

# Mandatory Stand-Up Talk

**March 26, 2020**

## Guidelines for interacting with HCR drivers during the COVID-19 pandemic

**Step 1:** Designate a door, or in the case of larger facilities multiple doors, that Highway Contract Route (HCR) drivers can access to check in. At the designated door(s), provide an isolated area large enough for several drivers (if multiple drivers arrive at the same time). When designating the area, keep the social-distancing guidance of staying six feet apart in mind. Post instructions on the door(s) for drivers to follow.

**Step 2:** If a driver exhibits any signs of being sick, politely ask them to wait in their truck until loading is complete. If the driver usually helps load the trip, you will need to find postal personnel to load it for them.

**Step 3:** When a driver checks in, determine if the trip requires driver assistance in loading.

- A. If driver is needed to help consolidate and load, please reiterate with them the need to maintain social distance.
- B. If driver is not needed to help load, ask them to wait inside their truck until trip is ready to depart. See Step 5 below to determine how driver will know when trip is ready to depart.

**Step 4:** Once a trip is loaded and ready to depart, print a 5978A and place it on a clipboard that you have located by the designated entry door(s).

**Step 5:** If your facility is equipped with the red/green lights on the dock, turn on the green light when a trip is ready to depart. For those drivers in the truck, this is the signal for them to come to the designated door and retrieve their 5978A.

For those sites not equipped with the red/green lights, designate a postal employee as a yardmaster to inform the drivers when trips are ready to depart. The yardmaster will signal for them to go to the designated door and retrieve their 5978A.

Note 1: If your site is large enough, you may consider stationing a yardmaster in the yard to direct drivers as they enter the yard.

Note 2: If a driver needs to use the restroom, please do not prevent them from doing so, but politely ask them to return to their truck or finish loading their truck when finished.

Thank you for listening.

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