



January 27, 2023

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As you may be aware, the Postal Service rescinded COVID-19 related face covering policies and social distancing practices in March 2022. This was in response to a decline of confirmed COVID-19 cases allowing jurisdictions to stop their mandatory face covering policies and social distancing practices and the Postal Service aligned with these national changes.

Since that time, confirmed COVID-19 cases have continued to decline. Therefore, Chief Retail and Delivery Operations (CRDO) will sunset the Standard Work Instructions (SWI) which were instituted to facilitate social distancing during the height of the COVID-19 pandemic.

The following SWIs are being sunset and are enclosed:


- *Maintain Social Distancing for Letter Carriers on Street*
- *Conducting a PS Form 3999 in LLV with Modified Bulkhead Door*
- *How to Maintain Social Distancing for Letter Carriers in the Office AM/PM*
- *Delivery Units – Social Distancing: PASS Machine*
- *Maintaining Social Distancing While Conducting a PS Form 1838-C*

The Postal Service will remain diligent and continue to monitor the COVID-19 situation.

Please contact me at extension 7773 if you have questions concerning this matter.

Sincerely,

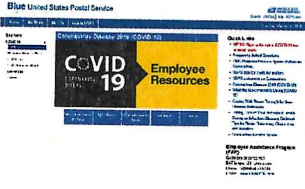





A handwritten signature in blue ink, appearing to read "Bruce Nicholson".

 Bruce Nicholson
Manager
Labor Relations Policy Administration

Enclosures

Standard Work Instructions:	Standard Work on How to Maintain Social Distancing for Letter Carriers on Street	Tracking: RT2020324v1.0
Purpose:	To limit the exposure of COVID-19 for Letter Carriers	
Updated on:	3-27-2020	Version 1.2

Go to Website	Stagger Street Activities	Maintain 6 foot Separations	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 is on the USPS Blue Page
  	<p>Must Comply with Social Distancing At All Times</p>	<ul style="list-style-type: none"> Stagger DPS/FSS retrieval; multiple staging areas if possible. Stagger loading based on vehicle location. When delivering packages or accountable items, allow 6 feet (if possible) between you and the customer. For deliveries requiring a signature, request customer last name and initial, enter into MDD; in signature line, enter your initials, route number and C-19. Be aware of your surroundings. Advise customers to stay 6 feet away from you and the vehicle.
 	<p>Practice Good Respiratory Etiquette and Hygiene</p>	<ul style="list-style-type: none"> You must regularly wash your hands for at least 20 seconds or use hand sanitizer; this includes before and after lunch. Do not use doorbells. Knock on doors, avoiding areas that are frequently touched. Don't touch equipment at gas stations with a bare hand.

Standard Work Instructions:	Standard Work Instruction for Conducting a PS Form 3999 in LLV with Modified Bulkhead Door (Interior Horizontal Sliding Cargo Door)	Tracking:
Purpose:	To limit the exposure of COVID-19 for Letter Carriers & Examiners	
Updated on:	5-4-2021	Version 2

Go to HQ COVID-19 Website	Maintain at Least 6 ft. Separation	Use Proper PPE	Respiratory Etiquette and Hygiene	Practice Safe Driving
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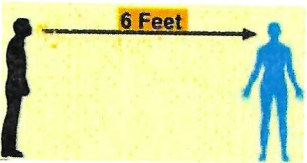
Steps

Key Points



Visit the HQ COVID-19 Website: [Link to Site](#)

- The official source of USPS COVID-19 information can be found on the USPS Blue Page



Examiners will remain at least 6 ft. away from the carrier at all times in the office, including during:

- Clock ring activities
- DPS / FSS retrieval
- Vehicle load & unload
- Retrieving and returning empty equipment

- Comply with social distancing at all times
- Examiner and carrier will wear face coverings
- Practice good respiratory etiquette and hygiene
- Sanitize DCD before and after use



Vehicles:

Mounted routes: examiners are recommended to ride in the vehicle
All other routes: determination is made based on local conditions:

- Examiner will sit in the jump seat behind modified bulkhead door
- Examiner must enter/exit via back door and have an extra vehicle key
- Carrier to replenish and retrieve parcels by opening rear cargo door from outside LLV
- Bulkhead door (sliding cargo door) is to remain closed during the inspection

- Bulkhead door will provide separation between carrier and examiner
- Wear seatbelts when vehicle is in motion
- Observations, notes and DCD entries can be made from jump seat location
- Examiner and carrier will wear face coverings



Examiners will remain at least 6 ft. away from the carrier at all times on the street (excluding when seated on jump seat and carrier is in driver's seat), including during:



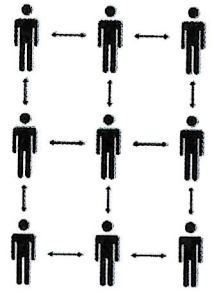
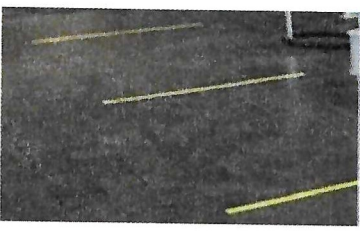

