

**Representing the Stations of
Encino – Panorama City – Sherman Oaks – Sun Valley – Tarzana – Van Nuys Main**

VOLUME 57

MAY 2020

NUMBER 4

UNTIL FURTHER NOTICE ALL MEETINGS AND EVENTS FOR BRANCH 2462 ARE CANCELLED. DURING THIS TIME WE HOPE THAT ALL MEMBERS AND THEIR FAMILIES WILL STAY SAFE & FOLLOW ALL THE GUIDELINES THAT ARE ISSUED .

A SPECIAL MESSAGE FROM PRESIDENT ROLANDO:

COVID-19 Virus Crisis

Much has changed in the past week since I last provided an update. Since then, it saddens me to report that two city letter carriers have passed away in New York due to complications from the coronavirus. In total, the Postal Service has lost eight employees to this virus. We send our deepest sympathies and heartfelt prayers to all their families, loved ones, friends and co-workers. As of this evening, 294 postal employees have been confirmed with the virus, and a total of 4,420 are under quarantine. Of the 4,420 employees under quarantine, 1,275 are under self-quarantine. The safety and health of letter carriers, and their families, remains of the utmost importance to NALC. We continue to have constant communication with the Postmaster General and other management officials regarding the Postal Service's overall efforts related to the outbreak and specific issues related to letter carriers.

Most recently, NALC and the Postal Service agreed upon two more memorandums of understanding (MOUs) regarding COVID-19. NALC and the Postal Service agreed to implement temporary workplace changes to promote social distancing amongst city letter carriers (M-01915). The agreement commits the parties to limiting individuals to working only in their employing facilities to the extent possible. The MOU also directs the local parties to immediately discuss potential scheduling and office setup changes such as staggered start times, scheduling letter carriers to begin tours in groups of 10 or less, the manner in which stand-up talks are given, as well as break locations and times, and other initiatives to maximize social distancing. Things that we took for granted in the past suddenly require adaptation. With all the closings of businesses, many carriers may have to return to the office just to use the bathroom. The agreement expires on May 27, 2020, however the parties will revisit this issue immediately prior to that date to determine if an extension is appropriate.

Also on March 30, 2020, NALC and the Postal Service agreed to an MOU (M-01916) which allows the Postal Service to employ Temporary Carrier Assistants (TCA's) during the period between March 30, 2020, and May 27, 2020, as operationally necessary for the sole purpose of replacing city letter carriers absent due to COVID-19. Recently the Postal Service sent a letter (M-01914) to its managers and supervisors advising them to allow liberal changes of schedule and approval of leave in recognition of the disruption caused by the COVID-19 pandemic. It is inevitable and understandable that letter carriers will need to use leave to care for themselves and their families. Obviously, disruptions in mail service may result. Such service disruptions are necessary not only to protect letter carriers and their families, but to protect the overall general public as well. The ability for the Postal Service to employ TCAs should help minimize these service disruptions. The parties will also revisit this issue immediately prior to the MOU's May 27, 2020, expiration date to determine if an extension is appropriate.

Effective April 1, 2020, the Families First Coronavirus Response Act (FFCRA) provides employees with two additional types of leave. First, employees with a qualifying circumstance as defined by the ACT will be eligible for up to 80 hours of paid Emergency Sick Leave, in addition to their sick leave balances. Second, employees who have a minor child whose school or place of care is closed will be eligible for leave under the Family and Medical Leave Act (FMLA), the majority of which is additional paid leave. These provisions will apply from April 1, 2020, through December 31, 2020, and are in addition to any personal annual and/or sick leave balances that you have.

An employee is entitled to use the additional 80 hours of paid Emergency Sick Leave for absences related to COVID-19 if the employee is unable to work, including unable to telework, because the employee.

