

## Contract Administration Unit

Brian Renfro, Executive Vice President  
Lew Drass, Vice President  
Christopher Jackson, Director of City Delivery  
Manuel L. Peralta Jr., Director of Safety and Health  
Dan Toth, Director of Retired Members  
Jim Yates, Director of Life Insurance

# COVID-19 frequently asked questions

## Is management required to notify employees if a co-worker tests positive?

The Postal Service should notify employees if a co-worker tests positive; however, the Postal Service cannot share the name and/or medical condition of any employee, including one who tested positive for COVID-19. The requirement to notify employees of a positive test in a work location should have been communicated in a mandatory stand-up talk dated March 30.

## What if my office does not have proper personal protective equipment (PPE) or cleaning supplies (hand sanitizer, face covering, gloves, etc.)?

If your office lacks sufficient PPE (gloves, masks, etc.) or necessary cleaning supplies, notify your shop steward or branch president, who can communicate supply issues to the national business agent. You may also call the USPS COVID-19 Supplies Command Center at 844-773-3594, Monday through Friday from 7 a.m. to 7:30 p.m. Eastern time, to report any supply issues.

## “Employees advised to self-quarantine by a health care provider due to an underlying health condition or because of their age may utilize emergency paid sick leave as provided through the Families First Coronavirus Response Act (FFCRA).”

### Are face masks mandatory?

Although the Postal Service is not subject to local and state orders or directives to wear face coverings or masks, the Postal Service issued a stand-up talk on April 21 that requires the use of face coverings when there is a local or state face-covering order or directive in place, or when an employee who does not deal directly with the public cannot achieve or maintain social distancing in the workplace. This stand-up talk can be found on NALC’s website under the COVID-19 section.

### I have been instructed to quarantine. What are my options?

Employees advised to self-quarantine by a health care provider due to an underlying health condition or because of their age may utilize emergency paid sick leave as

provided through the Families First Coronavirus Response Act (FFCRA). Emergency paid sick leave provides up to 80 hours of paid leave for absences related to COVID-19. This leave was effective April 1, and was immediately available to all employees for certain qualifying reasons.

### How does COVID-19 leave affect my attendance record?

Leave taken under the FFCRA may not be used as the basis for disciplinary or corrective action. Other leave taken for COVID-19-related reasons between Feb. 29 and May 17 may not be cited in discipline for failing to maintain an assigned schedule under *ELM* 511.43 in accordance with the letter from USPS Vice President, Labor Relations Doug Tulino regarding liberal changes of schedule and leave (M-01914). In addition, COVID-19-related absences will not be considered when reviewing the attendance record of employees requesting reassignment pursuant to the Memorandum of Understanding (MOU) Re: Transfers contained in Article 12 of the National Agreement. The national parties agreed to this exception for any COVID-19-related absence beginning on Feb. 29, in the MOU Re: Exception to MOU Re: Transfers-COVID-19 Related Absences (M-01919).

### How do I request leave for COVID-19-related absences?

Employees must notify their supervisor if an absence is related to COVID-19. Complete PS Form 3971, Request for or Notification of Absence prior to taking the leave if possible, or upon returning to work if advance notice is not given.

Employees cannot use the Interactive Voice Response (IVR) telephone number of the Enterprise Leave Request Application (eLRA) to request leave related to COVID-19.

### Can I use leave to care for an adult disabled child?

If your child is 18 years of age or older with a disability and cannot care for themselves due to that disability, you may take emergency paid sick leave and expanded family and medical leave to care for them if their school or place of care is closed or their child care provider is unavailable due to COVID-19-related reasons, and you are unable to work as a result.

### Management denied my leave request related to COVID-19. What should I do?

If you have submitted a PS Form 3971 and relevant documentation for leave related to COVID-19 and management denies your request, you should provide a copy of the denied PS Form 3971 and relevant documentation to your shop steward or branch officer. Your local union officials will investigate your issue and discuss with your national business agent for possible resolution.