- Mail delivery
- Relay / Reloading
- Accountable delivery
- Package delivery / pick-ups
- CPMS scan & collection
- Lunch / Breaks

- Observations, notes and DCD entries must be made from a 6 ft. distance
- Examiner and carrier will wear face coverings
- When a carrier retrieves items from the back of the vehicle, the examiner should first exit the jump seat and the vehicle to allow for social distancing




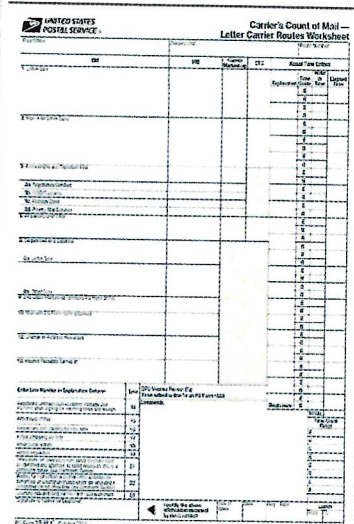

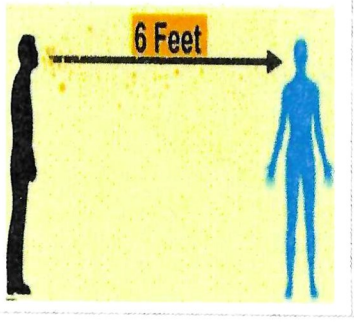
Standard Work Instructions:	Standard Work on how to maintain Social Distancing for Letter Carriers in the Office AM/PM	Tracking: RT2020324v1.0
Purpose:	To limit the exposure of COVID-19 for Letter Carriers	
Updated on:	3-27-2020	Version 1.2

Go to Website	AM Activities	PM Activities	Signs and Visual Aids	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 is on the USPS Blue Page.
 	<p>Must Comply with Social Distancing At All Times</p>	<p>AM Activities</p> <ul style="list-style-type: none"> Stagger start times, with no more than 10 employees at the time clock Schedule regular city letter carriers to maximize office pivoting opportunities Utilize AM parcel runs as necessary Communicate all mandatory safety Stand-Up talks with 10 or less employees at a time Utilize accountable cart <p>PM Activities</p> <ul style="list-style-type: none"> Maintain social distancing and gatherings of 10 or less at dock, dispatch area, accountable cage, and 3M Case
	<p>Ensure Signage and Visual Aides to Comply With Social Distancing</p>	<ul style="list-style-type: none"> Premeasure and mark common areas for social distancing (timeclock, registry cage, throwback case, 3M, supervisor desk, outgoing mail staging, carrier cases, etc.)
	<p>Practice Good Respiratory Etiquette and Hygiene</p>	<ul style="list-style-type: none"> Regularly wash hands while in office Cough and sneeze into your elbow Discard tissues immediately No sharing of office supplies (pens, scissors, etc.)


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

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. Separation	Use Proper PPE	Respiratory Etiquette and Hygiene
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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

Standard Work Instructions:	Delivery Units – Social Distancing: PASS Machine	Tracking: COVID19SocialDis v2.1
Purpose:	How to modify PASS machine to allow for social distancing	
Updated on:	3-30-2020	Version 2.1


Identify PASS machine operation	Create circle around center to accommodate social distancing	Communicate new operating procedure with employees	Rearrange PASS setup as needed	Regularly clean area
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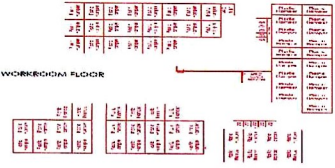
	Steps	Key Points
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	Identify PASS distribution operation area including flow and staging of mail containers to be distributed	<ul style="list-style-type: none"> Important to eliminate any additional risks to employees Any area where multiple employees are less than 6 feet apart
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	<p>To create social distance circle:</p> <ol style="list-style-type: none"> Determine location for mail containers to be worked. Near camera, on opposite side of circle or next to PASS cart. Mark spot on floor below center of PASS read camera* Tape string to spot and at 6 ft. from center tie a piece of chalk to string Mark 4-6 spots from center and ensure all are at least 6ft apart Start at one point and follow path in circular motion to create circle Mark staging and flow of mail containers to be thrown <p>* Include staging area if needed</p>	<ul style="list-style-type: none"> Anytime someone is in circle maintain social distance of at least 6 ft. until employee exits circle Be mindful of your surroundings at all times Ensure flow of mail containers to be worked allows social distance of at least 6 ft.
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	Communicate the new operating procedure to all employees involved.	<ul style="list-style-type: none"> Employees need to be informed of the new process before implementation Continue to be aware of social distancing when communicating
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	Rearrange work area as needed, or reassign locations within the area where employees are working.	<ul style="list-style-type: none"> Must maintain work areas that comply with the 6 feet social distancing standard Keep up communication to make sure process continues to run smoothly
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	Wipe down work area throughout each shift.	<ul style="list-style-type: none"> Keep operation clean at all times If possible, keep cleaning supplies at certain stations
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