Driving Safety Instructors

March 24, 2020

Temporary Guidance
Performing Driver Training

We will continue to onboard new employees, as necessary, to continue operations. New employee orientations should be broken down into groups smaller than 10 employees in a room, with social distancing being observed (a minimum of six feet between each individual in the meeting).

Local HR Services personnel have been instructed to ask all applicants ***and*** new incoming employees, the following questions:

- Have you visited any country identified by the Centers for Disease Control and Prevention (CDC) as a level-3 country (currently China, Iran, South Korea, United Kingdom and Ireland and **most other European nations**) within the past 14 days?
- Have you been on a cruise ship with a confirmed COVID-19 case within the past 14 days? Have you been in close contact (closer than six feet) with an individual confirmed to have COVID-19 (the CDC defines close contact as household members and/or caregivers in a non-healthcare setting)?
- Are you exhibiting symptoms such as a fever, cough, or difficulty breathing?

If an applicant answers in the **affirmative** to any of the above questions, they will be instructed to reschedule their appointment after 14 days. If a new incoming employee answers in the affirmative to any of the above questions, local services will delay their start date for 14 days. As per the Coronavirus Manager/Supervisor Guidance, should any new employee exhibit a fever and symptoms, such as a cough or difficulty breathing, they should be provided with a surgical mask and required to go home and seek medical attention.

The list of level-3 countries identified by the CDC is fluid and updated frequently. You should visit the CDC website daily to ensure you have the most up-to-date listing of countries identified by the CDC posted. Click here for an exhaustive list of these European nations found on the CDC's website: **List of level 3 countries.**

The existing driver training consists of:

- Defensive Driving Classroom training (4 – 5 hours)
- Vehicle Familiarization (1 hour)
- Skills Course (3.5 hours)
- Controlled Driving (1 hour)

To safely conduct driver training for newly hired carriers, the following modification will be implemented effective immediately:

- Defensive Driving Classroom training – class attendance will be broken down into groups smaller than 10 employees in a room, with social distancing being observed (a minimum of six feet between each individual in the classroom).
- Vehicle Familiarization – during the familiarization discussion and walkthrough of the vehicle, social distancing will be observed (a minimum of six feet between each individual and the instructor).
- Skills Course – perform duties as normally assigned, while maintaining social distancing when discussing skills or driving tips with the driver. The instructor remains a minimum of six feet from the vehicle window and the student driver.
- Controlled Driving
    - DSI will follow the student driver in a USPS staff car at a safe distance as to not distract the attention of the student driver. Only one person will be allowed in the postal vehicle at any given time.

As always, we provide these reminders to help ensure the safety and well-being of employees.

- Avoid close contact (within six feet) with other people.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover coughs and sneezes with tissue, then throw tissue in trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wash hands often with soap and water for at least 20 seconds.
- Use a 60-percent alcohol-based hand sanitizer.
- Follow CDC's recommendation that face masks only be worn by people who show symptoms of COVID-19, but know that we will provide face masks to employees who request them.

Our mission is clear and it is important – to serve the public and keep families, friends, and businesses connected and safe. Thank you for your commitment to service and for your dedication to our mission.

You also can find resources on the Postal Service's response to COVID-19 on our Blue and LiteBlue sites. We will continue to provide information to you as it becomes available. Thank you for your attention.