June 25, 2020

To: Local Presidents
Regional Directors/Representatives
National Executive Board

Fr: Charles R. Manago
Contract Administration Representative

Re: Postal Service releases updated CDC posters relating to Social Distancing and Face Coverings.

Dear Sisters and Brothers:

Please find enclosed a copy of the above-reference documents from the Postal Service relating to Social Distancing and Face Coverings.

- How to Safely Wear and Take Off A Cloth Face Covering
- Stop the Spread of Germs – Help Prevent the Spread of Respiratory Diseases Like COVID-19
- Please Maintain Social Distancing

Cc: Paul V. Hogrogian, National President
    Michael J. Hora, National Secretary-Treasurer
    Teresa L. Harmon, Manager Contract Administration
Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.
Please maintain Social Distancing.

- Maintain a distance of 6 feet whenever possible.
- When you can’t social distance, wear a face covering to protect you and others.
How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus