continue working from home. This extension only applies to those employees who are working from home.

How does this affect Verizon contractors working in New York City? *(new 1.14.22)*

Beginning February 9, 2022, contractors, vendors and visitors entering Verizon's New York City premises or performing work for Verizon in presence of another worker or members of the public in New York City must be vaccinated or placed on an accommodation by their employer. We are notifying contractors and vendors of this requirement.

If I am a New York City-based employee and submit proof that I received at least one vaccination shot by the applicable deadline, and I am in the process of getting fully vaccinated, will that be taken into account? *(added 1.14.22)*

Yes, for employees who submit proof of partial vaccination by the applicable deadline, Verizon will work with you for a period of up to 8 weeks on arrangements that apply while you are completing the process of becoming fully vaccinated. These may vary based on work assignments, work locations and the duration of time needed. The best way to avoid this is to be fully vaccinated by the applicable deadline.

Key dates and deadlines for the Vaccine Verification Form

If I'm on disability or a leave of absence (unrelated to the vaccination requirement), do I need to comply with the vaccination status submission requirement? *(updated 12.9.21)*

Yes. If an individual who is on disability or on leave is unable to submit proof of compliance by the deadline (e.g., due to a disability), we will address those circumstances individually with the employee to ensure compliance.

Should I complete the Vaccine Verification Form during my normal work hours? *(added 12.9.21)*

Yes, which can be completed in minimal time. If you are requesting an accommodation, please complete the accommodation questionnaire outside of normal work hours.

Vaccine verification process

If the federal vaccination requirements are the subject of litigation, why is Verizon requiring employees to submit their vaccination status? *(updated 1.14.22)*

Verizon is continuing to collect employee vaccination status for many reasons including to comply with local vaccination requirements and in anticipation of others, in order to facilitate compliance with on-site vaccination policies of our customers and other third parties, to administer our policies and protocols (e.g., to manage quarantines in cases of COVID-19 exposure), to inform decisions about Verizon policies, and in order to prepare for future compliance with the federal vaccination requirements.

If I already submitted my vaccination documentation to Verizon, do I have to submit it again?

No, if you previously submitted proof of vaccination to Verizon, you will not need to resubmit unless you previously indicated you are either partially or not vaccinated and work in a jurisdiction requiring full vaccination (e.g., New York City). If you fall under a local vaccine requirement, you will receive a communication indicating you'll need to update your vaccination status

If I am vaccinated, what information do I need to submit as proof?

Acceptable proof of vaccination consists of:

- your COVID-19 Vaccination Record Card
- a record of immunization from your healthcare provider or pharmacy
- a medical records documenting the vaccination
- an immunization record from a public health or State immunization information system

All official documentation verifying vaccination information must contain the vaccine name, date(s) of administration, and the name of the healthcare professional or clinic site administering the vaccine. As such, a QR scan without the above data points, such as the NY Excelsior pass, will not suffice.

What if I can't find my vaccine card? *(updated 11.19.21)*

If you've misplaced your vaccine card, your first step is to contact your vaccination provider, such as Rite Aid, CVS or a local government office. Immunizations are also reported to the appropriate state health department's Immunization Information System (IIS). The Centers for Disease Control and Prevention (CDC) has IIS records for all 50 states listed online, where you can look up and obtain a digital copy of your COVID-19 vaccination records after verifying some personal information. The Company will consider extending the deadlines for employees who have lost their proof of vaccination and are making a good faith effort to obtain satisfactory proof of vaccination.

How will the information from the Vaccine Verification Form be stored and used?

We keep information provided on the Vaccine Verification Form on secured systems and separate from personnel records. Access is limited to only those who need to know this information. We use this information to administer our policies and comply with vaccination requirements. We may also use this information in other contexts where vaccination status is necessary.

Is Smartsheet a safe way to collect this data? *(added 10.26.21)*

Smartsheet is a tool that has been approved for use in this instance, including for the collection of highly confidential data such as your vaccination status. The use of Smartsheet has undergone the appropriate privacy and security reviews, and we have contracts in place with Smartsheet requiring specific controls designed to protect any data Verizon gathers in Smartsheet. Smartsheet will **not** have access to the contents of our forms. Only Verizon employees and contractors who have a need to know will have access to the information you provide, so that they may administer our policies.

Does requiring me to provide proof of my vaccination violate HIPAA?

No. The HIPAA Rules do not apply to employers or employment records. HIPAA only applies to HIPAA-covered entities like healthcare providers, health insurance plans, and healthcare clearinghouses. If an employer asks an employee to verify and submit documentation that they have been vaccinated, that is not a HIPAA violation.

What if I don't provide proof of vaccination? *(updated 6.23.22)*

Employees who are subject to the vaccination requirement and who fail to respond to the Vaccine Verification Form by the applicable deadline will initially be placed on unpaid leave for up to 60 days.

