

American Eagle Outfitters, Inc. COVID-19 Vaccination, Testing, and Face Covering Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. American Eagle Outfitters, Inc. (“AEO” or the “Company”) strongly encourages all associates to receive a COVID-19 vaccination and any recommended boosters to protect themselves and other associates from infection by the COVID-19 virus and its variants, as well as to protect our customers and business partners. This COVID-19 Vaccination, Testing and Face Covering Policy (the “Policy”) is intended to comply with all relevant federal, state and local laws wherever possible (the “Regulations”).

Scope:

This Policy on vaccination, testing, and face covering use applies to all AEO associates in the United States. However, it does not apply to associates while working remotely. To be clear, this Policy applies whenever someone is working at an AEO facility, including a corporate office, retail store, distribution center, or during business travel.

All associates are encouraged to be fully vaccinated. Associates are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson’s vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Associates who are not fully vaccinated must wear a face covering at the workplace and may, at the discretion of AEO, be required to provide proof of weekly COVID-19 testing.

All associates are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Associates must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Associates not in compliance with this Policy will be subject to discipline.

Violations of this Policy, including supplying false information or documentation, are subject to appropriate discipline, up to and including termination of employment.

In jurisdictions that implement COVID-19 vaccination requirements (e.g., mandate vaccine for in-person employees), AEO will comply with such local Regulations. In such cases, associates may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Associates also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this Policy) because of a disability, or if the provisions in this Policy conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by contacting your Human Resources Business Partner or Benefits. All such requests

will be handled in accordance with applicable laws and regulations and AEO's Disability & Reasonable Accommodation Policy.

Procedures:

Vaccination

Any AEO associate not fully vaccinated will be subject to the face covering requirements of the Policy and, at the discretion of AEO, regular testing.

To be fully vaccinated, an associate must obtain the second dose of Moderna or Pfizer vaccine or their single dose of a Johnson & Johnson dose vaccine. An associate will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Associates may schedule their vaccination appointments, through an on-site clinic, through their own medical provider, or with a mass-vaccination clinic by visiting www.vaccines.gov.

Testing and Face Coverings

Associates who are not fully vaccinated, and that are not placed on a leave of absence, may be required to undergo regular COVID-19 testing consistent with applicable Regulations /or at the discretion of AEO, and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this Policy. AEO reserves the right to require all associates, regardless of vaccination status, to undergo testing or wear a face covering when in the workplace.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Associates

Vaccinated associates are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted through Nest.

Acceptable proof of vaccination status is:

- The record of immunization from a health care provider or pharmacy;
- A copy of the COVID-19 Vaccination Record Card;
- A copy of medical records documenting the vaccination;
- A copy of immunization records from a public health, state, or tribal immunization information system; or
- A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination should include the associate's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances AEO will still accept the state immunization record as acceptable proof of vaccination.

If an associate is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the associate should contact their Human Resources Business Partner.

Associates can upload their documentation via Nest [here](#). If you have issues loading your documents or a document is loaded in error and needs removed, contact Nest Support at 724-779-5678 option 5; option 3.

All Associates

All associates, both vaccinated and unvaccinated, must inform the Company of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions
Associates who are fully vaccinated.	Complete attestation via AEO Academy and submit proof of vaccination that indicates full vaccination in Nest.
Associates who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Complete attestation via AEO Academy and submit proof of vaccination after receiving the second dose in Nest. <i>Note, you must follow rules applicable to unvaccinated associates until you two (2) weeks after your final dose.</i>
Associates who are not vaccinated.	If you plan to get vaccinated, complete attestation via AEO Academy and submit proof of vaccination after receiving the final dose in Nest. <i>Note, you must follow rules applicable to unvaccinated associates until you two (2) weeks after your final dose.</i>
	If you do not plan to get vaccinated, complete attestation via AEO Academy.

Supporting COVID-19 Vaccination

AEO will comply with applicable Regulations regarding time off to receive a COVID-19 vaccination dose and/or recover from side effects from a COVID-19 vaccination dose..

