### Tracking:

**Standard Work Instructions:** Standard Work Instruction For Maintaining Social Distancing While Conducting a PS Form 3999

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

**Updated on:** 6-2-2020

**Version 1.0**

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<th>Go to HQ COVID-19 Website</th>
<th>Maintain at Least 6 ft. Separation</th>
<th>Use Proper PPE</th>
<th>Respiratory Etiquette and Hygiene</th>
<th>Practice Safe Driving</th>
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#### Key Points

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

- Comply with social distancing at all times

- Examiner and carrier will wear face coverings in accordance with local ordinances and when social distancing cannot be maintained

- Practice good respiratory etiquette and hygiene

- Sanitize DCD before and after use

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**Steps**

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

2. **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

3. **Examiners will remain at least 6 ft. away from the carrier at all times on the street; this includes:**
   - Mail delivery
   - Relay / Reloading
   - Accountable delivery
   - Package delivery
   - MSP / CPMS scan & collection
   - Lunch / breaks

4. **If a vehicle is needed, examiner must utilize a separate vehicle**

5. **Observations, notes and DCD entries can be made from a 6 ft. distance**

6. **Examiner and carrier will wear face coverings in accordance with local ordinances and when social distancing cannot be maintained**

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- Examiner and carrier are prohibited from being in the same vehicle
- Wear seatbelts at all times
- While vehicle is in motion, examiners must operate vehicle safely, professionally, and without distraction
- Do not attempt to utilize the DCD or take notes while driving