
COVID-19 Vaccine Requirements

Frequently Asked Questions for U.S.-based employees

Updated on December 17, 2021

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Overview of the federal announcements

What did the federal government announce in relation to COVID-19 vaccine requirements for private employers? *(updated 11.10.21)*

On September 9, 2021, the U.S. government announced new vaccination requirements. This included an executive order that requires all federal contractors, like Verizon, to have their workforce vaccinated. This requirement not only applies to those individuals/teams working directly on federal contracts but also to all employees in the same work locations as well as those functions working in connection with federal contracts. In addition, the Occupational Safety and Health Administration (OSHA) within the federal Department of Labor has communicated a vaccination requirement that applies to all companies with 100 or more employees.

Where can I find copies of the White House's announcements about federal vaccination requirements?

The White House's COVID-19 action plan is found [here](#). The executive order regarding federal contractors is available [here](#). The Safer Federal Workforce Taskforce guidance for federal contractors is [here](#). The OSHA Emergency Temporary Standard is [here](#). Verizon's information regarding vaccination requirements is on the [COVID-19 resource page](#).

What is the status of legal challenges to the federal vaccination requirements? *(added 12.9.21)*

There is a federal court injunction against the vaccination requirement for federal contractors and there is a separate federal court injunction in place against the Occupational Safety and Health Administration (OSHA) vaccination requirement that applies to all large employers. We will monitor developments and share more information as it is made available.

Verizon's compliance with applicable requirements

Has Verizon announced vaccination requirements? *(added 12.9.21)*

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) will be subject to the federal vaccination requirement.

As a result of the temporary injunctions, the requirement for current employees to be vaccinated is suspended until further notice but employees who have been asked to submit their vaccination status must continue to do so by the applicable deadlines (listed below).

While the federal vaccination requirements remain blocked due to injunctions, are there any vaccination requirements that apply? *(added 12.9.21)*

All employees who have been asked to submit their vaccination status must do so by the applicable deadlines (listed below) but at this time, employees are not required to be vaccinated. Access to certain third-party premises (e.g., certain customer premises) may require proof of vaccination. Employees must comply with all applicable on-site requirements.

New York City has announced a vaccination requirement for employees working outside their homes. If I'm working in New York City outside my home will I need to submit proof of vaccination and how do I do so? *(added 12.17.21)*

On December 6, 2021, New York City's outgoing Mayor announced that employees working in New York City outside their homes must receive at least one vaccination dose by December 27, 2021. The incoming Mayor, who takes office on January 1, 2022, has indicated that he will evaluate this requirement after taking office.

To ensure compliance, if you have not already received a first vaccination dose you should do so by December 27, 2021. If New York City's vaccination requirement remains in place after January 1, 2022, we will communicate instructions at that time to any New York City employee who has not yet submitted proof of vaccination, including our retail and R2B employees, and give them the opportunity to confirm their vaccination status using the Vaccine Verification Form. At that time, we would also provide instructions to any New York City employee who is not vaccinated, including those who wish to apply for a legally-recognized medical or religious accommodation.

Who is covered by these requirements?

I am a hybrid or work-site-based employee and do not work directly on any federal contracts.

Would the vaccination requirement apply to me ? *(updated 12.9.21)*

The executive order for federal contractors applies not only to those who work directly on federal contracts but also to functions whose work is connected to federal contracts *and* to those working in the same locations as those who work on or in connection with federal contracts. In addition, OSHA announced a vaccination requirement that impacts more of our workforce, including retail and R2B.

As a result of the temporary injunctions, the requirement for current employees to be vaccinated is suspended until further notice but employees who have been asked to submit their vaccination status must continue to do so by the applicable deadlines (listed below).

I am a home-based employee and do not work directly on any federal contracts. How would the vaccination requirement affect me? *(updated 12.9.21)*

The executive order for federal contractors applies even to those working from home if the work is connected to federal contracts. As there is work connected to federal contracts in most of our business units and as most employees working from home may access Verizon worksites at some point, the vaccination policy applies uniformly to all employees, including those currently working from home (with the exception of those in VCG wireless who received a “home based” designation as part of Work Forward).

As a result of the temporary injunctions, the requirement for current employees to be vaccinated is suspended until further notice but employees who have been asked to submit their vaccination status must continue to do so by the applicable deadlines (listed below).

Are all union-represented employees covered by the vaccination requirements?

Yes. Following discussions with the unions, which led to an impasse, Verizon implemented its vaccination policy for all associate positions.

As a result of the temporary injunctions, the requirement for current employees to be vaccinated is suspended until further notice but employees who have been asked to submit their vaccination status must continue to do so by the applicable deadlines (listed below).

Will the vaccination requirement apply if I'm an employee working at a non-Verizon site outside my home? *(updated 12.9.21)*

Yes, it will apply. However, as a result of the temporary injunctions, the requirement for current employees to be vaccinated is suspended until further notice. *Employees who have been asked to submit their vaccination status must continue to do so by the applicable deadlines (listed below)*

I live or work in a jurisdiction (e.g., Florida, Montana, Texas) that may have state law restrictions on vaccination requirements. Do the vaccine requirements apply to me? *(updated 12.9.21)*

In light of the injunctions blocking the federal requirements, the vaccine requirement is not in effect at this time. If you wish to apply for a legally-recognized accommodation, you can still do so through our accommodation process.