If I am placed on unpaid leave, how will my healthcare benefits be impacted? *(updated 11.19.21)*

Healthcare benefits will initially continue during an unpaid leave and benefits treatment will depend upon the duration of the leave. For union-represented employees, the duration of healthcare benefits continuation will be determined by the applicable collective bargaining agreement. For other employees, Verizon's current policy provides that if a leave exceeds 60 days, you will be directly billed for healthcare benefit premiums beginning the first day of the month following 60 days from the first date of leave.

How would an unpaid leave impact my Short Term Incentive (STI)?

Under the STI Plan, an employee's STI award is prorated for leave of absence time that exceeds 56 days (cumulative) during a calendar year. If the employee is on a leave of absence for less than 56 total days in a calendar year, there would be no proration of the employee's STI award as a result of that leave of absence.

How would an unpaid leave impact my commissions? *(added 12.6.21)*

Unpaid leaves will be treated in accordance with the terms of your commission plan. To understand how, please refer to the terms of the sales compensation plan applicable to your position.

How would an unpaid leave impact paid time off? *(updated 11.19.21)*

- **Company-Observed Holidays:** You will not be paid for any company-observed holidays while on an unpaid leave of absence.
- **Personal Time and Vacation:** If you are placed on leave, you may not use any personal time or vacation during that leave. With respect to new allotments:
 - Union-represented employees: Excused work days (EWDs), floating holidays, vacation and any other applicable paid time off will be treated in accordance with your collective bargaining agreement.
 - Non-union employees:
 - Personal time: You will not receive any added allotment of personal time while you are on leave. If/when you return from leave, you will receive a prorated amount of personal time, if applicable.
 - Vacation: You will initially continue to accrue additional vacation during leave, but if your leave extends for more than 30 days, you will stop accruing after 30 days of leave. Missed vacation accruals while on leave will not be reinstated if/when you return to work.

How would an unpaid leave impact my Corporate Profit Sharing (CPS) award or Team Performance Award (TPA)? *(added 11.19.21)*

Union-represented employees who were active for a partial year will receive a prorated CPS award based on the number of months they were active employees as of the first of each month. For TPA, the award will be prorated based on the number of pay periods they were active employees. Time spent on unpaid leave is not considered active time.

I received a Stock Together award. If I go on a leave or separate from Verizon, how will it affect my award? *(added 11.1.21)*

If you received a Stock Together award and go on a leave of absence prior to the award's vesting date, it will not impact the outstanding award. The Stock Together award terms set forth how unvested awards will be treated if an employee separates before the award vests and is paid, and it depends on the reason for the separation. Details are provided on the [Stock Together page](#).

How would an unpaid leave impact retirement eligibility? *(added 11.10.21)*

Termination during or following an unpaid leave will not impact retirement eligibility for the purposes of employee benefit programs, like pension, retiree welfare benefits, STI, Stock Together and the employee phone program.

If my employment is terminated for failure to meet the vaccination requirement, will I be eligible for rehire? *(updated 1.14.22)*

Yes, you would be eligible to be considered for rehire. You will be required to comply with all hiring requirements including the vaccination policy at the time of your subsequent application.

If my employment is terminated for failure to meet the vaccination requirement, will I be eligible for severance or other separation allowance? *(updated 1.14.22)*

No. An employee separated for failure to comply with the vaccination requirement will not be eligible for severance or any other separation allowance.

I've previously provided vaccination documentation to Verizon, but a customer/vendor is asking for proof when I go on site. Do I still need to provide my vaccination proof to the customer/vendor?

Yes, we must adhere to customer/vendor on-site requirements to provide proof of vaccination. If you have any questions about a customer requirement, speak with your supervisor.

Accommodation process

What if an employee cannot be vaccinated due to a legally recognized religious objection or medical condition?

Employees subject to vaccination requirements will have the opportunity to apply for legally-recognized religious or medical accommodations. For those who qualify, the accommodations that may be available will vary and may be dependent on individual circumstances.

Can I request a legally-recognized vaccine accommodation through my HRBP or the Workplace Accommodations Team directly?

No. All requests for accommodations related to the vaccination requirements must be initiated via the Vaccine Verification Form.

Can I take a COVID test as an alternative to getting vaccinated? *(updated 1.14.22)*

No, testing is not being offered as an alternative to vaccination. If an employee who is subject to a vaccination requirement cannot be vaccinated due to a legally-recognized religious objection or medical condition, they can apply for an accommodation.

How do I apply for a medical or religious accommodation? *(updated 10.26.21)*

When you receive the Vaccine Verification Form, you can use that form to apply for a legally-recognized religious or medical accommodation. The accommodations that may be available will vary and may be dependent on individual circumstances. In some cases, the available accommodations may be limited to unpaid leave. Any details on the basis for approving or denying accommodations will be communicated to the individual requesting the accommodation.

I've submitted an application for medical/religious accommodation. How will I get an answer?