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"The MailCall" is published monthly by "Heart of the Valley Branch 2462, NALC, 6910 Hayvenhurst Ave., Suite 101, Van Nuys, CA 91406 in the interest of and for the Letter Carriers of the Van Nuys Post Office and its Stations. **ARTICLES FOR PUBLICATION MUST BE IN THE HANDS OF THE EDITOR ON NIGHT OF THE REGULAR BRANCH MEETING. ALL ARTICLES MUST BE TYPED OR ON COMPUTER DISK WITH SINGLE LINE SPACING.** The Editor reserves the right to delete any article he deems necessary, improper, or unfit. All opinions expressed are those of the writer and are not necessarily those of the Editor or Branch 2462, NALC. The views expressed in this document are those of the author and do not necessarily represent the official views of the U.S. Postal Service. In the hopes that any material contained herein may be of benefit to your Branch and to the goals of the NALC, permission is granted to copy and/or use any material in this publication with our best wishes.

ATTENDANCE CHART BRANCH MEETINGS

MONTH	J	F	M	A	M	J	J	A	S	O	N
MAIN OFFICE	1	6	7	C							
ENCINO	4	8	5	A							
PANORAMA CITY	3	4	3	N							
SHERMAN OAKS	4	3	3	C							
SUN VALLEY	1	0	0	E							
TARZANA	1	1	0	L							
RETIREE'S	4	5	5	E							
TOTAL	18	27	23	D							

ALL MEETINGS CANCELLED UNTIL FURTHER NOTICE

WEB PAGE.... WWW.NALCBRANCH2462.ORG
 BRANCH OFFICE.....818-786-8505
 O P C PERSONNEL OFFICE.....818-374-5600
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Health Benefit Report

By
Larry Dolabson, HBR

As a result of the rapidly evolving COVID-19 pandemic, the Plan has made it a priority to remove any barriers that would prevent our members from getting the necessary testing.

We will now cover Physicians ordered diagnostic testing at 100% for patients that meet the CDC guidelines for COVID-19.

We will also cover the associated office visit at 100%. If you use a PPO provider, your office visit copayment will be waived. If you use a non-PPO provider, we will pay 100% of the plan allowance for the office visit.

"RETIREE CORNER" ATTENTION: !!!!

All Breakfasts have been cancelled until further notice. To all our Retiree's and Regular Members we hope that you are staying safe in your homes during this crisis.

Bob Johnson

MANDATORY STAND-UP GIVEN

Taking leave during COVID-19 Families First Coronavirus Response Act guidance

Effective April 1, 2020, the Families First Coronavirus Response Act (FFCRA) provides employees with two additional types of leave. These new leave entitlements are in addition to leave you are already entitled to under the Employee and Labor Relations Manual (ELM) and any applicable Memorandum of Understanding (MOUs).

As a postal employee, you have certain rights under the Families First Coronavirus Response Act recently signed into law. These provisions will apply from April 1, 2020, through the end of the year.

Emergency Sick Leave (up to 80 hours)

Employees are eligible to use up to 80 hours of emergency paid sick leave based on average number of hours worked in a 2-week period. This leave is available to both career and non-career employees regardless of tenure. The reasons for which an employee may use Emergency Sick Leave include:

- To comply with a Federal, State or local quarantine order related to COVID 19, or to care for someone who is;
- To self-quarantine based on a health care provider's advice, or care for someone who has been advised to self-quarantine, related to COVID-19;
- To seek medical care related to symptoms of COVID-19 symptoms and obtain a medical diagnosis;
- To care for his or her child whose school or place of care is closed (or child care provider is unavailable due to COVID-19 related reasons).

There are pay rate limitations associated with this leave type; please go to Blue or Light Blue to get more details.

COVID-19 SUT 23 - ALL EMPLOYEES: Families First Coronavirus Response Act - 04.02.2020 Family Medical Leave Act Expansion

Employees may also use Family Medical Leave Act (FMLA) to care for children under 18 whose school or place of care is closed due to COVID-19. This entitlement is available to career and non-career employees after 30 days of employment.

- As with other qualifying reasons, an employee who is eligible for this type of leave can take up to 12 weeks of FMLA protected leave in a calendar year. If an employee has already exhausted all 12 weeks for a different qualifying reason, no additional FMLA leave is provided under this Act.
- The first 2 weeks of this leave are unpaid, unless an employee chooses to substitute other types of paid leave.
- The following 10 weeks will be paid leave at 2/3 of an employee's normal pay, but in no event more than \$200 a day, or \$10,000 in the aggregate.

