

Social Distancing Plan – Southern Area

All Employees, Customers, & Facility

- Make sure the employees/customers are taking seriously by increased communication/SUT/postings
- Increased hand sanitizer and wipes at window sections
- Increased daily communication
- Allow clerks and carriers to sign for customers upon verbal okay in cases that customer does not want to sign
- Ensure wipes and sanitizer is being distributed across all offices in order to not risk going without.
- Usage of accountable case instead of a cart or cage
- Usage of yellow tape to mark and determine distance
- Distribute DPS to carriers case to eliminate the congestion with the brick layered/searching for trays together

Clerks

- Stagger breaks for clerks
- Limit employees in Pass machine confined area
- Leverage DSS and distribute more ring scanners to allow for social distancing of the clerks
- Use 3 sided trays for flats and place on rolling stock to be distributed into sections
- Over the counter mandatory cleaning window section-every hour
- PO Box sections-1 clerk per bank of boxes at a time
- Tape in lobby to provide allotted social distancing for customers/employees
- Limit number in lobby to ensure the distancing requirements are met
- Clerk stand up talks given alternating in small groups

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Carriers

- Minimize congregation at timeclock by having start times staggered/EBR assignments/no entry until reporting time
- Possible usage of 1260 process to avoid time clock congestion-have someone designated to input daily
- Split shifts of carriers in the morning-Stagger start times by volumes and case location
- Implement the 2 in 1 guidelines in order to help reduce congestion in AM operation
- Alternating times to hot case/TBC/hampers to avoid congestion and spacing concerns
- Incorporate the distancing at these areas as you would with the ATM-stand back
- Temporarily have carriers take office breaks on street
- Stand up talks given on loud speaker or on intercom with carriers in case
- Vehicle inspections staggered by location/or completed in pm when carriers return
- Supervisor/employee interaction-tape off distance in cases to allow daily expectations and 3996 adjudication at a safe distance
- Provide general expectations in am during stand up talks