

April 13, 2020, Volume 22, No. 32

## **Special COVID-19 Edition**

### **District and Plant Response Kits**

Please share with plant and district leadership, operations, maintenance, and other personnel as needed.

HQ Maintenance Operations in coordination with HQ Asset Management have developed two Response Kits in order to conduct the required cleaning procedures for facilities where a positive case COVID-19 has occurred. One is a PLANT Response Kit and the other is a DISTRICT Response Kit dedicated to support facilities outside the plant (stations/branches, associate offices, Vehicle Maintenance Facilities (VMFs), annexes, etc.).

HQ Asset Management will send one Rubbermaid cart to each plant. The cart must be stocked by the plant with the necessary cleaning materials, stored in a secured location, and used specifically when cleaning up any COVID-19 incidents. Other items needed for the Plant Response Kit such as goggles, disposable coveralls, etc. will be shipped to the plants as well. Plants must follow the instructions on the next page to gain access to the MMSC webpage. These instructions will assist sites to obtain the proper cleaning materials needed to stock the Rubbermaid carts.

#### **NOTE**

All Rubbermaid carts will need to be built at the plants and stocked with locally procured CTC cleaning materials according to the directions on the MMSC Webpage.

HQ Asset Management will also be sending five District Response Kits with all supporting supplies to each LEAD PLANT. These Response Kits will be stored in a secured location to be utilized for cleaning up COVID-19 incidents at facilities outside the plants. The Lead Plant will develop a tracking mechanism (eMARS work order) to record the locations of all District Response Kits sent to the field for COVID-19 incidents. Once cleanup is completed at the field site, clean the Response Kit and return it to the originating Plant for cleaning/restocking to be made ready for redeployment. If additional supplies are needed for the District Response Kits, contact National Materials Customer Service at 800-332-0317 for assistance to properly restock the kits. Plants must access the MMSC webpage to obtain the proper cleaning materials needed to restock the District Response Kits before they can be stored or sent to another facility.

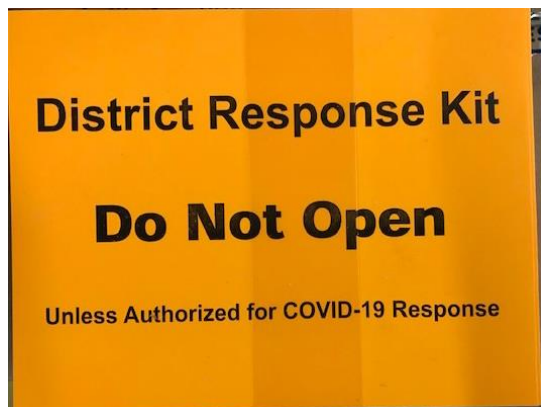
#### **NOTE**

At NO time will the District Response Kits be utilized at plants. The District Response Kits are ONLY for use at facilities outside of plants. These carts are only to be released to facilities that have a confirmed case of COVID-19.

*Continued*

*District and Plant Response Kits (continued)*

Response Kits will be labeled as shown in Figure 1 and Figure 2:



