



July 7, 2020

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7019 2280 0001 7461 0512

Dear Brian:

As a matter of general interest, the Bolger Center in Potomac, Maryland and the National Center for Employee Development (NCED) in Norman, Oklahoma plans to reopen for Postal Service business by the end of July. As you are aware, due to the Coronavirus (COVID-19) pandemic, both centers were closed in March.

The Bolger Center is scheduled to reopen for Postal Service business on July 19 and the NCED will resume a limited number of Postal Service training courses on July 27.

Upon reopening, the centers will adhere to state, county, and the Center for Disease Control (CDC) guidelines regarding social distancing, cleaning, masks, and gathering sizes. Additionally, the centers will limit guests, including spouses, to training participants and essential personnel. Enclosed are the procedures that will be used at both centers.

If there are any questions, please contact Shannon Richardson at extension 5842.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rickey R. Dean", with a long horizontal flourish extending to the right.

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosure

Reopening Plan

GENERAL:

- ☐ Aramark (hospitality and operations supplier) employees to wear masks and gloves as part of the uniform (PPE where needed)
- ☐ Plexiglas separation installed at the check-in counters and all food service areas
- ☐ Hand sanitizer stations, social distancing signs and floor stickers in all common areas
- ☐ Frequent and more visible cleaning in commonly touched areas using electrostatic sprayers and the highest classification of disinfectants recommended by the CDC
- ☐ Advance communication
 - ☐ Through meeting planner before start date
 - ☐ Social media to inform public and guests on our efforts

❖ Above items will be continuously reviewed and adjusted as necessary



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Reopening Plan

Meeting Rooms, Common Areas and Amenities:

- ☐ Alternative meeting room floor plans that follow safe social distancing standards
- ☐ Spread group conference rooms as much as possible throughout buildings
- ☐ Sanitizing/cleaning of frequently touched items - chair arm rests, tables, door handles, AV equipment
- ☐ Bathrooms: Hand washing instructions, Social distancing signage and floor markers leading into and within the bathrooms. Every other sink and urinal blocked off
- ☐ NCED Clinic: One guest at a time. Area disinfected after each guest is seen
- ☐ Computer Labs – Fewer computer stations and limit number of guests allowed at a time
- ☐ Transportation: Disinfect shuttle vehicles after each drop-off (airport service only). Limit number of passengers per shuttle
- ☐ Fitness center – open with restrictions
- ☐ Swimming pool (NCED) – open with restrictions

❖ Above items will be continuously reviewed and adjusted as necessary



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Reopening Plan

Check-in and Guest Rooms:

- ☐ Encourage pre-payments and use of credit cards/debit cards
- ☐ Sanitize key cards before recirculating
- ☐ Use of Salto* app to avoid need for guest room keys (Bolger Center only)
- ☐ Express Checkout/Late Checkout —
 - ☐ Guests call at the end of their stay. Folio emailed (no paper)
 - ☐ Guests stay in their room until ready to depart
- ☐ Provide two small packages of alcohol wipes
- ☐ Provide paper bag for disposable gloves and masks
- ☐ Clean/sanitize rooms and place stickers that seal the doors
- ☐ Halt daily housekeeping service

** Key card system*

❖ Above items will be continuously reviewed and adjusted as necessary



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Reopening Plan

Guest Sickiness:

- ☐ If a guest tests COVID positive, cannot return home and must be quarantined in the room
 - ☐ Guest contact with Aramark front desk will be on the phone
 - ☐ Guest name to remain confidential
 - ☐ Meals and any items requested by the guest will be delivered at the door (following dietary instructions)
 - ☐ Trash will be removed daily from outside the door (housekeeping staff will be in full PPE and follow all sanitizing requirements)
 - ☐ After the guest checks out – the vacant room should be left for at least 24 hours before staff enter
 - ☐ Aramark will arrange a third party supplier to fully disinfect the guest room
 - ☐ Guest room to be removed from inventory for four days until the entire room has undergone an extensive deep cleaning process

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