

# **Mandatory Stand-Up Talk**

**April 2, 2020**

## **Guidelines for PVS drivers**

**Step 1:** When Postal Vehicle Service (PVS) drivers and other employees are reporting for work, ensure that they are not congregating in the dispatch office or around the time clock. They must maintain social distancing of 6 feet or more.

**Step 2:** Sanitize the driver's equipment (i.e., keys, radio, scanner, etc.) and place equipment on a counter to minimize time in the dispatch area. In facilities with assigned dispatch clerks, the clerk is responsible for sanitizing the equipment; otherwise, the Supervisor of Transportation Operations or the Transportation Manager is responsible for ensuring sanitization is completed.

**Step 3:** Provide PVS drivers with disposable gloves, hand sanitizer and cleaning supplies to take with them.

**Step 4:** Provide PVS drivers with information daily about the importance of social distancing, washing hands, and cleaning keys, radios, scanners, and vehicles, both before and after tours.

**Step 5:** If a PVS driver is showing signs of not feeling well, send the individual home. If a driver has been out on the route and comes in during the tour not feeling well, send the individual home and make sure that the vehicle and all equipment is sanitized before it can be assigned to another employee.

**Step 6:** When PVS drivers are backed into the dock and loading/unloading at a processing facility, they must maintain at least a 6-foot distance from other employees. Do not have more than one person in a van or trailer at a time. If PVS drivers are assisting each other and/or consolidating mail, they still need to maintain social distancing.

**Step 7:** PVS drivers should follow the guidance in Step 6 when delivering or picking up at a customer service unit or mailer.

**Step 8:** Ensure break areas allow PVS drivers to practice proper social distancing. Vehicles may be used as a break location if necessary.

**Step 9:** Designate a postal employee as a yard master (with a radio) to keep PVS drivers informed as to when the door is available to back into. The same yard master should be used to direct PVS drivers as they come in the yard and to ensure that the PVS driver is sanitizing the inside of the cab when they are no longer using that vehicle.

**Step 10:** When PVS drivers are coming in to end their tours, ensure they maintain proper social distancing while in the dispatch area and around the time clock. Have PVS drivers sanitize all equipment that they have used during their tours (keys, radios, scanners and anything else that they have been in contact with). Assign someone in the dispatch office to ensure that this is done.

When supplying the PVS drivers with disposable gloves, make sure that they are putting them in a trash receptacle when they are done using them.

**Note 1:** Constantly keep the dispatch area and the time clock area cleaned and sanitized.

**Note 2:** Emphasize that these measures are for the safety and health of the PVS drivers, their co-workers and family members.

**Note 3:** While maintaining social distancing, we still need to conduct business by abiding by the Postal Service's rules and regulations.

**Note 4:** If you need to have a meeting with a driver in private or with union members, find an area that allows for proper social distancing, such as a large office or conference room.

Thank you for listening.

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