**Figure 1. District Response Kit Label (Orange)**



**Figure 2. Plant Response Kit Label (Green)**

### How to Access the MMSC Webpage

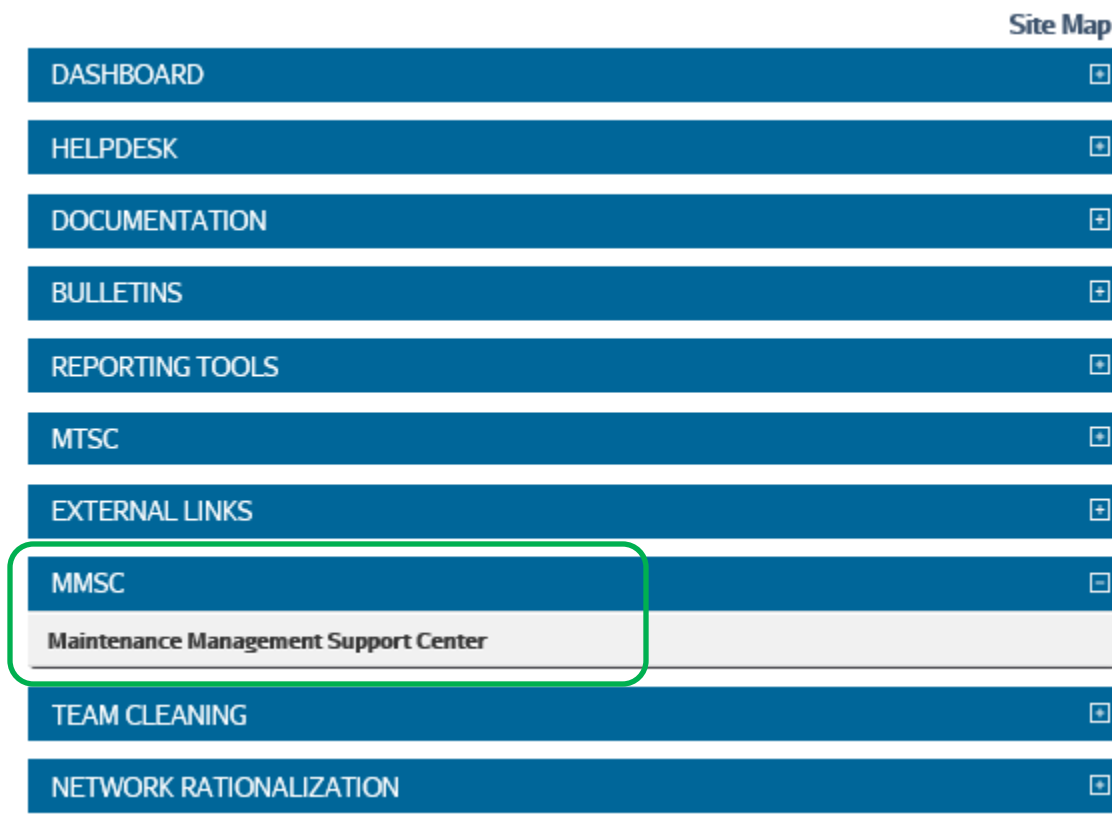
#### NOTE

ONLY Form 50 EAS personnel have access to the MMSC webpage.

1. Use the following instructions to gain access to the MMSC webpage.
  - a. Go to the MTSC website to locate the District and Plant Response Kit information and materials (Figure 3).

**Figure 3. MTSC Website**

- b. In the right column, select **MMSC** and click **Maintenance Management Support Center** (Figure 4).



Site Map	
DASHBOARD	+
HELPDESK	+
DOCUMENTATION	+
BULLETINS	+
REPORTING TOOLS	+
MTSC	+
EXTERNAL LINKS	+
MMSC	+
Maintenance Management Support Center	
TEAM CLEANING	+
NETWORK RATIONALIZATION	+

Figure 4. MMSC Link on MTSC Website

- c. Log into the MMSC site with ACE ID and password (Figure 5).

