



National Postal Mail Handlers Union

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Southern Region

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Vice President
Western Region

May 13, 2020

To: Local Presidents
Regional Directors
National Executive Board

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

Re: **USPS provides NPMHU with Power Point Presentation on Proof of Concept Temperature Taking**

Dear Sisters and Brothers:

Please find enclosed a copy of the above-referenced Temperature Taking Power Point Presentation from the Postal Service that includes:

- Cap Metro / Northern VA Debrief
- Benchmarking Update
- Oklahoma City P&DC Layouts
- Communication Plan Update
- Proposed Timeline
- Next Steps

cc: Paul V. Hogrogian, National President
Michael J. Hora, National Secretary-Treasurer
Teresa L. Harmon, Manager CAD

Temperature Taking Proof of Concept

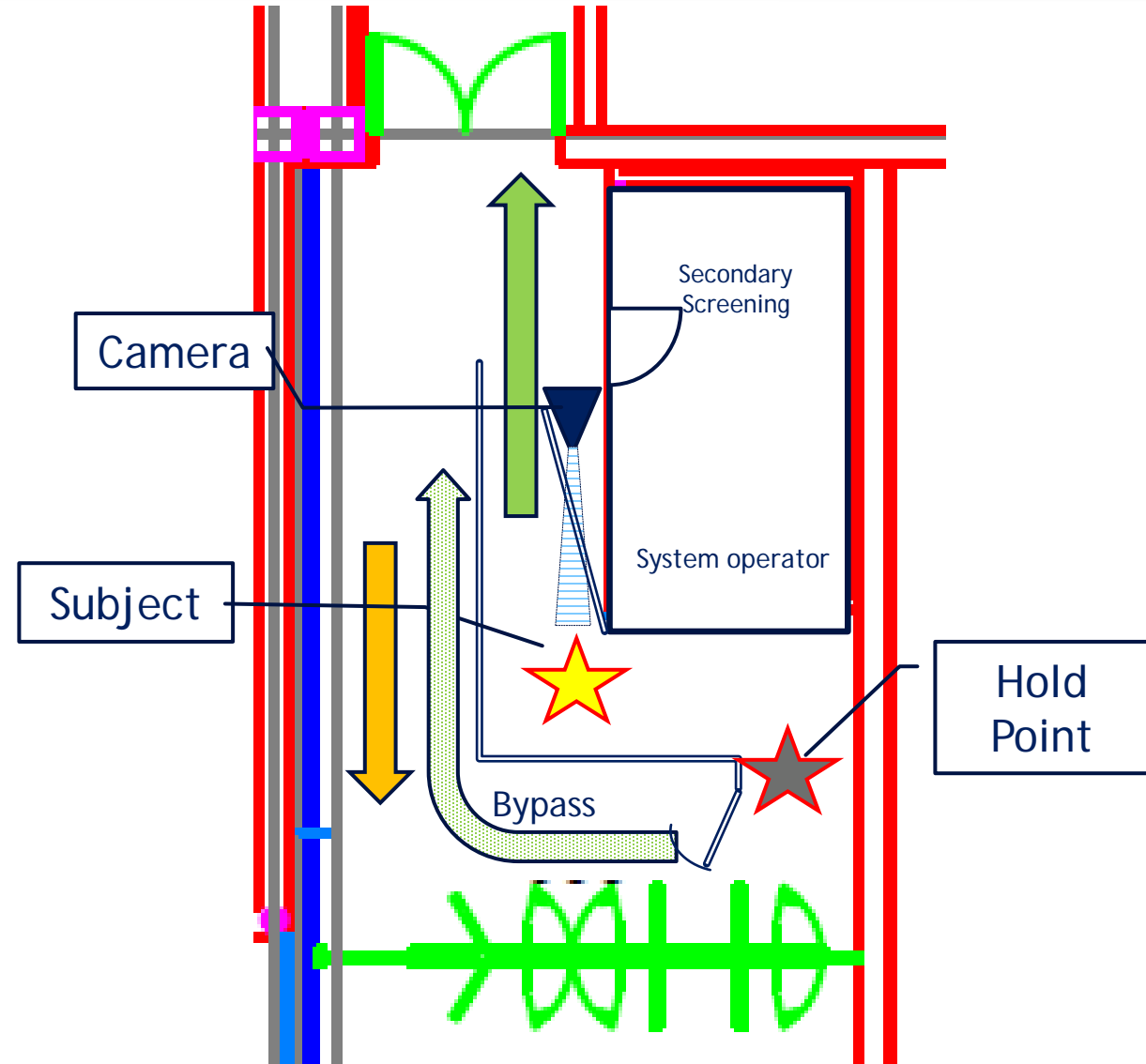
May 7, 2020

- Cap Metro / Northern VA Debrief
- Benchmarking Update
- Oklahoma City P&DC Layouts
- Communication Plan Update
- Proposed Timeline
- Next Steps

- Northern VA District
 - Merrifield P&DC
 - Falls Church Carrier Annex
 - Fairfax Main Post Office

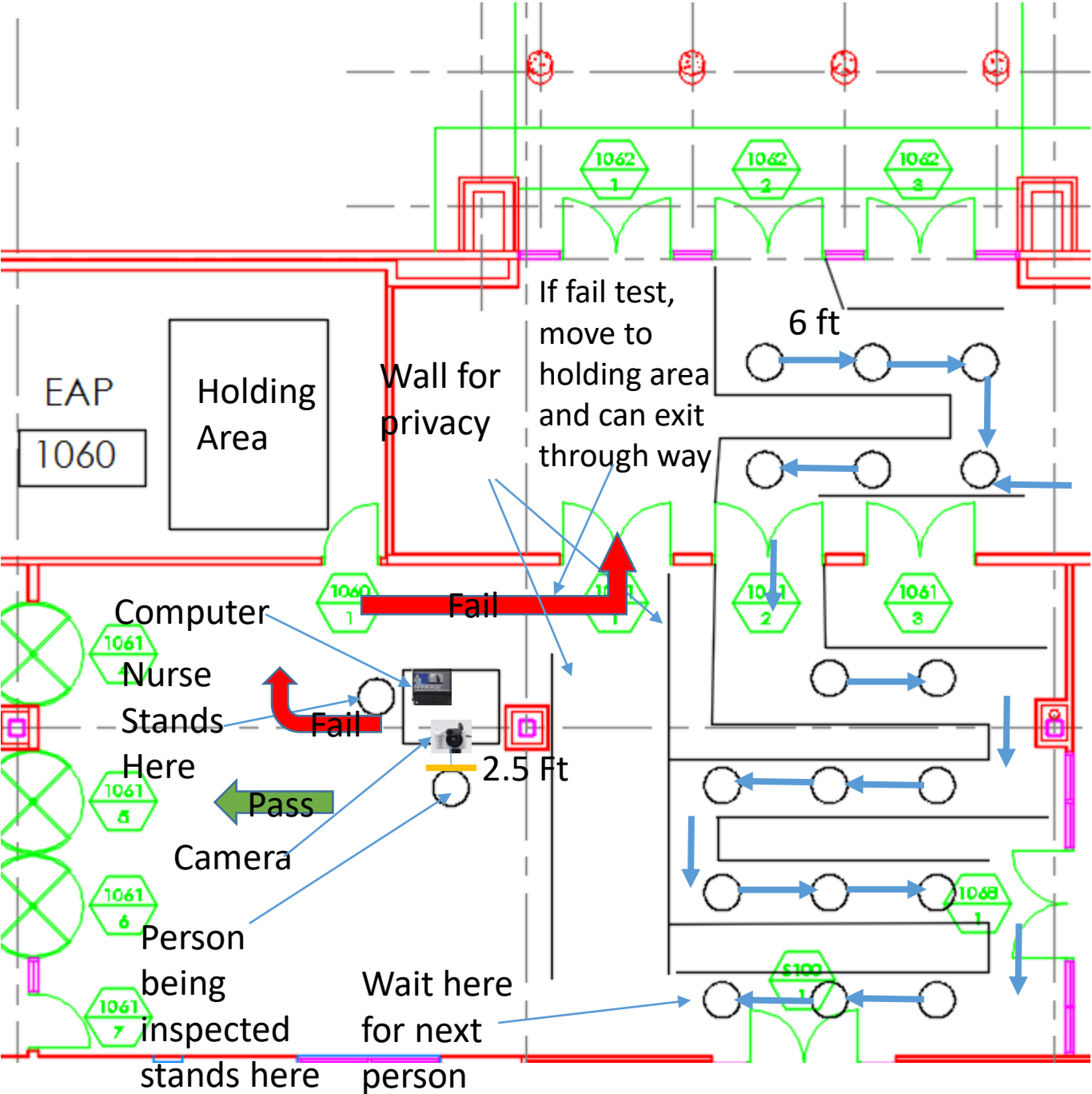
- Oklahoma District
 - Oklahoma City P&DC

