Standard Work Instructions: Standard Work Instruction For Maintaining Social Distancing While Conducting a PS Form 1838-C

Purpose: To limit the exposure of COVID-19 for Letter Carriers & Examiners

Updated on: 6-2-2020

<table>
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<tr>
<th>Go to HQ COVID-19 Website</th>
<th>Maintain at Least 6 ft. Separations</th>
<th>Use Proper PPE</th>
<th>Respiratory Etiquette and Hygiene</th>
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### Steps

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

### Key Points

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

Establish designated areas to maximize social distancing and eliminate obstructed views:

- 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

Examiners will remain at least 6 ft. away from the carriers at all times in the office; this includes:

- 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

- 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- Require carriers to place any mail withdrawn/retrieved in designated staging area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
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### Version 1.0

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| **RECOMMENDATION:** When handling mail and/or inspection-related documents, usage of disposable gloves by the carrier and examiner is highly recommended | • Regularly wash hands or use hand sanitizer; this includes before and after break(s)  
• Practice good respiratory etiquette and hygiene |                |                                  |
| • When coming and/or going to/from common areas or break(s), all employees should wash hands and/or use hand sanitizer |                |                |                                  |