



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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December 2, 2020

Board Memo 086-2020: Mandatory Stand Up Talk re COVID-19 Pickup Procedures and COVID-19 Symptoms

USPS Headquarters issued a **mandatory** Stand-Up Talk for All Employees, *COVID-19 Symptoms and you* and a **mandatory** Stand-Up Talk *Carrier pickup COVID-19 response and prevention* for all City Carriers, Rural Carriers and HCR Box Routes.

Please share the attached with your membership. It will also be posted on our website at <https://naps.org/Bulletin-Board-Archive>.

Thank you and be safe

NAPS Headquarters

Mandatory Stand-Up Talk

Nov. 27, 2020

COVID-19 Symptoms and you

What to watch for and when to consider seeking medical attention

The Centers for Disease Control and Prevention (CDC) and the Postal Service have consistently advised that if you feel sick, you should stay home, particularly if you are experiencing any COVID-19 symptoms.

CDC says that symptoms may range from mild to severe and appear within 2-14 days after exposure to the virus. Symptoms may include one or more of the following, although these are not all possible symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you are experiencing any of these symptoms, consider talking to your health care provider about them and getting tested for COVID-19.

CDC advises you to seek immediate medical attention if you have any of the following emergency warning signs for COVID-19:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

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As always, the best way to prevent infection is to avoid being exposed.

- Wear your face covering per USPS guidelines
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Practice good respiratory etiquette. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer with at least 60-percent alcohol. Always wash hands with soap and water if hands are visibly dirty.

Thank you for listening, and stay safe.

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Mandatory Stand-Up Talk

Nov. 30, 2020

Carrier pickup: COVID-19 response and prevention

A rise in the number of COVID-19 cases has recently been confirmed across the country.

The safety and well-being of our employees is our highest priority, and we are continuing to follow recommended guidelines and strategies from the Centers for Disease Control and Prevention. We are also implementing additional measures to help maintain social distancing.

One significant measure being taken is the temporary modification of the handling of Carrier Pickup/MyPO requests. We recognize the close proximity and additional handling that occurs when employees must collect a package from a customer. In order to reduce health risks and increase our safety, we must comply with social distancing at all times. Therefore, we are adjusting our hand-to-hand contact procedures.

Residential Pickup

- Postal policy requires you to wear a face covering when social distancing of at least six (6) feet cannot be maintained, and in public or in the public-facing parts of our workplaces, when required by local or state orders or directives.
- Always allow a minimum of six (6) feet between you and the customer when collecting packages.
- Avoid ringing the doorbell. When possible, knock on the customer's door, avoiding areas that may be frequently touched.
- Politely ask the customer to place the package(s) outside the door or in a mail receptacle if available. Ask the customer to step back a safe distance or close the door so you may collect package(s).
- Use the MDD/MDD-TR to scan the mail piece barcode(s) "Accepted."

Business Pickup

- Postal policy requires you to wear a face covering when social distancing of six (6) feet cannot be maintained and when required by local or state orders or directives, and in public or in the public-facing parts of our workplaces when required by local or state orders or directives.
- Advise customers to maintain a 6-foot minimum distance when picking up mail. Always comply with social distancing guidelines.
- When approaching designated pickup locations, keep a safe, appropriate distance.
- Politely ask the customer to place package(s) in designated locations or in a mail receptacle if available to prevent hand-to-hand contact.
- Use the MDD/MDD-TR to scan the mail piece barcode "Accepted."

It's important to remember that the best defense against sickness is good personal hygiene. Practice good respiratory etiquette and hand hygiene. Regularly wash your hands for at least 20 seconds at a time or use hand sanitizer. Cover your mouth when sneezing or coughing, using your elbow or a tissue, and then discard the tissue if you use one.

Thank you for your attention.

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