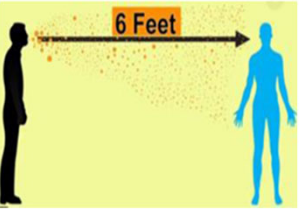



Standard Work Instructions:	Standard Work Instruction For Maintaining Social Distancing While Completing a PS Form 4248, Rural Route Inspection Report	Tracking:
Purpose:	To limit the exposure of COVID-19 for Rural Carriers & Examiners	
Updated on:	6-12-2020	Version 1.0

Go to HQ COVID-19 Website	Maintain at Least 6 ft. Separation	Use Proper PPE	Respiratory Etiquette and Hygiene	Practice Safe Driving
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	Steps	Key Points
	Visit the HQ COVID-19 Website: https://blue.usps.gov/blue/covid-19/welcome.htm	<ul style="list-style-type: none"> The official source of USPS COVID-19 information can be found on the USPS Blue Page
	Examiners will remain at least 6 ft. away from the carrier at all times in the office, including during: <ul style="list-style-type: none"> DPS / FSS retrieval Vehicle load & unload Retrieving and returning empty equipment 	<ul style="list-style-type: none"> Comply with social distancing at all times Examiner and carrier will wear face coverings in accordance with local ordinances, CDC recommendations, and when social distancing cannot be maintained Practice good respiratory etiquette and hygiene
	Examiners will remain at least 6 ft. away from the carrier at all times on the street, this includes: <ul style="list-style-type: none"> Mail delivery Reloading Accountable delivery Package delivery CPMS scan & collection Lunch / breaks 	<ul style="list-style-type: none"> Observations and notes are made from a 6 ft. distance Examiner and carrier will wear face coverings in accordance with local ordinances, CDC recommendations, and when social distancing cannot be maintained
	Examiner must utilize a separate vehicle	<ul style="list-style-type: none"> Examiner and carrier are prohibited from being in the same vehicle Wear seatbelts at all times While vehicle is in motion, examiners must operate vehicle safely, professionally, and without distraction Do not attempt to take notes while driving