

Our return to the office strategy.

**Working together for a
better, safer workplace.**

verizon

Your health and safety are #1

Your health and safety are our top priorities. That's why we adopted a phased approach to reintroduce access to the office gradually. Following guidance from global health experts, we've developed a series of on-site protocols and procedures to keep you safe while in the workplace.

*Most of our U.S. offices will be open July 6. In other locations, especially in Europe, access will not begin until a later date following local information/consultation processes. In those locations, we will let you know when access to your office has been enabled, and advise of any relevant local protocols.



Getting ready.

To ensure we foster a safe work environment, we've implemented the following:

- Cleaned and thoroughly disinfected all workstations and common areas
- Instituted daily and weekly cleaning protocols
- Established hand sanitizer stations
- Reorganized the placement of workstations
- Created additional signage on public-space etiquette and on-site protocols



Returning to the office.



Return-to-Office (RTO) tool

We have developed a Return to Office (RTO) tool that will support your transition and help you navigate the office environment. The tool will enable employees to confirm they are complying with on-site policies while accessing our workspaces.



Mandatory protocol training

All employees who are working in - or returning to - an office are required to complete mandatory protocol training.

Social distancing

OSHA and the CDC recommend that people who are not fully vaccinated socially distance from other people who are not fully vaccinated. If you are not fully vaccinated, our flexible workspaces allow opportunities to find room to socially distance. If you are unable to do so, contact your manager or HRBP about options for social distancing, or about options to take time off to get vaccinated.

Face coverings*

Please refer to the updated [Face Coverings Policy](#) (U.S. only) to determine whether or not a mask is required when working outside of your home. In the U.S., Verizon has issued face coverings to employees working outside of the home. When required, you must use the company-issued face coverings.



Workplace etiquette.

Meeting rooms

- We strongly encourage virtual meetings whenever possible.
- Meeting rooms will be available on a first-come, first-serve basis.
- Please wipe down any equipment and surfaces as an added precaution.

Common areas and facilities

- We continue to partner with Global Real Estate and expect pantries and fitness centers to be open in July. We will continue to expand other amenities as permitted.
- Common areas will be marked and furniture rearranged to allow for safe social distancing practices.
- Wellness rooms will be available.



What you can do.

Here are ways you can help keep yourself and your fellow V Teamers safe.

- Read and understand all communications
- Complete the mandatory protocol training
- Certify via the RTO Tool each day you are working outside of home (at a Verizon site or another location for Verizon)
- Participate in cleaning and disinfecting your work areas
- If you experience any symptoms, stay home and alert your supervisor and HR Business Partner.

Keep hands clean

- In high traffic areas where employees will not have access to soap and water, hand sanitizer stations have been added.
- The CDC recommends washing hands often with soap and water for 20 seconds to help prevent the spread of germs.

If you experience symptoms at work

- Don't panic
- Immediately contact your supervisor or HR Business Partner
- Go home and contact your healthcare provider
- Revise your next recertification response(s) as appropriate

