


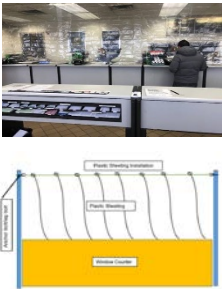
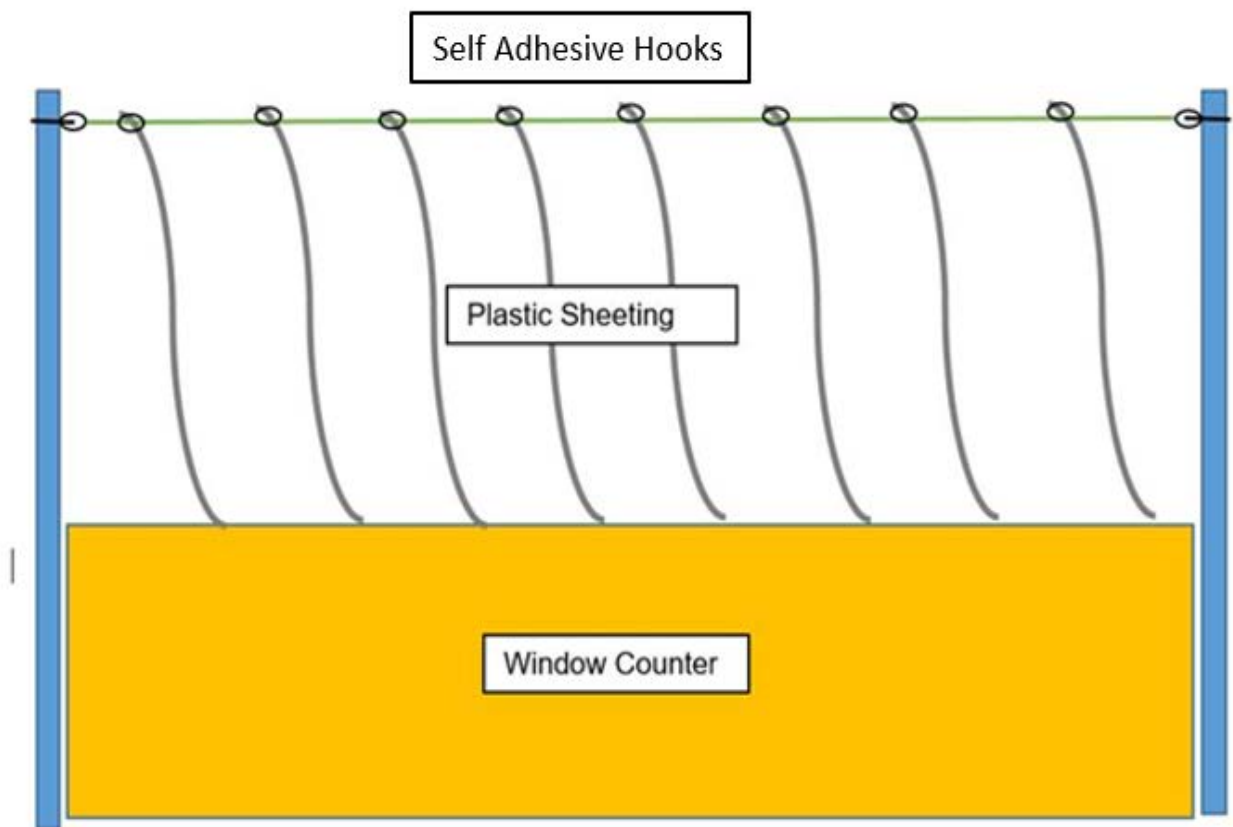


Standard Work Instructions:	Standard Work on how to maintain Social Distancing Sneeze Guard Plastic Sheeting at a USPS location	Tracking: COVID19SocialDisv4.9
Purpose:	To limit the exposure of COVID-19 at the retail counter	
Updated on:	4-2-2020	Version 1.3