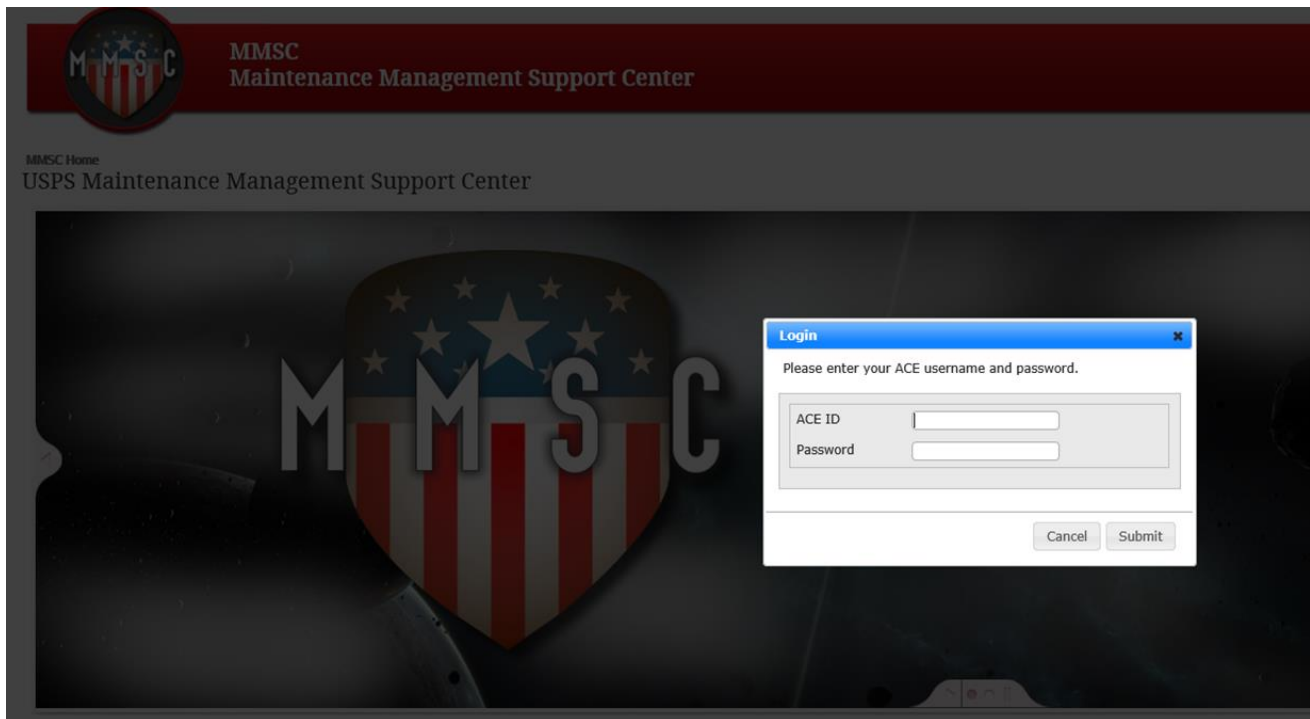


Figure 5. MMSC Site Login

- d. Click on **Choose Category** and then select **Custodial Team Cleaning** (Figure 6).

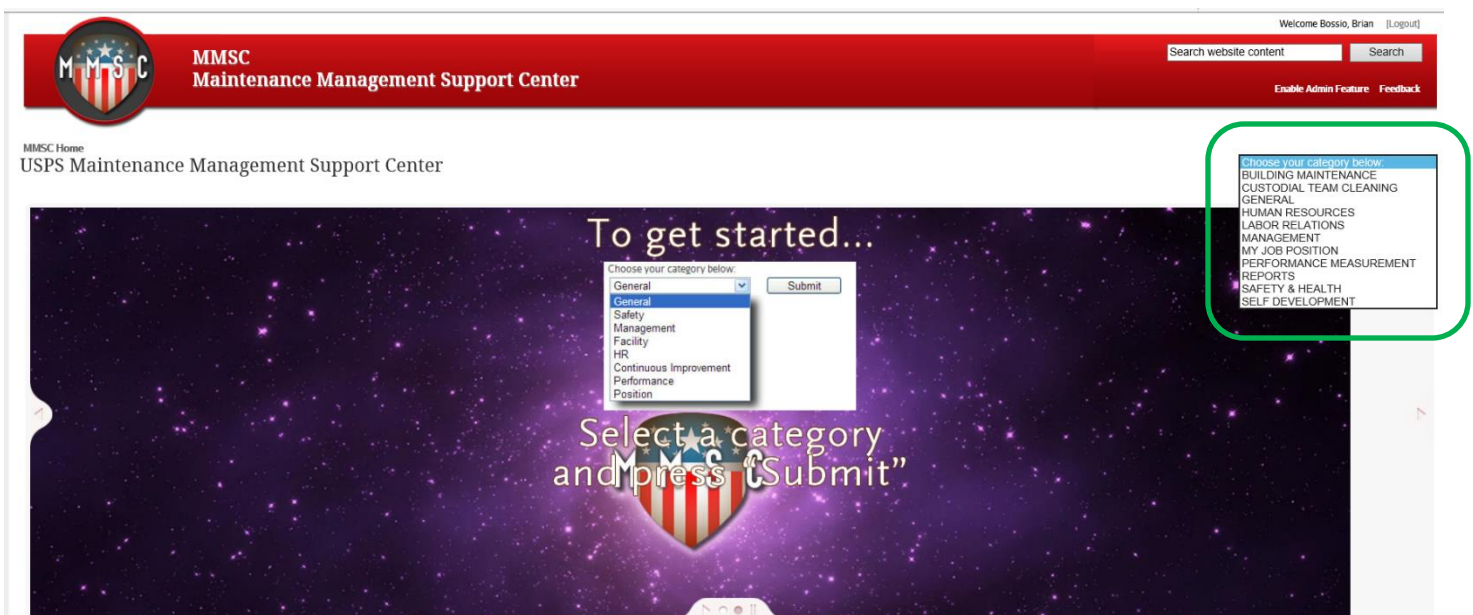


Figure 6. Choose Category

- e. In the left column under Custodial Services, open the **District and Plant Response Kit from MMSC** link (Figure 7).

