

# Mandatory Retail Stand-Up Talk

**March 25, 2020**

## Practicing social distancing

We are experiencing unprecedented times with the Coronavirus Disease 2019 (COVID-19). Avoiding social gatherings and practicing social distancing is a way to help reduce transmission and community spread of the disease.

The Centers for Disease Control and Prevention (CDC) recommends avoiding gatherings of more than 10 people and keeping a minimum of 6 feet between you and others while in public, including in our retail lobbies, in order to slow the spread of COVID-19.

The safety and well-being of our employees is our highest priority. It's important to note that the White House and CDC guidance states, "If you work in a critical infrastructure industry (which includes the Postal Service), you have a special responsibility to maintain your normal work schedule." Our core mission is to bind the nation together, and we continue to be a vital connection for millions of people throughout the nation. Be assured, the Postal Service is following CDC guidance to protect your health at work.

In order to practice social distancing:

- Place floor tape in the queue line (6 feet apart) and at the retail counter positions (3 feet away) (examples attached)
- Place the social distancing signage on the outer and inner lobby doors (attached)
- Where operationally feasible, utilize every other window station
- Follow CDC guidelines for prevention
- **Clerk script for customers:** "Thank you for visiting our Post Office today. Please help us adhere to CDC guidelines and practice social distancing of 6 feet. Thank you for your cooperation."

For additional information, the Postal Service has created Blue and LiteBlue webpages to share information with employees about COVID-19.

The sites feature posters and information sheets from CDC. There are also videos and articles from our postal news site Link, plus on the Blue page, stand-up talks with tips for staying healthy. In addition, the Blue page has a link to Postmaster General Megan Brennan's video message to employees on the coronavirus.

The Blue page is available on any computer connected to the Postal Service network, while the LiteBlue page can be viewed on any computer, smartphone or other device with an internet connection. The LiteBlue site is located at [liteblue.usps.gov/lite-blue/covid19](https://liteblue.usps.gov/lite-blue/covid19) under the "COVID-19" link in the Hot Topics box at the top left side of the home page.

