



October 25, 2001

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Collection of Employee Data

The recent anthrax exposures to postal employees require that we make every effort at early "potential" exposure identification. We need every area to take an aggressive role to establish a procedure that identifies every employee who reports flu-like symptoms or "suspicious symptoms." Each area manager of human resources needs to establish the information collection procedure for each cluster within their area of responsibility. Each performance cluster should select a coordinator to interface with local hospitals to determine the status of any employee who requires that level of medical attention.

The collected information must contain the following:

- Area
- Facility
- Tour
- Employee Name / Craft
- SSN
- Date of Illness
- Flu-like Symptom / Skin Disorder
- Outcome

We need to establish a database; therefore, please provide by close of business October 25 a complete listing of every employee to date who meets the above criteria. This information should be sent via e-mail to Daniel T. Willerth.

If an employee is admitted to a hospital for suspected anthrax exposure, headquarters needs to be advised immediately. This notification should be sent to Daniel T. Willerth at 202-268-4207, by pager at 1-800-skypage (1086552), or by e-mail.

Finally, we need to demonstrate our concern to our employees at every opportunity. Toward this end, if postal employees have flu-like symptoms and they seek medical attention, they should identify themselves as postal employees and the Postal Service will pay for an anthrax test if deemed appropriate by the attending physician.

Please submit your collected information by 8 a.m. each morning to Daniel T. Willerth via e-mail.

A handwritten signature in black ink, appearing to read "Patrick R. Donahoe".

Patrick R. Donahoe

cc: Managers, Human Resources (Area)