CUSTOMAL SERVICES	CCTC 2 DAY CUSTOMAL TRAINING	CCTC 1 DAY POSTMASTER TRAINING
MS-10 Floors, Care and Maintenance TL-1, 10B3	CTC 2 Day Custodial Training using Portion Pac, Supplies, PowerPoint	CTC 1 Day Postmaster Training using Portion Pac, Supplies, PowerPoint
MMO 014-06 Policy on Cleaning with HEPA Vacuums (BMO 047-03 Supplement) - Vacuum Cleaners regularly used in schools and other facilities, including equipment, or custodial cleaning must not be used to pick up hazardous materials, including asbestos	CTC Light Duty Specialist Video CTC Vacuum Specialist Video	CTC Light Duty Specialist Video CTC Vacuum Specialist Video
MS-47 Facility Cleaning TL-5, 2010 and MOU	CTC Best Room Specialist Video	CTC Best Room Specialist Video
MOU MS-47 TL-5 Implementation and Maintenance Craft PSE, Cover sheets	CTC Utility Specialist Video	CTC Utility Specialist Video
MS-47 Facility Cleaning TL-3 & TL-5	MM 2013 Team Cleaning Overview Video	MM 2013 Team Cleaning Overview Video
Facilities Certification	MM 2013 USPS Cleaning Before and After Video	MM 2013 USPS Cleaning Before and After Video
Jacquery Assessors	Youth Center Tragedy Paul Lucero Update Video	Youth Center Tragedy Paul Lucero Update Video
Laundry Inventory Tracking Forms	Backpack Vacuum Harness Fitment Instructional Video	Backpack Vacuum Harness Fitment Instructional Video
Letter to APWU for Workshopping	Empty the Back Pack Vacuum Cleaner Video	Empty the Back Pack Vacuum Cleaner Video
Site Cleanup Responsibilities	Using the Unger Everett Disposable Map	Using the Unger Everett Disposable Map
Site Cleanup Responsibilities	Jacquery CTC Game Box?	Jacquery CTC Game Box?
Laundry Best Practices		
Disposable Autoclave items		
1002-455 CTC sign in sheet		
Building Space Worksheets for CW		
CTC Diploma's		
CTC observation tracking form		
Pro Team website		
Portion Pac Chemicals website		
Unger cleaning tools website		
CTC Laundry Service Issues reporting log		
Procedure for downloading CTC training materials from MBISC		
1002-1873 CTC sign in sheet		
Authorized Paper based Products		
CTC Service talk		
CTC Site Coordinator Checklist		
CTC timelines		
CTC Versions		
Custodial CTC service talk		
District & Plant Response Kit Process Flow Chart 20200410		
District & Plant Response Kit 20200410		
Appendix (From Shirley) Website		

