

Instructions for Issuance of Surgical Masks to Employees

Whenever masks are available, Postmasters/Unit Managers/Plant Managers will provide surgical masks to all employees who request them for the duration of the influenza outbreak, as determined by federal or local public health officials or Postal Service management. Follow these instructions for employee requests for surgical masks in response to concerns regarding the H1N1 influenza outbreak.

1. When the Postmaster/Unit Manager/Plant Manager receives a request for a surgical mask from an employee, s/he should request a supply of surgical masks for the facility from the District's Manager, Operations Programs Support (MOPS) and should copy the District Safety Manager on the request.
2. The MOPS will ensure that a supply of surgical masks is promptly dispatched from the plant where the District's supply of surgical masks is stored to the requesting facility. The MOPS will copy the District Safety Manager on all correspondence with the requesting facility.
3. The MOPS should keep a record of the requesting facilities, date of shipment, and number of masks shipped.
4. Each Postmaster/Unit Manager/Plant Manager will provide all employees requesting a surgical mask for the first time with the attached handout entitled "Use of Surgical Masks During the H1N1 (formerly swine flu) Outbreaks." To conserve stock for future needs, it is recommended that only employees with "medium risk" (window clerks, carriers, and others in constant close contact with the public or other employees) request and wear these masks.
5. Each Postmaster/Unit Manager/Plant Manager that has received a supply of surgical masks will track the number of surgical masks and handouts provided in his or her facility weekly using the attached distribution log template. Postmasters/Unit Managers/Plant Managers must report the number of masks distributed in the facility during the week to the District Safety Manager by close of business every Friday. Only positive distribution information should be reported.
6. The MOPS should request restocking of the District's mask supply when the supply is half depleted. Requests for restocking should be submitted via email to Cheryl Hill (Cheryl.A.Hill@usps.gov) and Jay Kubokawa (Jay.M.Kubokawa@usps.gov) .
7. The Postmaster/Unit Manager/Plant Manager will advise employees when the risk of influenza is reduced and the use of masks is no longer appropriate, as determined by federal or local public health officials or Postal Service management.

