

Mandatory Stand-Up Talk

April 3, 2020

Social distancing guidance Carrier Shadow Days and/or On-the-Job Training

The Postal Service recognizes the challenges we are all faced with during our constantly changing environment. Our customers are depending on us to continue providing regular and reliable delivery.

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 operable Centers for Disease Control and Prevention (CDC) guidance to protect your health at work.

As part of our normal operations, we rely upon many of you to assist when onboarding newly hired employees. Like previously provided guidance related to social distancing, we wanted to share guidance related to carrier onboarding (both city and rural).

In order to practice social distancing during Shadow Days and/or On-The-Job Instruction, please follow the guidance below:

Office Activities

- For learning purposes, new hires will train in units and on routes that support the ability to social distance, even if the unit or route will not be the initial assignment for the newly hired carrier.
- Place floor tape (6 feet apart) at cases where learning is planned.
- Place social distancing signage on cases where learning is planned.
- Where operationally feasible, move a case intended for learning to a more open area, or even outside when weather permits.
- Create enlarged copies of training materials that can be posted and use rip charts and/or individual copies of all frequently used written instructional material to allow learning while social distancing. Please reach out to your Delivery Programs Office and/or your Learning and Development office for further guidance and assistance.

Street Activities

- For learning purposes, new hires will train in units and on routes that support the ability to social distance, even if the unit or route will not be the initial assignment for the newly hired carrier.

- Where possible, move the assigned training vehicle 6 feet away from other vehicles and/or designated loading/unloading areas and place safety cones around the vehicle.
- Place social distancing signage on the safety cones when street learning is conducted.
- **City Delivery:** For learning basic delivery, select units with park and loop routes where two vehicles can be utilized to drive to the street. Upon arriving at the park and loop spot, walk the delivery loop together (observing social distancing of 6 feet apart) to provide learning techniques associated with street functions.
- **Rural or curbside delivery:** For learning basic delivery where utilizing two vehicles is necessary, an investment in suitable two-way communication devices (mounted or hands-free) may be helpful to talk through steps while observing from a distance.

As always, continue to follow the recommended practices to help ensure the safety and well-being of employees.

- Avoid close contact (within 6 feet) with other people to the degree possible.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Stay home when you are sick.
- Cough and sneeze into your elbow. If tissue is used, discard tissue in the trash immediately.
- Clean and disinfect frequently touched objects and surfaces.
- Wash hands often with soap and water for at least 20 seconds.
- Use a 60-percent or higher alcohol-based hand sanitizer.
- Follow CDC's recommendation related to face masks, and ensure you have a supply readily available to employees requesting face masks.

Our mission is clear and it is important — to serve the public and keep families, friends and businesses connected and safe. Thank you for your continuing commitment in providing education to our new employees while maintaining social distancing.

You also can find resources, including Social Distancing Standard Work Instructions by specific function, by going to the COVID-19 pages on Blue, and following the Standard Work Instructions link: [“Back Office Employee for Delivery and Retail Unit.”](#)

There are many other resources available on the special **COVID-19** pages of our employee websites Blue and LiteBlue. In addition, the latest details will always be available on the government's website, **coronavirus.gov**.

We will continue to provide information to you as it becomes available. Thank you for your attention.

#