



National Postal Mail Handlers Union

Paul V. Hogrogian
National President

Michael J. Hora
National Secretary-Treasurer

June Harris
Vice President
Central Region

John A. Gibson
Vice President
Eastern Region

David E. Wilkin
Vice President
Northeastern Region

Lawrence B. Sapp
Vice President
Southern Region

Don J. Sneesby
Vice President
Western Region

April 24, 2020

To: Local Presidents
Regional Directors/Representatives
National Executive Board

Fr: Charles R. Manago *CRM*
Contract Administration Representative

Re: **Postal Service issues Memorandum on reusable Face Covering for employees.**

Dear Sisters and Brothers:

Please find enclosed a copy of the above-reference document from the Postal Service regarding Memorandum on reusable Face Covering for employees.

According to the Postal Service, the health and well-being of employees remains the highest priority as normal operations continue during this unprecedented time. As communicated in previous stand-up talks the Postal Service had modified its policy on the use of face coverings and masks to require all employees to wear face coverings when there is a local or state face covering order or directive in place, or when an employee who does not deal directly with the public cannot achieve or maintain social distancing in the workplace.

Disposable daily use surgical masks have previously been distributed, and this week cases of cloth face coverings are being pushed out directly from central inventory in Topeka to each district for further distribution. Each carton contains 100 packages with five reusable face coverings in each package. Cartons are being shipped on pallets to the location designated by each District to the COVID Supplies Command Center. Each District is responsible for disseminating the face coverings into inventory at the office level. Consistent with policy, face coverings and masks will be made available to any employee requesting one for use in the workplace, or required in the circumstances noted above. Disposable surgical masks will continue to be stocked in Topeka and are available for ordering through the Material Distribution Center (MDC) catalog on eBuyPlus.

If requested, each employee should be provided one package of five reusable cloth face coverings. Breaking up packages is not recommended as instructions for laundering and cleaning are included with each package. Importantly, employees must be advised to follow the reuse instructions on the packaging. The cloth face coverings are designed for multiple uses and are washable up to a minimum of 15 times. Alternative products which will ship to some sites are reusable up to 75 times. Sufficient quantities are being deployed to meet anticipated demand and include supply for Vehicle Maintenance Facilities (VMF's), Headquarters, and Headquarters Field Units located within each district.





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Employees may continue to utilize their personally provided face coverings if that is their preference. Local Management should monitor employees using their own face coverings to ensure they are properly representing the Postal Service brand (i.e.- good general condition, no inappropriate markings or brand endorsements). Cleaning of cloth face covering is the responsibility of the employee.

Cc: Paul V. Hogrogian, National President
Michael J. Hora, National Secretary-Treasurer
Teresa L. Harmon, Manager Contract Administration

April 23, 2020

AREA VICE PRESIDENTS
DISTRICT MANAGERS

SUBJECT: Face Coverings for Employees

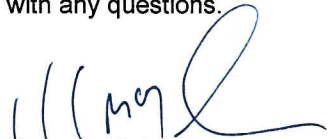
The health and well-being of our employees remains our highest priority as we continue normal operations during this unprecedented time. As communicated in the organization wide stand up talk of April 21, 2020 (attached), the Postal Service has modified its policy on the use of face coverings and masks to require all employees to wear face coverings when there is a local or state face covering order or directive in place, or when an employee who does not deal directly with the public cannot achieve or maintain social distancing in the workplace.

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We appreciate your commitment and attention in assuring this message is shared with field operations. Please contact Carrie Frankenfield at Carrie.M.Frankenfield@usps.gov in HQ City Delivery Operations with any questions.



Kevin L. McAdams
Vice President
Delivery & Retail Operations



E-SIGNED by MARK GUILFOIL
on 2020-04-23 12:36:20 CDT

Mark A. Guilfoil
Business Continuity
COVID Command

Attachment