### Standard Work Instructions:
**Standard Work on how to maintain Social Distancing Sneeze Guard Plastic Sheeting at a USPS location**

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<th>COVID19SocialDisv4.9</th>
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<td>Purpose:</td>
<td>To limit the exposure of COVID-19 at the retail counter</td>
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<td>Updated on:</td>
<td>4-2-2020</td>
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### Tracking

**COVID19SocialDisv4.9**

### Steps

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#### Go to Website

Visit the HQ COVID-19 Website: [https://blue.usps.gov/blue/covid-19/welcome.htm](https://blue.usps.gov/blue/covid-19/welcome.htm)

**Link to Site**

#### Parts Needed

1. Prior to proceeding review Asbestos Survey to ensure you are not disturbing asbestos.
2. Prior to proceeding review Lead Survey to ensure you are not disturbing lead.
3. Survey the area to be used to screw in to and ensure there is not an electrical hazard present.
4. Ensure sheeting is not hanging to the ground and could potentially cause a tripping hazard.

**Pub129**

#### Installation Procedures

1. Plastic Sheeting to length of the Window Counter
   - Method to hang curtain
     - a. Command Hooks to attach to wall above retail counter.
     - b. 2-3 dozen Grommets and a Grommet tool (if needed for sheeting)
   - All items can be purchased from a regular hardware store.

**Parts Needed**

1. Avoid drilling where possible, instead utilize self adhesive hooks.
2. Cut the plastic sheeting to the proper length to cover the entire Window Counter
3. Add grommets to the plastic sheeting every 12 inches
4. Attach plastic sheeting to Command Hooks with grommets
5. Slits may be cut in the sheeting to allow for customer/employee pass-through. However, this should NOT be directly in front of the employee

**Installation Procedures**

*Reference slide 2*
**Standard Work Instructions:**

**Standard Work on how to maintain Social Distancing Sneeze Guard Shower Curtain at a USPS location**

**Purpose:**
To limit the exposure of COVID-19 at the retail counter

**Updated on:** 4-2-2020

| Tracking: COVID19SocialDisv4.10 | Version 1.3 |

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**Steps** | **Key Points** |
---|---|

**Visit the HQ COVID-19 Website:**
https://blue.usps.gov/blue/covid-19/welcome.htm

*Link to Site*

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**Safety Considerations**

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**Pub 129**

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**Parts Needed**

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**Go to Website**

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**Installation Procedures**

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**Steps**

1. Prior to proceeding review Asbestos Survey to ensure you are not disturbing asbestos.
2. Ensure hooks are secured well enough to wall even if glue is needed.
3. Use adhesive hooks to hang the sheeting
4. Be mindful of any/all hazards when placing the sheeting, whether they be electrical or otherwise

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**Safety Considerations**

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**Pub 129**

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**Parts Needed**

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**Go to Website**

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**Installation Procedures**

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1. Cut Shower curtain to length of the Window Counter
2. Method to secure to building
   - adhesive hooks installed across the top of counter line to hang curtains from
3. All items can be purchased from regular hardware stores

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**Parts Needed**

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**Installation Procedures**

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1. Hang from ceiling or wall using Command Hooks
   *Reference Slide 2*

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