

Mandatory Stand-Up Talk

May 21, 2020

Supplier on-site COVID-19 procedures

CDC guidance remains in effect at all USPS facilities

As the number of Coronavirus 2019 (COVID-19) cases start to decline and reopening activities become more widespread across the U.S., the Postal Service is reviewing its operations to determine where suppliers can be directed to resume on-site deployment activities and contractor presence may need to increase in our office locations.

In preparing for this activity, Supply Management has notified on-site suppliers that they are expected to follow all Centers for Disease Control and Prevention (CDC) COVID-19 guidance, as well as Postal Service policies when interacting with Postal Service employees. This includes behaviors of washing hands frequently, cleaning and disinfecting roped off work areas after performance, maintaining social distance from Postal Service employees, and wearing face coverings or masks.

Where states or municipalities have mandated that face coverings be worn in certain situations, the Postal Service voluntarily follows those mandates. Face coverings are also mandated whenever employees are unable to achieve or maintain social distancing. On-site suppliers are also being instructed that they must comply with this postal policy. Further, suppliers must obey all COVID-19 state and local ordinances or directives as a condition of their contract.

The Postal Service is requiring that on-site suppliers communicate CDC guidance and postal policies to their employees and subcontractors, if applicable, prior to starting performance in our facilities. These measures are being taken to ensure the safety of both Postal Service employees and the supplier's personnel.

For suppliers performing equipment installation, repair, or maintenance work on Postal Service premises, supplier personnel must rope off or block their work areas, using tape or cones, to alert Postal Service staff to the presence of workers.

Suppliers will coordinate with their Contracting Officer Representatives (CORs) to schedule work during off-hours when possible. This will help minimize contact with their personnel in Postal Service facilities and provide for better social distancing.

If you have any questions about working with suppliers, contractors or subcontractors, please contact your manager or the COR for that supplier.

Thank you for listening — and thank you for all you do every day.

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