- ▶ The camera system will be located right next to the office door
- ▶ The employee to be monitored will stand and look at the camera on a marked spot
- ▶ The system operator/ monitor will be inside the office and will notify the employee as free to go or to enter the office for secondary screening
 - ▶ Could use a simple red/green light to make this go faster and involve less interaction
- ▶ There will be space for one employee to hold, six feet away, upon entering through the turnstile
- ▶ Long term there may be issues with the lack of A/C and heat, but in May this is not expected to be a factor



Inside OKC

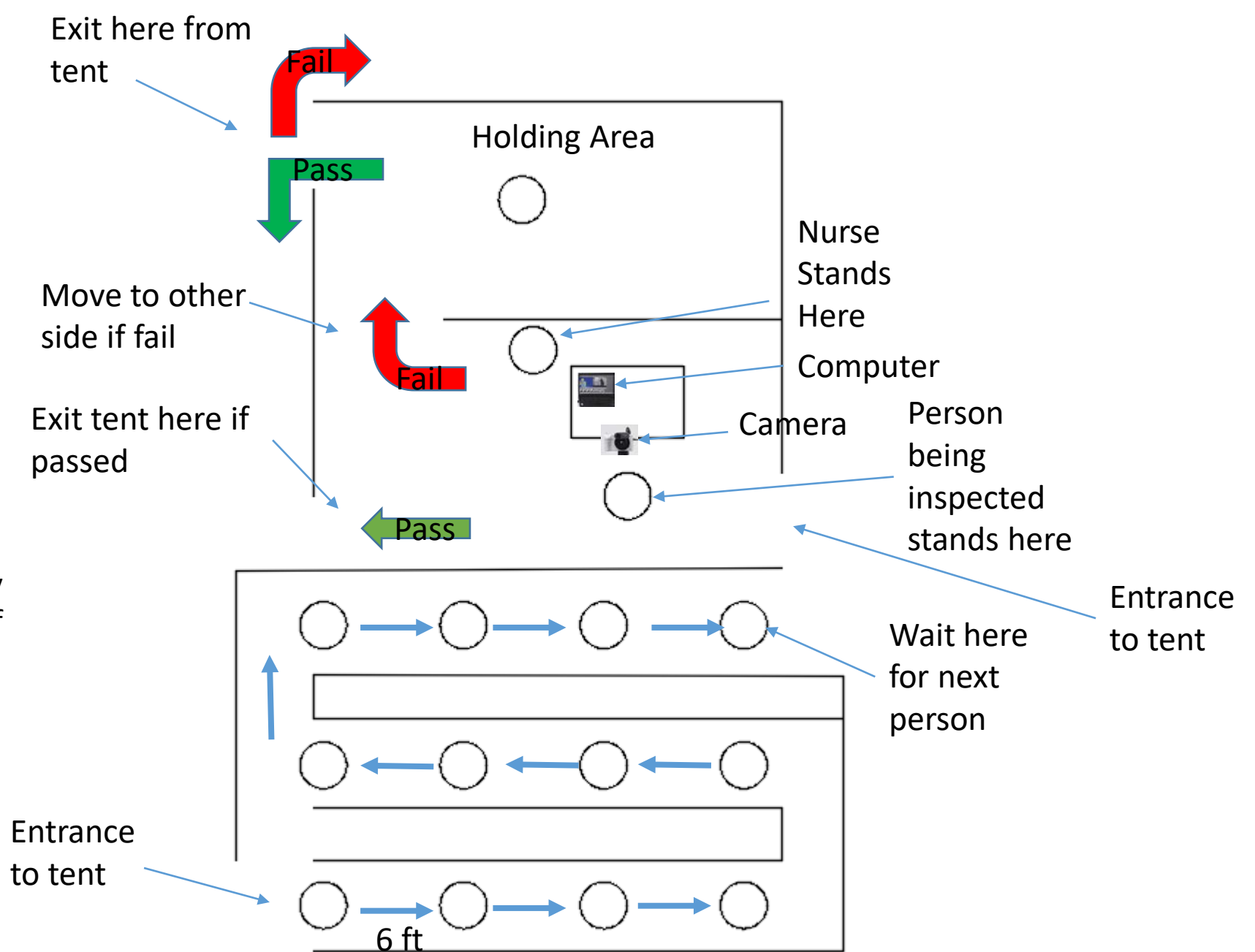
- Employees can only use the middle entrance to enter the building.
- They must wait in line until they are called for privacy.
- Once called, they must go beyond the two walls to be tested.
- Once tested, if the employee passes, they may go to work.
- If they fail, they will go to the holding area within the EAP room to be tested again.
- If they fail again, they will go down the privacy hallway through door 1 to exit the facility.



