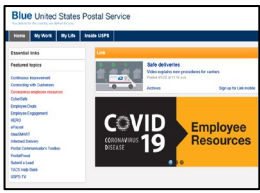


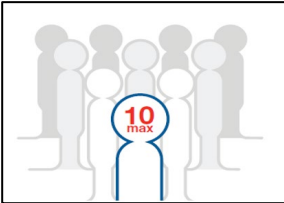
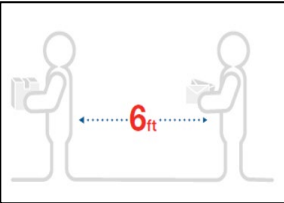



Standard Work Instructions:	COVID-19: Standard Work for FBI Fingerprinting	
Purpose:	Ensure Safety of Employees & Customers when conducting FBI Fingerprinting	
Updated on:	4-17-2020 revised	Version 1.4

Visit USPS COVID-19 Website for More Information	Use Protection at the Retail Counter and Fingerprinting Areas	Maintain a Safe Distance. Limit Number of Customers	Wash Hands /Sanitize Equipment
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	Steps	Key Points
	<p>Visit the USPS COVID-19 Website: Link to Site</p>	<ul style="list-style-type: none"> The official source of USPS COVID-19 information is on the USPS Blue Page.
 	<ul style="list-style-type: none"> Keep hand sanitizer and alcohol wipes available at all times Employees should follow the process as outlined in the FBI IdHSC Standard Work Instructions (SWI) and training information. Limit contact as much as possible when reviewing the customer's confirmation email – via printout or phone – and identification. Wipe down the fingerprinting device with alcohol wipes <i>before</i> customer places their fingers on the screen, and <i>after</i> the customer has completed the process. Keep Cornhusker Oil (or lotions) within reach of customer; wipe bottle with alcohol wipes after each use. Limit contact as much as possible when processing payment on RSS terminal. 	<ul style="list-style-type: none"> Protection limits the transfer of hazards from customer to employee and from equipment to customer. Limit potential re-scans to no more than 5 (per training).
 	<ul style="list-style-type: none"> Avoid physical contact with the customers (per training) Create a taped queue to establish a 6 ft. minimum distance between customers and 3 ft. from the counter (or fingerprinting area). To obtain fingerprints, provide direction to the customer and step back. The customer can then step forward. There should be no need for contact with the customer in order to conduct the fingerprinting <i>Establish as much distance as possible between fingerprinting device and laptop.</i> <i>Laptop screen should always face away from customer (per training).</i> 	<ul style="list-style-type: none"> Ensure markings are on the floor to create a queue for customer. Limit the number of customers in the lobby to 10. Maintain safe distances.

Standard Work Instructions:	COVID-19: Standard Work for FBI Fingerprinting	
Purpose:	Ensure Safety of Employees & Customers when conducting FBI Fingerprinting	
Updated on:	4-17-2020 revised (DRAFT)	Version 1.3

Visit USPS COVID-19 Website for More Information	Use Protection at the Retail Counter and Fingerprinting Areas	Maintain a Safe Distance. Limit Number of Customers	Wash Hands /Sanitize Equipment
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	Steps	Key Points
	<ul style="list-style-type: none"> • Sanitize equipment (with alcohol wipes): <ul style="list-style-type: none"> • Fingerprinting device / laptop & mouse • Cornhusker Oil / lotion bottles • RSS Terminals • Counters/Chairs • Wash hands frequently according to CDC guidelines (for at least 20 seconds). 	<ul style="list-style-type: none"> • Protection limits the transfer of hazards from customer to employee and from equipment to customer. • Limit potential re-scans to no more than 5 (per training).