



March 26, 2020

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

Dear Brian:

As the Postal Service continues to monitor the spread of COVID-19, there has been an increase on the workload for the Occupational Health teams across the Postal Service. We are seeking Postal employees who are licensed medical professionals that are willing to detail into the Occupational Health teams to augment the existing staff. Employees on detail would be asked to complete a variety of duties related to case management and communications. These duties will not include administering clinical medical care. To be eligible for this assignment, an employee must be a current licensed nurse, paramedic, emergency medical technician (EMT), or other medical professional and self-identify within their HEROProfile.

To self-identify within the HEROProfile:

- Go to *Blue* or *LiteBlue* and select HERO.
- Once in HERO, click HEROProfile under Home.
- Select the Resume tab.
- Scroll down to Certifications/Licenses.
- Select the plus (+) icon and type COVID-19 into the search bar
- Click on the appropriate Certification/License to include in your HEROProfile
 - o COVID-19 / Licensed Registered Nurse (RN)
 - o COVID-19 / Certified Nurse Practitioners (CNP)
 - o COVID-19 / Licensed Practical Nurse (LPN)
 - o COVID-19 / Licensed Nurse Practitioner (NP)
 - o COVID-19 / Emergency Medical Technician Basic (EMT-B)
 - o COVID-19 / Emergency Medical Technician Intermediate (EMT-I)
 - o COVID-19 / Emergency Medical Technician Paramedic (EMT-P)
 - o COVID-19 / Licensed Nursing Professional - Other
 - o COVID-19 / Other Medical Professional

Employees on detail will be assigned one or more of the following duties depending on their credentials:

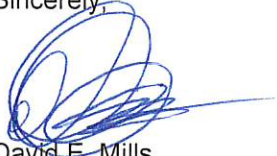
- Answer questions from offices, HR managers, managers, etc. on COVID-19 cases.
- Contact local Health Departments for verification of COVID-19 confirmed positive tests.
- Review medical documentation of employees with COVID-19 test results.
- Conduct close-contact investigations.
- Evaluate employees' eligibility to return to work.
- Conduct stand-up talks in offices.

Local Occupational Health offices will reach out to employees who self-identify in HERO as outlined above with more information about this detail opportunity during the pandemic. Based on an employee's credentials, they could be eligible to detail into non-bargaining Occupational

Health Nurse Administrator (OHNA) or Health and Resource Management Specialist positions. A current license must be provided before beginning a detail assignment. Work instructions, guidance, and oversight will be provided by the existing Occupational Health staff.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills", with a long horizontal flourish extending to the right.

David E. Mills
A/Manager
Labor Relations Policies and Programs