

Mandatory Stand-Up Talk

June XX, 2020

Essential Services During COVID-19 and Recent State and Local Civil Unrest

Three steps to work through government-imposed curfews and other travel restrictions

The Postal Service is continuing normal operations while state and local governments deal with the Coronavirus Disease 2019 (COVID-19) situation and the recent civil unrest in number our communities throughout the United States. Our customers are depending on us, and we are taking unprecedented precautions to stay safe and to continue to deliver for our country.

It's important to know that the Postal Service is part of the critical infrastructure of this nation, and to clarify that as Postal Service employees, you are providing an essential public service of the federal government for the American people.

This means you are exempt from “curfews,” “lockdown,” “shelter-in-place,” general quarantines, and other restrictions imposed by state and local governments.

Postal Service employees travelling for work in areas with local curfews or travel restrictions should do three things:

One, whenever you travel, carry your Postal Service-issued identification (ID) badge and the Essential Service Provider Letter that I will pass out after we finish this talk. These will provide travel justification in case you are stopped by local or state law enforcement.

Two, if encountered or stopped by state or local law enforcement officials enforcing travel restrictions, show your postal-issued ID and

Essential Service Provider Letter to identify yourself as a postal employee or postal contractor.

And **three**, explain the nature of your work for the Postal Service and the reason why you are travelling, either from home to work, during the workday, or returning home from work.

With this information, the state or local official should allow you to continue with your travel. If you run into any further issues, contact your supervisor. Have your supervisor's contact information — phone number and email address — with you at all times.

We are working closely with federal, state and local health authorities to ensure that our operations are conducted in a safe manner. We are in constant communication with the Centers for Disease Control and Prevention (CDC) and other organizations to help ensure that you and our customers have the latest information regarding COVID-19. And we are in communication with federal, state and local authorities in locations where civil unrest is occurring.

If you have been diagnosed with COVID-19, or are experiencing its symptoms, you should not come to work, and should take leave, which will be liberally approved.

Employees who wish to remain at home under state or local directives can request the use of leave in accordance with applicable postal policies and other federal laws.

If you have questions about COVID-19, there are many resources available on the special **COVID-19** pages of our internal website Blue, and our employee website, LiteBlue. In addition, the latest details will always be available on the government's website, ***coronavirus.gov***.

Finally, I'd like to remind you of our Employee Assistance Program, E.A.P., which is staffed 24 hours a day, 7 days a week, at 1-800-EAP-4-YOU, (1-800-327-4968). There is also assistance available for the hearing impaired, at 1-877-492-7341. And the E.A.P. website is: ***www.eap4you.com***.

Thank you for listening, and for your professionalism and
commitment, and for all you do for our customers, your co-workers,
and the Postal Service.

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Essential Service Provider Letter

Law Enforcement Official: The bearer of this letter with an accompanying U.S. Postal Service identification badge provides essential services of the federal government.

The Postal Service is continuing to fulfill its critical public service mission by accepting and delivering mail and packages in accordance with federal law. The Postal Service's provision of mail and package delivery services is not affected by State and local government actions that are restricting commercial and personal activities through curfews and other measures in response to the COVID-19 pandemic and the civil unrest in a number of communities throughout the country, including the recent order or directive issued for the geographic areas under your jurisdiction.

This exemption includes the employees' and contractors' time traveling to and from their workplaces.

We are working closely with federal, state, and local health authorities to ensure that our continued operations during these times of national and local emergencies are conducted in a manner that protects the safety of our employees and the public.

Confirmation of this individual's status as a Postal Service employee or contractor may be received by contacting the employee's supervisor at [number].

David E. Williams
Chief Operating Officer and Executive Vice President
United States Postal Service

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June 1, 2020

AREA VICE PRESIDENTS

SUBJECT: Postal Service Employees Continue to Provide Essential Services

I. Background

Due to the spread of Coronavirus Disease 2019 (COVID-19) across the United States and civil unrest in a number of communities throughout the country, many states and localities have issued curfew orders or other directives restricting travel and other commercial and personal activities. Many of these orders explicitly exempt providers of essential services, but some do not. Even if a State or local action does not contain such an exemption, the Postal Service's operations are governed by federal law. Therefore, we will continue to fulfill our public service mission by accepting and delivering mail and packages in accordance with federal law. We are working closely with federal, state, and local health authorities to ensure that our continued operations during these times of national and local emergencies are conducted in a manner that protects the safety of our employees and the public.

II. Employees and Contractors Should Carry the Essential Services Letter with Them as They Perform Duties for the Postal Service and Travel to and from Work.

Because State and local government restrictions do not apply to prevent Postal Service employees from reporting to and performing their work, all employees and contractors must be provided with a copy of the essential services letter attached to this memorandum. In an effort to assist employees who may be stopped and questioned by local law enforcement about their activities as a result of a State or local legal directive that restricts commercial or personal activities, the Postal Service is providing employees with this letter explaining the essential nature of Postal Service employees and contractors. This letter, in addition to the employee's or contractor's Postal Service identification badge, should resolve any questions raised by State or local law enforcement officials.

It is critical that all employees and contractors carry their Postal Service ID badges at all times.

If encountered or stopped by State or local law enforcement officials who are enforcing travel restrictions, a postal employee or postal contractor should identify himself or herself as a Postal Service worker, show the official his or her postal-issued identification badge, and provide a copy of the letter to the official. With this information, the state or local official should allow employees and contractors to continue their travel or work. However, ensure that employees and contractors know that if they run into any issues, they should contact their supervisor or manager.

Questions regarding this process should be elevated to your Area or Headquarters Law Office.

David E. Williams
Chief Operating Officer and Executive Vice President
United States Postal Service

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Attachment