(updated 12.9.21)

When a decision has been made on your accommodation request, you will be notified at the email address you provided in your submission. The accommodations that may be available will vary and may be dependent on individual circumstances. In some cases, the available accommodations may be limited to unpaid leave.

I applied for an accommodation due to a disability and the vaccination accommodation form asks for personal medical information; is Verizon allowed to ask for such personal information?

(added 10.26.21)

When requesting an accommodation for any purpose, including modification of the vaccine requirement, companies have the legal right to request medical information detailing the basis for requesting the accommodation and your relevant limitations and needs. We use this information to make an informed decision on the request and to consider possible alternative accommodations. Failure to provide the information requested on the accommodations form could result in delay or denial of the request. We take measures to protect your privacy by keeping this information separate from your other employment-related information and restricting access to this information only to persons with a need to know.

My medical provider says she cannot complete the entire Medical Accommodation form and/or does not have all the necessary information. What should I do? *(added 11.3.21)*

Verizon has already received medical accommodation requests from other employees. Medical providers have been cooperative in this process and have fully completed the forms, including providing responses to all questions and signing the form. Therefore, we encourage employees to work with their healthcare providers to complete the form as best as possible, which does allow the medical provider to also review prior medical files. If a medical provider cannot answer a specific question, the provider should explain why and Verizon will take that into consideration. However, this may lead to the employee's request being delayed or denied.

Requirements for contractors

Do the federal contractor vaccination requirements apply to federal subcontractors working for Verizon on federal contracts? *(updated 12.22.21)*

Yes. We've communicated the federal contractor vaccination requirement to subcontractors working on federal contracts.

What about other contractors (not working on federal contracts) that go into Verizon buildings where Verizon employees are present. Do they need to follow the same vaccination policies? *(updated 1.14.22)*

Outside of New York City, the vaccination requirement remains paused. Beginning February 9, 2022, contractors, vendors and visitors entering Verizon's New York City premises or performing work for Verizon in the presence of another worker or members of the public in [New York City](#) must be vaccinated or placed on an accommodation by their employer. We are notifying contractors and vendors of this requirement.

Health and safety protocols

Will employees be required to wear masks after they have been vaccinated? *(updated 3.4.22)*

In alignment with CDC guidelines, employees working indoors at a Verizon worksite in a county that CDC designates as "high" community transmission level or in an area where masks are required by local law, must wear a mask, regardless of vaccination status. In those areas, while working indoors, employees may remove their mask when alone in a room or to eat and drink while distanced. In a county that CDC designates as "low" or "medium" community transmission level and no mask is required by local law, masks will be optional, and employees can choose whether or not to wear a mask.

Do I need a booster shot to be considered fully vaccinated? *(updated 6.23..22)*

No, not for compliance with the New York City vaccination requirement.

What should I do if I experience symptoms that I believe may be side effects from vaccination? *(updated 6.23.22)*

Talk to a medical professional. If the symptoms you experience after vaccination are also potential symptoms of COVID-19, before coming to a Verizon worksite you will be asked to report those in the RTO tool and you should stay home and complete the [COVID-19 reporting form](#). If you are too sick to work and your symptoms are not symptoms of COVID-19, you should use your available illness time.

If I experience any side effects from vaccination, will I be eligible for any benefits from Verizon's benefits plans and/or workers' compensation? *(added 11.1.21)*

If you participate in a Verizon health insurance plan and you experience any side effect that is covered by the plan, you will be eligible for coverage in accordance with the plan terms. Coverage under other Verizon benefit plans (e.g., disability plans) will be reviewed according to the terms of that plan and your individual claim. Workers' compensation benefits are administered by the states and eligibility for benefits may vary by jurisdiction.

Do I get paid time off to get my vaccine? *(added 10.26.21)*

Employees should attempt to plan vaccination appointments outside of their work schedule. However, we recognize that some V Teamers may receive an appointment that conflicts with their work schedule.

With that constraint in mind, Verizon employees who need time off from work for a COVID-19 vaccination appointment can request the time they need (up to 4 hours paid) to get the first dose and then again request the time they need (up to 4 hours paid) for vaccines requiring a second dose. Additional time off (up to 4 hours paid) will also be granted for vaccine booster shots, as needed.

Should I ask my team or peers if they're vaccinated?

Generally, no. Verizon is collecting this data centrally and using it to administer our policies and comply with vaccination requirements. Supervisors who are managing customer on-site vaccination requirements may, in coordination with Verizon's COVID response team, inquire about individual employee vaccination status in order to ensure compliance with those customer requirements.

Do the vaccination requirements impact benefits enrollment? Do I need to supply proof of spouse and/or dependent vaccination to be eligible for benefits?

No. There is no requirement at this time to show proof of vaccination for benefits enrollment.

How will non-U.S. employees who are traveling to Verizon locations in the U.S. for business be handled?

Non-US employees traveling to the U.S. for business will follow the visitor processes (for the Verizon locations they're visiting).