

# Mandatory Stand-Up Talk

**April 3, 2020**

## Interacting with VMF Personnel

As the country deals with Coronavirus Disease (COVID-19), the public relies on the Postal Service more than ever to deliver their products and provide a sense of normalcy in their daily lives.

As a major part of the USPS support infrastructure, Fleet Management — including our Vehicle Maintenance Facilities, or VMFs — is essential in ensuring that our vehicles are operating in a safe and reliable condition.

Providing this essential service often entails interaction with non-VMF personnel. Practice social distancing between VMF and Post Office staff by following the recommended guidance and strategies prescribed by the Centers for Disease Control and Prevention (CDC) along with the measures identified below:

### Visiting Vehicle Post Offices (VPOs) or other functions with assigned vehicles:

- Use electronic communication such as email or fax when scheduling vehicle exchanges for service or repair.
- Set up an electronic communication such as email, fax or online survey for vehicle assigned locations, to submit Vehicle Repair Tag, PS-4565.
  - Request detailed information of the vehicle defect to eliminate the need to acquire more details from the vehicle operator.
- Use a drop box (where available) or designate a location where notifications of vehicle exchange (shuttle slips) or repair (signed or stamped completed PS-4565 forms) can be provided.
- Technicians should use spare keys from the VMF instead of acquiring keys from the vehicle location.
- If verbal communication with the Post Office staff is necessary, use a cell phone to call instead of entering the building.
- If entering the vehicle's assigned location is unavoidable, refrain from touching items and practice social distancing by avoiding crowded areas.

The most effective method to limit transmission of COVID-19 is to practice social distancing, good respiratory etiquette and hand hygiene. Wash your hands regularly for at least 20 seconds at a time and cover your mouth when sneezing or coughing, using your elbow or a tissue, then discarding the tissue. When unable to wash hands with soap and water, use 60-percent or higher alcohol-based hand sanitizer.

Your consideration and dedication is appreciated. Thank you for listening.