

October 24, 2001

VICE PRESIDENTS, AREA OPERATIONS  
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Anthrax Awareness, Protection and Reporting

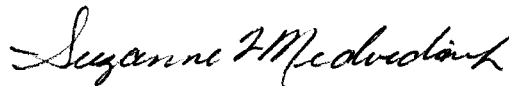
In light of the employee deaths and exposures, it is essential that you share this updated anthrax information with district managers, plant managers, and postmasters. The attached awareness documents, Mandatory Safety Talk on Anthrax and Anthrax Talking Points, are to be used for standup talks with employees.

Also, every employee on the workroom floor where mail is processed is to be instructed as follows:

- It is highly recommended they wear masks and gloves.
- They are to wash their hands with soap and water every two hours.
- **If they feel sick or report to a hospital, he or she must tell their manager. This information is to be relayed to the district command center.**



Patrick R. Donahoe  
Chief Operating Officer and  
Executive Vice President



Suzanne F. Medvidovich  
Senior Vice President  
Human Resources

Attachments