Tent Option

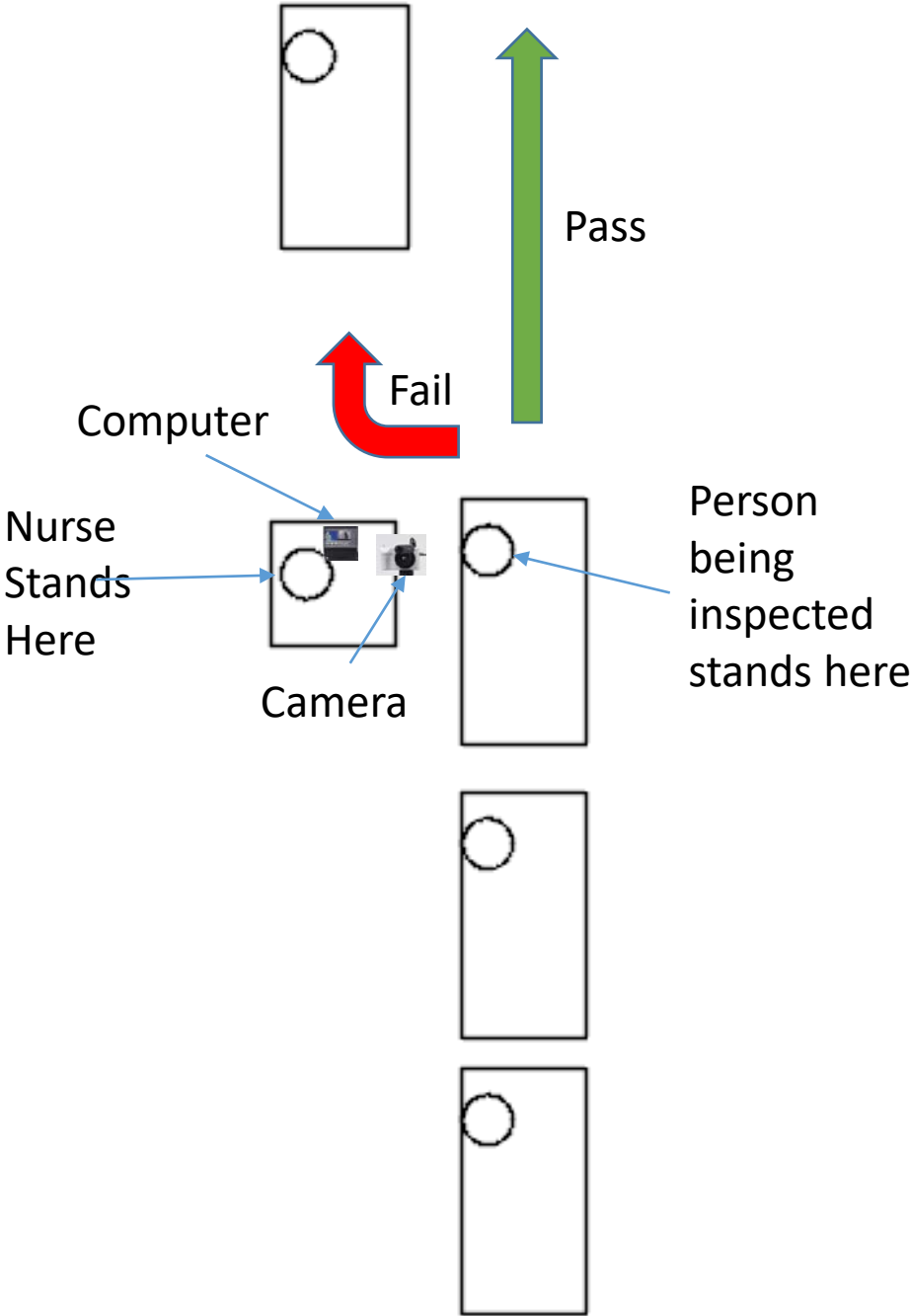
20' X 20'