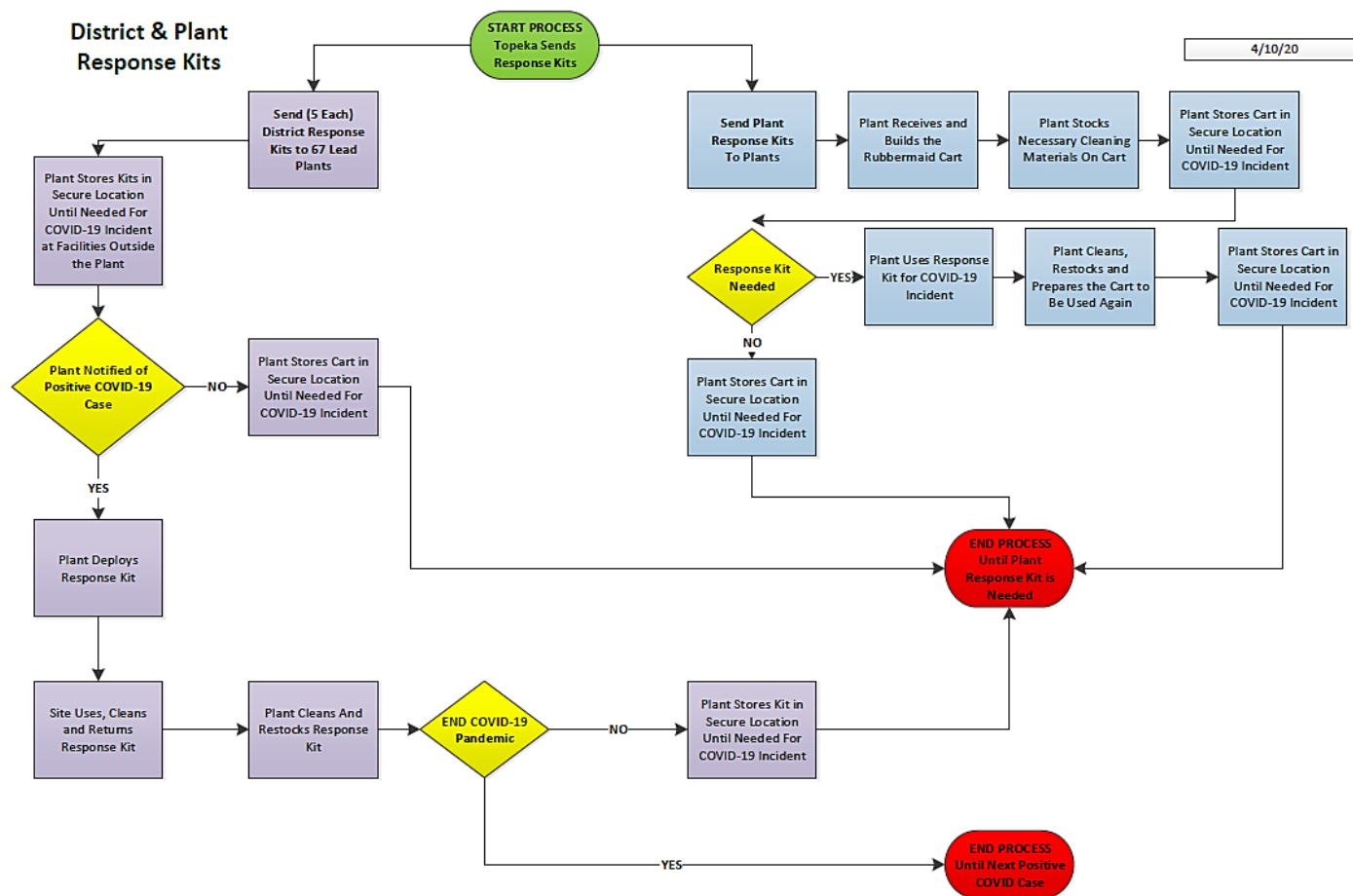
**Figure 7. District and Plant Response Kit from MMSC Link**

- f. Click on the **District and Plant Response Kit** for the instructions and information from the MMSC webpage. (Figure 8). This will open an Excel spreadsheet with the District and Plant material list for developing the kits.

CUSTODIAL SERVICES
MS-10 Floors, Care and Maintenance TL-1 1988
MMO-074-06-Policy on Cleaning with HEPA Vacuums (MMO-047-03 Supplement) - Vacuum cleaners regularly used in cleaning mail processing equipment (MPE), building equipment, or custodial cleaning must not be used to pick up hazardous materials, including asbestos
MS 47 Facility Cleaning TL-5 2014 and MOU
MOU MS-47 TL-5 Implementation and Maintenance Craft PSE Conversions
MS-47 Facility Cleaning TL-3 & TL-5
Facilitator Certification
Jeopardy Answers
Laundry Inventory Tracking Forms
Letter to APWU for Workloading
Site Champion Responsibilities
Custodial change board (CSCCB)
Laundry Best Practices
Disposable Addendum slides
10024455 CTC sign in sheet
Building Space Worksheets for CW
CTC Diploma's
CTC observation tracking form
Pro Team website
Portion Pac chemicals website
Unger cleaning tools website
CTC Laundry Service Issues reporting log
Procedure for downloading CTC training materials from MMSC
10021973 CTC sign in sheet
Authorized Paper towel Products
CTC Service talk
CTC Site Coordinator Checklist
CTC timelines
CTC Verisons
Custodial CTC service talk
Furniture purchase
District & Plant Response Kit Process Flow Chart 20200410
District & Plant Response Kit 20200410
Aquachem (Tom Shirley) Website

Figure 8. District and Plant Response Kit Materials on MMSC Site

2. Consult the District and Plant Response Kit Process Flow Chart for obtaining and building a Response Kit (Figure 9). The process chart can be viewed in better detail on the MMSC webpage.



**Figure 9. District and Plant Response Kit Process Flow Chart**

*HQ Maintenance Operations*

**Maintenance Update** is a weekly publication provided by the Maintenance Technical Support Center. The information herein does not take precedence over official Postal Service documentation.

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