



To: Verizon Partners

From: Verizon Global Network & Technology

Verizon continues to closely monitor developments related to the current outbreak of the novel coronavirus, known as COVID-19. Our Crisis Management teams have been activated since the outbreak emerged, and we're continuing to follow global and local Government and public health recommendations to safeguard our customers and our employees as we work to support customer operations and maintain overall network connectivity.

This letter updates previous guidance and direction to you from Verizon for work on all Verizon projects, including projects that involve work at Verizon premises.

The following requirements are in effect for all work being performed for Verizon irrespective of location (including but not limited to work at Verizon facilities, customer locations, other locations, cell sites, and all outside plant). This includes all work by Verizon vendors, contractors and subcontractors:

- CDC, State, and local government COVID-19 guidelines must be followed, including social distancing, hand washing/use of sanitizer (visitors should provide their own sanitizer).
- CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Employees and subcontractors should be encouraged to follow the CDC guidance.
- Individuals are not permitted on any Verizon job-site if they (a) have been diagnosed with COVID-19; (b) are experiencing flu-like symptoms or symptoms identified as being common signs of COVID-19 infection including respiratory symptoms (e.g. shortness of breath or breathing difficulties), fever or cough; or (c) have travelled internationally in the previous 14 days.
- You must inform all of your employees and subcontractors to (a) stay home if they are sick; and (b) notify you and stay home if they are either diagnosed with COVID-19 or quarantined in connection with COVID-19 (including if they are tested for COVID-19 and instructed to quarantine pending those test results).
- If you determine that any employee has COVID-19 or has been quarantined in connection with COVID-19, you should make every effort to determine all individuals with whom that individual had contact (e.g., municipal inspectors, utility personnel, Verizon personnel, etc.) and give appropriate notice to those organizations immediately. Notices to Verizon are to be sent to our crisis management team at covidgemc@verizon.com.

- All Verizon premises are currently operational. Some premises have been limited to critical pre-approved operations only. At all premises, we have physical access restrictions to safeguard the health and safety of our employees, customers and partners. In addition to the guidance above, specifically for work on Verizon premises:

- Leverage virtual solutions for staying in touch whenever possible, and only have face-to-face contact with Verizon when necessary.
- No more than 2 visiting staff per company to be on site at one time (an exemption may be possible for special circumstances – if you wish to raise an exception, please coordinate with your primary Verizon contact).
- Visits must be notified to Verizon in advance, and combined wherever possible, to limit the number of visitors and time spent on site.
- Visits are limited to business critical/essential work only. Please check with your primary Verizon contact if you have any questions about the nature of your work at Verizon's location.

As always, all personnel working on Verizon projects, including those on Verizon premises, must comply with all applicable federal, State, and local legal requirements.

If you have any subcontractors working on any Verizon project, you must provide these instructions to the subcontractor and make clear to them that all of the requirements set out in this letter apply to you and your personnel as well as to subcontractors and subcontractor personnel.

Please continue to visit our [COVID-19](#) web page for the latest information and don't hesitate to contact your primary Verizon contact if you have any questions.

These guidelines will remain in effect until further notice, and will be updated as appropriate should additional government and / or public health recommendations be made.

Thank you,

James J. Gowen

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