



Retail Stand-Up Talk

April 4, 2020

Sneeze Guards for Window Counters

As we interact with our customers to transact business on a daily basis, the safety and well-being of our employees is our highest priority, especially in response to the Coronavirus Disease 2019 (COVID-19). We are continuing to follow recommended guidance and measures from the Centers for Disease Control and Prevention (CDC) and your local health department.

These include:

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

As an additional layer of protection, we are asking retail units to work with their district leadership to properly install sneeze guards at window counters — plexiglass or clear shower curtains.

The Standard Work Instructions (SWI) for installation are being distributed with this stand-up talk.

The Postal Service has posted information on our Blue and LiteBlue webpages, and will continue to add daily updates to share with you about COVID-19.

Thank you.

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