- Employees must wait in line until they are called for privacy.
- Once called, they must go inside the entrance to be tested.
- Once tested, if the employee passes, they may go to work through the main exit.
- If they fail, they will go behind to the holding area to be tested again.
- If they pass the second test, they will exit the door for work to the left, if they fail again, they will go to the right out of the exit to their car.



Drive Through Option

- For the Drive Through Option, employees must wait in line in their car until it is their turn. 'Once it's their turn, they wait inside their car to be tested.
- Once tested, if the employee passes, they may go to work and continue straight.
- If they fail, they must pull over to the side to be tested again.
- If they pass the second test, they will continue to work.
- If they fail again, they will need to leave for home.



Proposed Timeline

- Week of May 11th: Employee Communication
- Week of May 11th: System Test @ Merrifield P&DC
- Week of May 11th: Confirm layout at carrier annex and Post Office
- Week of May 18th: Operational/Process Test @ Merrifield P&DC
 - 4 hours/day for 2 weeks @ Tour 2 and Tour 3
- Week of May 18th: Operational/Process Test @ Falls Church Carrier Annex and Fairfax Main Post Office
 - 2 hours/day for 2 weeks @ Tour 2
- Week of May 18th: System Test @ Oklahoma City P&DC
- Week of May 25th: Operational @ Oklahoma City P&DC
 - 4 hours/day for 2 weeks @ Tour 2 and Tour 3

People

- Meet with Southern and Oklahoma teams
- Determine employee arrival profile (badge record)
- Union briefing on POC details, timeline and scope
 - National and Local
- Employee communication
- Determine employees who require reasonable accommodations
- Identify resources for Proof of Concept
 - Site POC/Lead, Maintenance, Medical, Line Director, Camera Operator, Other

Process

- Finalize test plan
- Finalize layouts
- Finalize script for secondary screening

Equipment

- Confirm ancillary equipment is available and site prep
- Send test equipment to the sites