Go to Website	Parts Needed	Installation Procedures	Safety
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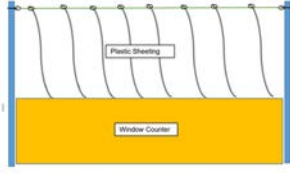
	Steps	Key Points
	<p>Visit the HQ COVID-19 Website: <a href="https://blue.usps.gov/blue/covid-19/welcome.htm">https://blue.usps.gov/blue/covid-19/welcome.htm</a></p> <p><a href="#">Link to Site</a></p>	The official source of USPS COVID-19 information is on the USPS Blue Page.
	<ol style="list-style-type: none"> <li>1. Prior to proceeding review Asbestos Survey to ensure you are not disturbing asbestos.</li> <li>2. Prior to proceeding review Lead Survey to ensure you are not disturbing lead.</li> <li>3. Survey the area to be used to screw in to and ensure there is not an electrical hazard present</li> <li>4. Ensure sheeting is not hanging to the ground and could potentially cause a tripping hazard</li> </ol>	<a href="#">Pub129</a>
	<p>Plastic Sheeting to length of the Window Counter</p> <ol style="list-style-type: none"> <li>1. Method to hang curtain               <ol style="list-style-type: none"> <li>a. Command Hooks to attach to wall above retail counter.</li> <li>b. 2-3 dozen Grommets and a Grommet tool (if needed for sheeting)</li> </ol> </li> <li>2. All items can be purchased from a regular hardware store.</li> </ol>	Parts Needed
	<ol style="list-style-type: none"> <li>1. Avoid drilling where possible, instead utilize self adhesive hooks.</li> <li>2. Cut the plastic sheeting to the proper length to cover the entire Window Counter</li> <li>3. Add grommets to the plastic sheeting every 12 inches</li> <li>4. Attach plastic sheeting to Command Hooks with grommets</li> <li>5. Slits may be cut in the sheeting to allow for customer/employee pass-through. However, this should NOT be directly in front of the employee</li> </ol>	<p>Installation Procedures</p> <p>*Reference slide 2*</p>





Standard Work Instructions:	Standard Work on how to maintain Social Distancing Sneeze Guard Shower Curtain at a USPS location	Tracking: COVID19SocialDisv4.10
Purpose:	To limit the exposure of COVID-19 at the retail counter	
Updated on:	4-2-2020	Version 1.3

Go to Website	Safety	Parts Needed	Installation Procedures
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	Steps	Key Points
	<p>Visit the HQ COVID-19 Website:  <a href="https://blue.usps.gov/blue/covid-19/welcome.htm">https://blue.usps.gov/blue/covid-19/welcome.htm</a></p> <p><a href="#">Link to Site</a></p>	<p>The official source of USPS COVID-19 information is on the USPS Blue Page.</p>
	<ol style="list-style-type: none"> <li>1. Prior to proceeding review Asbestos Survey to ensure you are not disturbing asbestos.</li> <li>2. Ensure hooks are secured well enough to wall even if glue is needed.</li> <li>3. Use adhesive hooks to hang the sheeting</li> <li>4. Be mindful of any/all hazards when placing the sheeting, whether they be electrical or otherwise</li> </ol>	<p>Safety Considerations</p> <p><a href="#">Pub 129</a></p>
	<ol style="list-style-type: none"> <li>1. Cut Shower curtain to length of the Window Counter</li> <li>2. Method to secure to building <ul style="list-style-type: none"> <li>• adhesive hooks installed across the top of counter line to hang curtains from</li> </ul> </li> <li>3. All items can be purchased from regular hardware stores</li> </ol>	<p>Parts Needed</p>
	<ol style="list-style-type: none"> <li>1. Hang from ceiling or wall using Command Hooks</li> </ol> <p>*Reference Slide 2*</p>	<p>Installation Procedures</p>

