



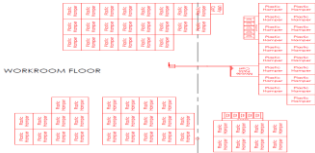



Standard Work Instructions:	Delivery Units – Social Distancing: PASS Machine	Tracking: COVID19SocialDis v2.1
Purpose:	How to modify PASS machine to allow for social distancing	
Updated on:	3-30-2020	Version 2.1

Identify PASS machine operation	Create circle around center to accommodate social distancing	Communicate new operating procedure with employees	Rearrange PASS setup as needed	Regularly clean area
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	Steps	Key Points
	<p>Identify PASS distribution operation area including flow and staging of mail containers to be distributed</p>	<ul style="list-style-type: none"> <li>Important to eliminate any additional risks to employees</li> <li>Any area where multiple employees are less than 6 feet apart</li> </ul>
	<p>To create social distance circle:</p> <ol style="list-style-type: none"> <li>Determine location for mail containers to be worked. Near camera, on opposite side of circle or next to PASS cart.</li> <li>Mark spot on floor below center of PASS read camera*</li> <li>Tape string to spot and at 6 ft. from center tie a piece of chalk to string</li> <li>Mark 4-6 spots from center and ensure all are at least 6ft apart</li> <li>Start at one point and follow path in circular motion to create circle</li> <li>Mark staging and flow of mail containers to be thrown</li> </ol> <p>* Include staging area if needed</p>	<ul style="list-style-type: none"> <li>Anytime someone is in circle maintain social distance of <b>at least</b> 6 ft. until employee exits circle</li> <li>Be mindful of your surroundings at all times</li> <li>Ensure flow of mail containers to be worked allows social distance of <b>at least</b> 6 ft.</li> </ul> 
	<p>Communicate the new operating procedure to all employees involved.</p>	<ul style="list-style-type: none"> <li>Employees need to be informed of the new process before implementation</li> <li>Continue to be aware of social distancing when communicating</li> </ul>
	<p>Rearrange work area as needed, or reassign locations within the area where employees are working.</p>	<ul style="list-style-type: none"> <li>Must maintain work areas that comply with the 6 feet social distancing standard</li> <li>Keep up communication to make sure process continues to run smoothly</li> </ul>
	<p>Wipe down work area throughout each shift.</p>	<ul style="list-style-type: none"> <li>Keep operation clean at all times</li> <li>If possible, keep cleaning supplies at certain stations</li> </ul>