Confirm start dates for all locations

- System Test
- Operational/Process Test

APPENDIX




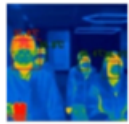


Employee Temperature Proof of Concept

Pilot Test	Description	Success Criteria	Test Team	Equipment Needed
Processing Plant	<ul style="list-style-type: none"> Reference the Field Deployment guide to install the Auto Body Temperature Scanning Infrared Imager at location(s) indicated on PostalCAD drawing Mark space on floor for employees who test positive to wait for second test as indicated in PostalCAD drawing Mark space where nurse will use a non-touch thermometer to perform a second test on any positively tested employees Mark spaces on floor 6 ft apart for employees waiting to get initial test and enter the building 	<ul style="list-style-type: none"> It is clear to employees where to go/walk for initial temperature check and where to wait for their second test if needed Queue to enter facility doesn't get longer than 10 people No two employees are within 6ft of each other until they have been tested Employees with a high temperature are quickly identified and steps are taken for the safety of all employees 	<ul style="list-style-type: none"> Medical staff Line Director Camera Operator 	<ul style="list-style-type: none"> Tape for marking floor Non-touch thermometer Camera Laptop and Table PPE for test team Posters
Delivery Unit	<ul style="list-style-type: none"> Mark space on floor where non-touch thermometer testing will occur Mark spaces on floor 6 ft apart for employees waiting to get initial test and enter the building Mark space on floor where employee will wait if they test positive 	<ul style="list-style-type: none"> It is clear to employees where to go for initial temperature check and where to wait if a second test is needed Queue to enter facility doesn't get longer than 10 people No two employees (other than the nurse) are within 6ft of each other until they have been tested Employees with a high temperature are quickly identified and steps are taken for the safety of all employees 	<ul style="list-style-type: none"> Medical staff Line Director 	<ul style="list-style-type: none"> Tape for marking floor Non-touch thermometer PPE for test team Posters



Standard Work Instructions:	Standard Work on how to screen employees at USPS facilities with Camera	Tracking: COVIDemployeescreening1.2
Purpose:	Safety of Employees at USPS Employees	
Updated on:	5-07-2020	Version 1.2






Employee enters facility and stands in screening line	Employee stands in area for screening	Screener determines if employee needs attention	Employee follows direction of screener	Employee goes to work area or follows direction of screener
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	Steps	Key Points
	Employee enters facility or stands in line outside for screening	<ul style="list-style-type: none"> Facility marks floor so that employees can maintain social distancing
	Employee moves through line to have camera read temperature	<ul style="list-style-type: none"> Area is marked to indicate screening area Employee directs line One employee at a time for privacy
	Screening occurs and screener determines employee well being	<ul style="list-style-type: none"> Screener determines which employees temperatures is greater than 100.4 being
	Employee is notified of abnormality and directed to an area for further screening with non contact thermometer	<ul style="list-style-type: none"> Screening area is marked Person uses non contact thermometer
	Screener takes temperature with non contact thermometer and informs employee of well being	<ul style="list-style-type: none"> Screener gives employee information on next steps
	Employee proceeds through turnstile to enter work if temperature is below threshold	<ul style="list-style-type: none"> Employee swipes badge and enters work.



Standard Work Instructions:	Standard Work on how to screen employees at USPS facilities with non contact	Tracking: COVIDemployeescreening1.2
Purpose:	Safety of Employees at USPS Employees	
Updated on:	5-01-2020	Version 1.2

Employee enters facility and stands in screening line	Employee stands in area for screening	Screener determines if employee needs attention	Employee follows direction of screener	Employee goes to work area or follows direction of screener
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	Steps	Key Points
	Employee enters facility or stands in line outside for screening	<ul style="list-style-type: none"> Facility marks floor so that employees can maintain social distancing
	Employee moves through line to have temperature taken by screener	<ul style="list-style-type: none"> Area is marked to indicate screening area Employee directs line
	Screening occurs and screener determines employee well being using a non contact thermometer	<ul style="list-style-type: none"> Screener uses non contact thermometer Screener determines which employees temperatures is greater than 100.4
	Employee is notified of abnormality and directed to an area for further direction	<ul style="list-style-type: none"> Area is marked and in private area
	Employee proceeds to work if temperature is below threshold	<ul style="list-style-type: none"> Employee swipes badge and begins work

Temperature Checks In-Progress



Please wait until gestured by the line director to walk through the line of the camera to have your temperature taken. This is a requirement and for the safety of all employees.



Temperature Checks In-Progress



Please wait until gestured by the line director to approach for a temperature check. This is a requirement and for the safety of all employees.



Task	Completed
Communicate plan to union and EAS	
Receive Temperature checking device	
Setup Temperature checking device per SWI	
Check Temperature checking device is working	
Setup layout of Temperature checking (lines, signs, partitions)	
PPE available at Temperature checking station	
Identify resources for Temperature checking process	
Maintenance	
Camera Reader (Plant)	
Temperature taker (non contact)	
Medical Staff	
Line attendant	
Test Plan Recorder	
Interpreter	
Train Resources on SWI	
Employee Communication	