

Mandatory Return to Work Worksheet

Facility Manager Checklist:

The following items must be available prior to meeting the employee on their return to work day.

1. Manager is provided clearance by the Occupational Health Nurse (OHNA) that the employee is cleared to return to work. (Minimum 1 day notice).
2. Manager meets the employee as they enter the building.
3. Badge will be activated on the return to work day.
4. Provide employee with badge to clock in using social distancing.
5. Provide the employee with Personal Protective Equipment (PPE), gloves and masks. Demonstrate the proper don & doffing of the PPE and provide PPE talk.
6. Provide the employee a tour of the facility and their work area highlighting the Covid-19 measures implemented during their absence.
7. Provide the employee a copy of Stand up Talks outlined in the following worksheet.
8. Demonstrate the <https://liteblue.usps.gov/lite-blue/covid19/welcome.htm> resource page.
9. Read and discuss the following Return to Work Worksheet.
10. Provide a copy of the following Return to Work Worksheet to the returning employee.
11. Retain a copy for your records.
12. Provide a copy to the district Human Resources Manager.

Mandatory Return to Work Worksheet

COVID-19 Resources and Procedures

In your absence, the Postal Service has been diligent in implementing and maintaining workplace policies and procedures regarding Covid-19. These are consistent with guidance from the Centers for Disease Control and Prevention (CDC).

Our intent today is to update you with the latest information at this facility. We will cover specific information, take a tour of the facility to show you the physical changes and provide you the [Postal Lite Blue Link](#) with all Covid-19 resources.

As communicated by the CDC, always do your best to avoid touching your face, nose, mouth, and eyes, as those actions are believed to contribute to the spread of the virus. Wash your hands as often as practicable and for at least 20 seconds at a time.

You are being provided with gloves and a facemask. Request replacement items when they become soiled or worn. If there is any other personal protection you want to consider please let me know.

Memorandums of Understanding (MOUs) & Stand Up Talks (SUTs)

- *SUT 7 – Customer Interactions for Carriers – 03.26.2020*
- *SUT 8 – Keeping Your Vehicle Clean – 03.17.2020*
- *SUT 9 – Guidance on Social Gathering – 03.18.2020*
- *SUT 10 – COVID-19 prevention and response – 03.19.2020*
- *SUT 11 – Customer signature service – 03.19.2020*
- *SUT 15 – Practicing social distancing – 03.25.2020*
- *SUT 15 – Retail social distance posters*
- *SUT 16 – EAP available – 03.25.2020*
- *SUT 17 – Interacting with HCR drivers – 03.28.2020*
- *SUT 18 – Alternative delivery to customers requesting carrier screening – 03.26.2020*
- *SUT 21 – PO Box payment grace period – 03.27.2020*
- *SUT 22 – Business closed – hold mail – 03.28.2020*
- *SUT 25 – Guidelines for PVS drivers – 04.02.2020*

- *SUT 26 – Signatures for Payment Card Transactions – 03.31.2020*
- *SUT 27 – Carrier training social distancing – 04.03.2020*
- *SUT 31 – Sneeze guards for window counters – 04.04.2020*
- *SUT 32 – Additional CDC guidance – 04.06.2020*
- *SUT 34 – Face Covering and Mask Update – 04.21.2020*
Retail Posters – Face Coverings and social distance guidance
- *SUT 36 – Retail: Self-service kiosk social distancing – 04.25.2020*
- *CDC guide to the proper Don & Doffing of PPE.*
- Safety Toolkit Talk #5098 Heat Illness Preparedness – 4.27.2020
- Safety Toolkit Talk #4466 Filtering Face Piece (FFP) Respirators – 5.4.2020

Our Employee Assistance Program (EAP) continues to be available 24 hours a day at 1-800-EAP-4-YOU or online at www.EAP4YOU.com. EAP provides coaching, referrals and short-term counseling. You will also find the EAP services include crisis response, a health resource library and in-the-moment support available to you and your family as needed. EAP is a benefit of your postal employment.

The safety and well-being of our employees are our highest priority. If there are any questions please contact me or reference the <https://liteblue.usps.gov/lite-blue/covid19/welcome.htm> references.

Thank you for your attention.

Office/Facility: _____

Postmaster/Manager: _____ Date: _____

Employee: _____