

Mandatory Stand-Up Talk

March 22, 2020

Staying vigilant

COVID-19 Response and Prevention

As you may be aware, a number of cases of the Coronavirus Disease 2019 (COVID-19) have recently been confirmed across the country. On March 20th, we learned that 2 employees on the 8th floor of the Postal Service Headquarters Building located at 475 L'Enfant Plaza, SW, Washington, DC 20260, tested positive for COVID-19. The employees have been at home for over a week and were in close contact with each other. Consistent with guidance from the Centers for Disease Control and Prevention (CDC), the employees will not return to work until cleared.

Our Postal Service Area Medical Director has been in contact with the Public Health Department and has reviewed the circumstances. Employees have already been contacted if they were in close contact with these employees. The risk is low for employees who work in L'Enfant Plaza. We will continue to keep you updated with future COVID-19 communications.

While we understand you may want to know who is sick, under the Rehabilitation Act and the Privacy Act, specific employee medical information must be kept confidential and may only be shared in very limited circumstances. Therefore, the Postal Service cannot share the names of the employees who tested positive for COVID-19 or their medical condition. The safety and well-being of our employees is our highest priority, but we must also protect our employees' privacy.

To protect the health of our employees, we are continuing to follow recommended guidance and strategies from the CDC.

These include:

- Encouraging sick employees to stay home and consult their health care providers.
- The Postal Service developed specific cleaning protocols to ensure that Postal facilities were properly cleaned during the COVID-19 outbreak, which include the increased cleaning of frequently touched surfaces in the workplace (such as consoles, door knobs, countertops, workstations, etc.) with appropriate cleaning solutions. These protocols are consistent with CDC recommendations, and the L'Enfant Plaza Headquarters building has been cleaned pursuant to those protocols since they were issued.
- Ensuring all restrooms are well equipped with towels, soap, and hand sanitizer at all times.
- We have posted information on bulletin boards on all floors of L'Enfant Plaza. These additional postings, created by the CDC, discuss how to respond if you experience symptoms and more information about COVID-19.
- By allowing telework wherever possible, there is sufficient opportunity to maintain proper social distancing for those employees still working inside L'Enfant Plaza.
- A liberal leave policy is in effect for any employ who would prefer not report to L'Enfant Plaza and is not eligible for telework.

It's important to remember that the best defense against sickness is good personal hygiene. Practice good respiratory etiquette and hand hygiene. Wash your hands regularly for at least 20

seconds at a time and cover your mouth when sneezing or coughing using your elbow or a tissue, and then discard the tissue if you use one.

As always, EAP continues to be available 24 hours a day at 1-800-EAP-4-YOU or online at www.EAP4YOU.com. You may already know that EAP provides coaching, referrals and short-term counseling. You will also find that EAP services include crisis response, a health resource library and in-the-moment support available to you and your family as needed. EAP is a benefit of your postal employment.

Thank you for your attention.