
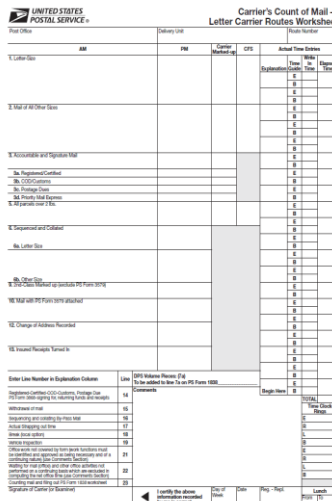
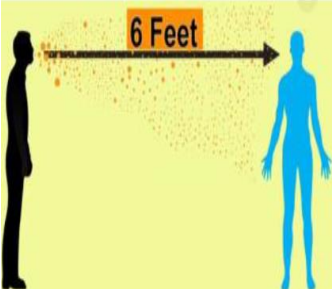



Standard Work Instructions:	Standard Work Instruction For Maintaining Social Distancing While Conducting a PS Form 1838-C	Tracking:
Purpose:	To limit the exposure of COVID-19 for Letter Carriers & Examiners	
Updated on:	6-2-2020	Version 1.0

Go to HQ COVID-19 Website	Maintain at Least 6 ft. Separations	Use Proper PPE	Respiratory Etiquette and Hygiene
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Steps	Key Points
 <p>Visit the HQ COVID-19 Website: Link to Site</p>	<ul style="list-style-type: none"> The official source of USPS COVID-19 information can be found on the USPS Blue Page
 <p>Establish designated areas to maximize social distancing and eliminate obstructed views:</p> <ul style="list-style-type: none"> On a daily basis, all available mail will be counted prior to carrier reporting Office personnel will place letters, flats and SPRs on case ledge, floor or other staging area(s) established prior to start of count Ensure a 6 ft. marker is placed outside of the time clock, distribution cases and carrier cases Examiner will retrieve and count parcels in a separate designated area <p>Examiners will remain at least 6 ft. away from the carriers at all times in the office; this includes:</p> <ul style="list-style-type: none"> Clock ring activities Vehicle inspections Driver's License Checks Service/Safety Talks Withdrawal of mail from distribution Monitoring carriers at the carrier case Retrieving accountable items 	<ul style="list-style-type: none"> Examiner and carrier will wear face coverings in accordance with local ordinances and when social distancing cannot be maintained Use disposable gloves and other PPE, as applicable Observations must be achieved from a safe distance of at least 6 ft. between the examiner and the carrier, when possible Require carriers to place any mail withdrawn/retrieved in designated staging area Avoid direct hand-to-hand contact of the mail and/or inspection related documents with the carrier

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	Steps	Key Points
	<p>RECOMMENDATION: When handling mail and/or inspection-related documents, usage of disposable gloves by the carrier and examiner is highly recommended</p> <ul style="list-style-type: none"> When coming and/or going to/from common areas or break(s), all employees should wash hands and/or use hand sanitizer 	<ul style="list-style-type: none"> Regularly wash hands or use hand sanitizer; this includes before and after break(s) Practice good respiratory etiquette and hygiene