
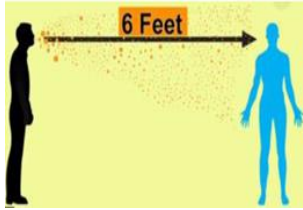





Standard Work Instructions:	Standard Work Instruction For Maintaining Social Distancing While Conducting a PS Form 3999	Tracking:
Purpose:	To limit the exposure of COVID-19 for Letter Carriers & Examiners	
Updated on:	6-2-2020	Version 1.0

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 in accordance with local ordinances and when social distancing cannot be maintained Practice good respiratory etiquette and hygiene Sanitize DCD before and after use
	<p>Examiners will remain at least 6 ft. away from the carrier at all times on the street; this includes:</p> <ul style="list-style-type: none"> Mail delivery Relay / Reloading Accountable delivery Package delivery MSP / CPMS scan & collection Lunch / breaks 	<ul style="list-style-type: none"> Observations, notes and DCD entries can be made from a 6 ft. distance Examiner and carrier will wear face coverings in accordance with local ordinances and when social distancing cannot be maintained
 	If a vehicle is needed, examiner must utilize a separate vehicle	<ul style="list-style-type: none"> 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