

# **Mandatory Stand-Up Talk**

**Trenton P&DC**

**July 15, 2020**

## **Staying vigilant**

### **COVID-19 Response and Prevention**

On July 15, 2020, we learned that another employee of the Trenton P&DC tested positive for COVID-19. Consistent with guidance from the Centers for Disease Control and Prevention (CDC), the employee won't return to work until cleared.

We are committed to keeping you updated with the latest information. As you know, we cannot provide you with specific employee medical information, including the names of the employee who tested positive for COVID-19 or their medical condition. The safety and well-being of our employees are our highest priorities, but we must also protect our employees' privacy.

The facility has already been cleaned consistent with CDC guidelines. The District Occupational Health Nurse Administrator (OHNA) has worked to identify anyone who may have been in close contact with the employees as defined by the CDC. Those individuals, *if any*, are contacted directly. If you have specific concerns about your health, we encourage you to monitor yourself regularly for symptoms (such as by taking your temperature twice per day) and contact your healthcare provider.

Additionally, please utilize the liberal leave policy and stay home if you are sick, even if you're feeling up to working. 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. Wear a face covering as required by postal policy when there is a state order or directive in place, such as there is in New Jersey at this time. As you know, you may request a face covering or surgical mask from your supervisor. Employees also may bring their own personal cloth face coverings to work for use while on duty.

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](http://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.

Thank you for your attention.