

# **Mandatory Stand-Up Talk**

**March 18, 2020**

## **Staying vigilant**

### **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. Today, we learned that an Albany P&DC employee has tested positive for COVID-19. This employee will not return to work until medically cleared. Those persons identified as in close contact with this employee, as defined by local public health officials are being notified for quarantine.

Based upon the information provided to us by the public health experts, we believe the risk is low for employees who work at the Albany P&DC, but we will keep you updated as we receive new information as we continue to closely monitor the COVID-19 situation across the Northeast 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 strategies from the Centers for Disease Control and Prevention (CDC) and local health department.

These include:

- Encouraging sick employees to stay home and consult their health care providers.
- Increasing cleaning of frequently touched surfaces in the workplace (such as consoles, doorknobs, countertops, workstations, etc.).
- Ensuring all restrooms are well equipped with towels and soap at all times.

We are posting additional information on bulletin boards at postal facilities across the Northeast 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 and wash your hands.

As always, 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). 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. The EAP is a benefit of your postal employment.

Thank you for your attention.