

## FACE COVERING POLICY

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. To achieve these goals in the wake of COVID-19, the health and safety of our employees and customers remain our top priority. As a result, we have instituted the following face covering requirements that must be followed in the workplace and/or while performing work on behalf of AT&T. All employees, non-payroll workers or vendors must wear a face covering as noted below:

- When required by state or local order
- When at least 1 other person is present and a social distance of at least 6 feet cannot be maintained
- Any time you are in transit in a Company building or campus
- In break rooms to place, retrieve or prepare food
- In all buildings:
  - When entering and exiting the building, any time you are away from your personal workspace in the building, including but not limited to hallways, elevators, common areas, restrooms, and meeting spaces
  - You do not need to wear face coverings when sitting alone in an assigned office or at a workspace that is at least 6 feet from the closest occupied workspace
- In all center locations:
  - Mask not required if on a call at your desk
- In retail locations:
  - When entering and exiting the building, any time you are servicing a customer, in the breakroom or stockroom if at least 1 other person is present
- In field locations:
  - Any time an employee might come into contact with a customer or co-workers, including common areas of workplaces, residences and businesses

If you cannot wear a face covering due to an underlying health condition or religious reasons, notify your supervisor and request a job accommodation.

### **Exceptions**

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

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 should adhere to the state or local order. Failure to follow this policy may result in discipline, in accordance with the Code of Business Conduct.