Associate Notification of COVID-19 and Removal from the Workplace

AEO requires associates who have been in our facilities to promptly notify Global Asset Protection when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider by calling 1-877-322-0236.

All associates must self-assess via Working Well (or a paper symptom checker) and take a proactive, common-sense approach. If an associate develops flu or COVID-19 symptoms (fever, cough, shortness of breath), the associate must not report to work and contact their manager or supervisor immediately.

Medical Removal from the Workplace

AEO has also implemented a policy for keeping COVID-19 positive associates from the workplace in certain circumstances. AEO will immediately remove an associate from the workplace if they have

received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Associates should contact Benefits if they test positive or are diagnosed with COVID-19 to determine if they are eligible for any sick leave or need a reasonable accommodation.

Return to Work Criteria

For any associate removed because they are COVID-19 positive, AEO will keep them removed from the workplace until the associate: (1) receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the associate chooses to seek a NAAT test for confirmatory testing; (2) meets the return to work criteria in CDC's "Isolation Guidance"; or (3) receives a recommendation to return to work from a licensed healthcare provider.

Information regarding CDC's current isolation guidance can be found [here](#).

If an associate has severe COVID-19 or an immune disease, AEO will follow the guidance of a licensed healthcare provider regarding return to work.

COVID-19 Testing

When required by Regulations or at the discretion of AEO, all associates who are not fully vaccinated and are required to report to the workplace may be required to undergo COVID-19 testing and will be required to provide documentation of a negative COVID-19 test result. If an associate does not provide documentation of a negative COVID-19 test result as required by Regulations or at the discretion of AEO, they will be precluded from reporting to an AEO workplace until they provide a negative COVID-19 test result.

AEO reserves the right to impose requirements that are stricter than Regulations and/or customize any requirements based on business unit (corporate, distribution centers, stores) and/or employment status (full-time or part-time).

Face Coverings

AEO requires associates who are not fully vaccinated to wear a face covering. Face coverings must:

1. Completely cover the nose and mouth
2. Be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source)
3. Be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers
4. Fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face
5. Be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Associates who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented as part of a multi-layered infection control approach for unvaccinated workers.

Associates are required to obtain face coverings that comply with the aforementioned requirements.

The following are exceptions to the Company's face covering requirements for unvaccinated associates:

1. When an associate is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an associate is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where AEO has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

AEO reserves the right to require face coverings regardless of vaccination status.

New Hires

All new associates are required to comply with the vaccination, testing, and face covering requirements outlined in this Policy as soon as practicable and as a condition of employment.

New hires will be directed to complete the attestation in AEO Academy, and if applicable provide proof of COVID-19 vaccination in Nest. If a new hire is not vaccinated, they may be subject to face covering and/or testing requirements as described in this Policy, and should contact their Human Resources Business Partner if they have any questions.

Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Prohibition of Discrimination and Retaliation

In accordance with AEO's Workplace Culture Policy, unlawful discrimination or retaliation on the basis of an associate's vaccination status, religion, disability, or any other category protected by law is strictly prohibited. If you have any questions or concerns about discrimination or retaliation, please contact your Human Resources Business Partner or Compliance (compliance@ae.com).

Responsibilities

AEO will update this Policy as appropriate in accordance with applicable Regulations. This Policy will be reviewed at least annually by Global Asset Protection and Legal and approved by the VP of Global Asset Protection and the VP - Employment Law.

Accountability & Consequences for Failure to Comply

Anyone who violates this Policy is subject to appropriate discipline, up to and including, termination.

Questions:

Please direct any questions regarding this Policy to the Legal or Global Asset Protection Departments.

Policy History

Date Issued: January 10, 2022

Last Reviewed:	Last Revised:	Owner:	Changes:
January 10, 2022	January 10, 2022	Global Asset Protection and Legal	New Policy
January 18, 2022	January 18, 2022	Global Asset Protection and Legal	Revisions to Scope and Procedures sections