Will new hires to Verizon need to comply with the vaccination requirements? *(updated 12.9.21)*

While the outcome of the litigation related to the federal vaccination requirements remains uncertain, because the litigation may result in those requirements coming into effect again, we are maintaining the vaccination requirement for new hires.

Is there a vaccination requirement if I am moving internally from one position to another? *(added 12.9.21)*

At this time, the vaccination requirement only applies to new hires that are hired externally into Verizon. Current employees are not required to be vaccinated but all employees (except for VCG employees designated as “home based”) are required to submit their vaccination status.. The [deadline to submit vaccination status](#) varies by work group and the submission period has not yet opened for retail

employees. If you are moving internally from one position to another, you will be required to comply with the vaccination status submission deadline of the position to which you are moving.

I previously had COVID-19. Do the vaccination requirements apply to me? *(updated 12.9.21)*

Yes. Unless you are approved for a legally-recognized accommodation, you must be fully vaccinated by the deadline that is applicable to your position. (At the moment, the applicable deadlines are suspended due to the injunctions blocking the federal vaccination requirements). If you have concerns about being vaccinated after having recovered from COVID-19, you should discuss this with your medical professional.

Key dates and deadlines

What are the key dates to submit the Vaccine Verification Form? *(updated 12.9.21)*

- **For U.S. employees (non-union) except retail, R2B and VCG home-based:** The deadline to submit your vaccination status **was November 15, 2021**. Those who have failed to submit the Vaccine Verification Form will be placed on unpaid leave starting **December 12, 2021**.
- **For contractors, vendors and visitors who enter Verizon U.S. facilities:** We previously communicated that the deadline to be fully vaccinated would be **January 1, 2022**. In light of the injunctions blocking the federal requirements, we will be communicating to our contractors and vendors that the requirement will not take effect at this time.
- **For new hires:** While the outcome of the litigation related to the federal vaccination requirements remains uncertain, because the litigation may result in those requirements coming into effect again, we are maintaining the vaccination requirement for new hires.
- **For retail and R2B teams:** We have not yet asked retail employees to submit their vaccination status. Depending on the federal litigations, we may do so after January 1, 2022. We will communicate more information as it is made available.
- **For all union-represented employees outside retail:** Instructions were provided by email on or about November 29, 2021, to upload proof of vaccination or apply for a legally recognized religious or medical accommodation. The deadline to submit your vaccination status is **January 4, 2022**.

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 blocked by injunctions, why is Verizon requiring employees to submit their vaccination status? *(added 12.9..21)*

Verizon is continuing to collect employee vaccination status for many reasons including: in anticipation of potential local vaccination requirements, 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 if the injunctions against the federal vaccination requirements are lifted.

If I already submitted my vaccination documentation to Verizon (as some employees in Oregon, New Jersey and the GNOA organization have done), do I have to submit it again?

No, if you previously submitted proof of vaccination to Verizon, you will not need to re-submit.

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
- any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of health care professional or clinic site administering the vaccine.

Please note, 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 12.9.21)*

Employees 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) for 2021?

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 Verification Form submission requirement, will I be eligible for rehire? *(added 11.29.21)*

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 Verification Form submission requirement, will I be eligible for severance or other separation allowance? *(added 12.9.21)*

No. An employee separated for failure to comply with the vaccination verification form submission 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?

No. In order to ensure compliance with the executive order for federal contractors, the policy does not allow for COVID-19 testing in lieu of vaccination. In other words, testing is not an alternative for compliance. If an employee cannot be vaccinated due to a legally-recognized religious objection or medical condition, they can apply for an accommodation.

As a result of the temporary injunctions, the requirement for current employees to be vaccinated is suspended until further notice but employees who have been asked to submit their vaccination status must continue to do so by the applicable deadlines (listed above).

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 he/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?

Yes. We've communicated the federal contractor vaccination requirement to subcontractors working on federal contracts. However, as a result of the temporary injunctions, the requirement for current employees to be vaccinated is suspended until further notice.

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 12.9.21)

Due to the injunctions, we will not require contractors, vendors or visitors to be vaccinated at this time. We will notify our contractors and vendors of this update.

Health and safety protocols

Will employees be required to wear masks after they have been vaccinated? *(updated 12.08.21)*

Currently, we require all individuals at our facilities — even if they are fully vaccinated — to wear a mask when they are unable to distance themselves. We will keep our employees informed of any changes to our masking or distancing policies. More restrictive policies may apply in some cases to employees who are not fully vaccinated. In all cases, employees must follow any applicable on-site requirements.

If I'm working at a Verizon worksite in New York State and I already provided Verizon with proof that I am vaccinated, do I still need to wear a mask while working indoors? *(added 12.17.21)*

Yes. In order to comply with New York State's requirements, all employees-- even those who have submitted proof of vaccination-- must wear a mask when working indoors. Masks may be removed when alone in an enclosed office or when eating/drinking. These requirements do not apply to those working at home. Be sure to check [Verizon's face covering policy](#) for the latest mask requirements where you are working.

Do I need a booster shot to be considered fully vaccinated?

Based on current federal requirements, no. Under the guidelines currently applicable to federal contractors, a person is considered fully vaccinated for COVID-19 two weeks after they have received the second dose in a two-dose series, or two weeks after they have received a single-dose vaccine. We will keep you informed if those guidelines change to require a booster shot.

What should I do if I experience symptoms that I believe may be side effects from vaccination?

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](#). You will then receive further instructions, which for on-site and hybrid employees may include providing you with paid time to get tested for COVID-19. 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).