
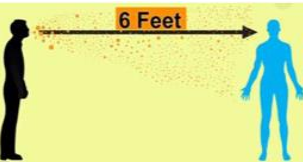

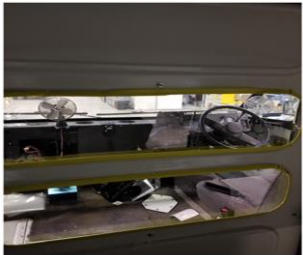





Standard Work Instructions:	Standard Work Instruction for Conducting a PS Form 3999 in LLV with Modified Bulkhead Door (Interior Horizontal Sliding Cargo Door)	Tracking:
Purpose:	To limit the exposure of COVID-19 for Letter Carriers & Examiners	
Updated on:	5-4-2021	Version 2

Go to HQ COVID-19 Website	Maintain at Least 6 ft. Separation	Use Proper PPE	Respiratory Etiquette and Hygiene	Practice Safe Driving
---------------------------	------------------------------------	----------------	-----------------------------------	-----------------------

	Steps	Key Points
	Visit the HQ COVID-19 Website: Link to Site	<ul style="list-style-type: none"> The official source of USPS COVID-19 information can be found on the USPS Blue Page
 	<p>Examiners will remain at least 6 ft. away from the carrier at all times in the office, including during:</p> <ul style="list-style-type: none"> Clock ring activities DPS / FSS retrieval Vehicle load & unload Retrieving and returning empty equipment 	<ul style="list-style-type: none"> 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
 	<p>Vehicles: Mounted routes: examiners are recommended to ride in the vehicle All other routes: determination is made based on local conditions:</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
 	<p>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:</p> <ul style="list-style-type: none"> Mail delivery Relay / Reloading Accountable delivery Package delivery / pick-ups CPMS scan & collection Lunch / Breaks 	<ul style="list-style-type: none"> 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