

Mandatory Stand-Up Talk

March 22, 2020

Staying vigilant

COVID-19 Response and Prevention

As you may be aware, a number of cases of the Coronavirus Disease 2019 (COVID-19) have recently been confirmed across the country. On March 22, 2020, an employee of the Trenton P&DC reported that they tested positive for COVID-19. We have reached out to the Public Health Department to confirm, and we will update you with any information we are able to share as we receive it. It is our understanding that the Public Health Department will notify anyone who they determine should be notified as being at risk from contact. Again, we will keep you updated as we receive new information as we continue to closely monitor the COVID-19 situation in the Trenton P&DC, the South Jersey District, Eastern Area and nationwide.

The safety and well-being of our employees is our highest priority. To ensure the health of our employees, we are continuing to follow recommended guidance and strategies from the Centers for Disease Control and Prevention (CDC) and your local health department. These include:

- Encouraging sick employees to stay home and consult their health care providers.
- Making available disinfectant wipes for your use throughout the facility. Feel free to use these to sanitize your work station.
- Increasing cleaning of frequently touched surfaces in the workplace (such as consoles, doorknobs, countertops, workstations, etc.).
- Ensuring all restrooms are well equipped with towels, soap, and hand sanitizer at all times.
- We are posting additional information on bulletin boards at postal facilities across the Eastern Area and around the nation. These additional postings, created by the CDC, discuss how to respond if you experience symptoms and more information about COVID-19.

It's important to remember that the best defense against sickness is good personal hygiene. Practice good respiratory etiquette and hand hygiene. Wash your hands regularly for at least 20 seconds at a time and cover your mouth when sneezing or coughing using your elbow or a tissue, and then discard the tissue if you use one.

As always, EAP continues to be available 24 hours a day at 1-800-EAP-4-YOU or online at www.EAP4YOU.com. You may already know that 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.