### Standard Work Instructions:

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

**Updated on:** 5-4-2021

<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Steps</strong></td>
<td><strong>Key Points</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visit the HQ COVID-19 Website: <a href="#">Link to Site</a></td>
<td>• The official source of USPS COVID-19 information can be found on the USPS Blue Page</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Examiners will remain at least 6 ft. away from the carrier at all times in the office, including during: | • Comply with social distancing at all times  
• Examiner and carrier will wear face coverings  
• Practice good respiratory etiquette and hygiene  
• Sanitize DCD before and after use |                |                                   |                       |
  • Clock ring activities  
  • DPS / FSS retrieval  
  • Vehicle load & unload  
  • Retrieving and returning empty equipment |
| Vehicles:  
  Mounted routes: examiners are recommended to ride in the vehicle  
  All other routes: determination is made based on local conditions: | • Bulkhead door will provide separation between carrier and examiner  
• Wear seatbelts when vehicle is in motion  
• Observations, notes and DCD entries can be made from jump seat location  
• Examiner and carrier will wear face coverings |                |                                   |                       |
  • Examiner will sit in the jump seat behind modified bulkhead door  
  • Examiner must enter/exit via back door and have an extra vehicle key  
  • Carrier to replenish and retrieve parcels by opening rear cargo door from outside LLV  
  • Bulkhead door (sliding cargo door) is to remain closed during the inspection |
| Examiners will remain at least 6 ft. away from the carrier at all times on the street (excluding when seated on jump seat and carrier is in driver’s seat), including during: | • Observations, notes and DCD entries must be made from a 6 ft. distance  
• Examiner and carrier will wear face coverings  
• When a carrier retrieves items from the back of the vehicle, the examiner should first exit the jump seat and the vehicle to allow for social distancing |                |                                   |                       |
  • Mail delivery  
  • Relay / Reloading  
  • Accountable delivery  
  • Package delivery / pick-ups  
  • CPMS scan & collection  
  • Lunch / Breaks |