

## **POSTAL CUSTOMERS:**

The safety and well-being of our employees and customers are our highest priorities. The Postal Service respects the additional measures taken to protect your employees and or residents of your organization. While we understand your concerns, we cannot permit our letter carriers to comply with any request to submit to screenings, including medical questionnaires or temperature checks prior to delivering mail to your facility.

There are several alternate means by which the Postal Service is willing to accommodate delivery during this pandemic:

- 1) You may opt to redirect to a temporary mail receptacle inside or outside the building where screening would not be necessary.
- 2) Place the mail on hold at the Post Office servicing this delivery. Mail and parcels can be held up to 30 days and will be available for customer pickup.
- 3) Redirect all mail for the business to an alternate location.

Please contact the local Post Office to designate your preferred option.

Postmaster: \_\_\_\_\_

Post Office: \_\_\_\_\_

Post Office Retail Hours: \_\_\_\_\_

Post Office Caller Box Hours: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_