



Beechcraft

BY TEXTRON AVIATION

October

# WHAT YOU NEED TO DO



As communicated by Corporate last week, Textron business units, including Textron Aviation U.S.-based employees, must comply with COVID-19 vaccine requirements for federal contractors. In order to comply with these requirements, it's important to keep these key dates in mind and reference the below resources.

DEADLINE	ACTION
ASAP	Submit your COVID-19 vaccination status via the <a href="#">Textron Vaccine Tracking portal</a> .
10/18/21	If necessary, complete the medical or religious accommodation form which can be found on the <a href="#">Textron Vaccine Tracking portal</a> and must be submitted by email (additional instructions below).
10/27/21	To be fully vaccinated by December 8, this is the last date to get the first Moderna vaccine shot.
11/3/21	To be fully vaccinated by December 8, this is the last date to get the first Pfizer vaccine shot.
11/24/21	To be fully vaccinated by December 8, this is the last date to get the second Moderna or Pfizer vaccine shot or the Johnson & Johnson single shot vaccine.
12/7/21	Last day to submit your COVID-19 vaccination status via the <a href="#">Textron Vaccine Tracking portal</a> to meet the December 8, 2021 requirement.

## ALL U.S.-BASED EMPLOYEES ARE REQUIRED TO COMPLETE THE VACCINE TRACKING FORM

Whether you're fully vaccinated, partially vaccinated or not vaccinated, all U.S. employees must submit their vaccination status as soon as possible through the Textron Vaccine Tracking portal, even if you've previously submitted that information or were vaccinated at an onsite clinic.

1. As soon as possible and **no later than Wednesday, December 8**, please submit your proof of COVID-19 vaccination via the [Textron Vaccine Tracking portal](#). The portal can be accessed on [ERIC](#) or through [InfoHub](#). You will be prompted to enter the information contained on your COVID-19 Vaccination Record Card and to upload a copy of your card.
2. If you are requesting a medical or religious accommodation, obtain the accommodation request form from the [Textron Vaccine Tracking portal](#) and submit the completed form by email to [Vaccine Religious Accommodation@txtav.com](mailto:Vaccine_Religious_Accommodation@txtav.com) or [Vaccine Medical Accommodation@txtav.com](mailto:Vaccine_Medical_Accommodation@txtav.com) no later than **Monday, October 18, 2021**.
3. If you have problems accessing the Textron Vaccine Tracking portal, contact the HR Service Center at [hrsc@textron.com](mailto:hrsc@textron.com) or call 866.698.9847, Press 1 for U.S., and select the third option to speak to an HR Service Center representative.

All vaccination records will be treated as confidential medical information and used solely for the purpose for which it is collected.

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## NOT YET VACCINATED?

**To be fully vaccinated by December 8, 2021 in accordance with the Executive Order deadline**, keep these dates in mind:

- **Moderna vaccine:**
  - First shot is needed by Wednesday, October 27, 2021
  - Second shot is needed by Wednesday, November 24, 2021
- **Pfizer vaccine:**
  - First shot is needed by Wednesday, November 3, 2021
  - Second shot is needed by Wednesday, November 24, 2021
- **Johnson & Johnson single-shot vaccine:**
  - Shot is needed by Wednesday, November 24, 2021

COVID-19 vaccinations are available for employees through Textron Aviation Health Services. To sign up for an appointment, please contact Health Services at [TAHealthServices@txtav.com](mailto:TAHealthServices@txtav.com).

For employees located outside of Wichita, visit [www.vaccines.gov](http://www.vaccines.gov) to find a vaccination location near you, then call or visit their website to make an appointment.

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## NEED HELP RESETTING YOUR NETWORK LOGIN TO ACCESS THE VACCINE TRACKING FORM?

If you haven't set your security questions, start here: <https://home.txtav.web/passwordreset/home/securityquestions>

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**IMPORTANT: If using your own PC, after you change your password, please lock your computer using CTRL + ALT + DEL -> Lock, then unlock and sign-in. This is required to save your new password on the computer and will help prevent future login issues.**

**If changing your password onsite or while connected to VPN:**

- Reset your password using CTRL + ALT + DEL -> Reset a password or at <https://password.textron.com>. If prompted for a certificate, click "Cancel" or the site will give an error.
- Enter your account number (badge or login ID) and hit "Continue"
- If you know your current password, select "Use Password"
  - If you know your password, now you can type it in and "Log In"
  - Select "Change Passwords" to update your passwords and save your changes
- If you don't know your current password, select "Receive Temporary Code (Pin) via email"
  - Check your *personal* email for the temporary Pin and follow the instructions to reset your password



**For users with no access to VPN or users on cellular devices:**

- Reset your password using <https://pwreset.textron.com/pwreset/>
- Enter your badge number and click "Search"
- Answer your security questions that you previously set and hit "Submit"
- Check your external or personal email that you have set up in the system for your reset instructions

Wichita-based employees needing assistance resetting their network account are encouraged to visit the IT Help Hangar at its East or West Wichita location. The East Help Hangar is located in Plant IV, next to the front lobby Security desk. The West Help Hangar is located in W7-4, just east of the W7 Security office. Both locations are open 7 a.m. to 5 p.m., Monday through Friday. Employees, regardless of location, may also reach out to the IT Help Desk at 316-517-4062.

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## NEED HELP COMPLETING THE VACCINE TRACKING FORM?

If you need assistance completing the Vaccine Tracking Form, Kansas-based employees can visit an upcoming onsite flu shot clinic (schedule noted below) and a Textron Aviation Human Resources or Information Technology representative will assist you in completing the Vaccine Tracking Form.

- Employees utilizing this help resource must bring a copy of their COVID-19 Vaccination Record Card with them to the clinic.
  - No appointment is necessary in order to receive assistance with completing the Vaccine Tracking Form.
  - COVID-19 vaccinations are NOT available at the onsite flu shot clinics.
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<b>Date</b>	<b>Kansas Campuses</b>	<b>Flu Shot Event Location:</b>
10/8/2021	East	East TAAC, <b>Family Clinic</b> (Olive Ann Gallery & Walter Beech Hall)
10/11/2021	IMF	IMF Sycamore Conf Room
10/12/2021	CMF	Pawnee CMF Training Room
10/13/2021	West	West W-7 Café Discovery Conf Rm
10/14/2021	Independence	Independence HR Training Room, <b>Family Clinic</b>
10/15/2021	West	West Prospect Conf Room C, <b>Family Clinic</b>

For additional questions or needs, please contact [covid-19@txtav.com](mailto:covid-19@txtav.com).

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## WE WANT TO HEAR FROM YOU

Questions or suggestions about our company's COVID-19 response efforts?  
Contact the COVID-19 Response Team at [covid-19@txtav.com](mailto:covid-19@txtav.com).