Both leave entitlement types can be used sequentially to avoid 2 weeks of unpaid leave if employees elect to do so. This legislation is meant to ensure that workers are not forced to choose between their paychecks and the public health measures needed to combat the COVID-19 virus. Your health and well-being are our top priority.

Additional details about the act's provisions and other COVID-19 information can be found on the special COVID-19 pages of our internal website, Blue, and our employee website, LiteBlue. For additional questions please contact the HR Shared Service Center at 1-877-477-3273 and select Option 5.

Stay safe. Thank you for listening, and thank you for your professionalism, commitment, and for all you do for our customers, your co-workers and the Postal Service.

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
2. Has been advised to self-quarantine by a health care provider
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
4. Is caring for an individual subject to a Federal, State, or local quarantine or self-quarantine
5. Is caring for his or her child whose school or place of care is closed or the childcare provider is unavailable due to COVID-19 related reasons
6. Is experiencing any other substantially similar conditions specified by the U.S. Department of Health and Human Services

In regard to qualifying reason 1, in many cities and states, government authorities have issued a quarantine or isolation order related to COVID-19. Some local and state governments have also identified groups of people that should self-quarantine, such as individuals over a certain age. While the Postal Service is considered mission critical and not subject to state and local directives, employees that choose to self-quarantine in these circumstances may use up to 80 hours of Emergency Sick Leave to cover their absence. All career and non-career employees, regardless of tenure, are immediately eligible for up to two weeks of fully or partially paid Emergency Sick Leave. Full-time career employees can receive up to 80 hours of paid Emergency Sick Leave. Part-time career employees can receive Emergency Sick Leave up to the number of hours equal to their average work hours during a 2-week period or the hours they would have worked. Non-career employees can receive Emergency Sick Leave for up to 80 hours based on their average work hours during a 2-week period or the hours they would have worked.

For qualifying reasons 1, 2, and 3, the Emergency Sick Leave is 100% of the letter carrier's pay, but capped at \$511 per day and \$5,110 total. For qualifying reasons 4, 5, and 6 the Emergency Sick Leave will be no less than 2/3 of the letter carrier's pay, but capped at \$200 per day and \$2,000 total. With regard to the other type of additional leave, the Emergency Family and Medical Leave Expansion, an employee is entitled to take leave related to COVID-19 if the employee is unable to work, including telework, because the employee is caring for his or her child whose school or place of care is closed or the childcare provider is unavailable due to COVID-19 related reasons. This qualifying reason is the same as qualifying reason number 5 for Emergency Sick Leave. All employees that have been employed for 30 days or longer are eligible for this benefit if they meet the qualifying reason. This new qualifying reason does not add to the 12 weeks of FMLA already provided for in the law. When using this new qualifying reason, the first 10 days of the 12-week FMLA coverage will be unpaid. To receive pay for the first 10 days, an employee can choose to use their own earned leave or may use the 80 hours Emergency Sick Leave explained above. The remaining 10 weeks of FMLA leave for this qualifying reason will be paid leave. This leave is required to be paid out at no less than 2/3 of the letter carriers pay, but capped at \$200 per day and \$10,000 total. The Postal Service states it is working on implementing these new leave requirements and will be disseminating additional corporate wide communications in the coming days, including how this leave is to be managed and tracked within the Time and Attendance Collection System (TACS).

Again, the two new types of leave identified above are in addition to the contractual benefits to which USPS

employees are otherwise entitled. I previously reported on some recent MOUs in my March 18, 2020, statement found on the COVID-19 page on the NALC website, in which NALC and the Postal Service agreed to address obvious concerns such as childcare needs caused by the large number of schools and daycares that have closed, and the need for city carrier assistants to have additional paid leave to use during this unprecedented crisis. M-01910 allows career letter carriers to use sick leave for dependent care to care for a child as the result of a closed daycare, school or the unavailability of the child's primary caregiver. M-01911 gives city carrier assistants an additional 80 hours of paid leave to use for specific reasons in connection with the COVID-19 pandemic, since CCAs do not earn sick leave. Both of these MOUs expire on May 27, 2020, however the national parties will revisit these issues immediately prior to that date to determine if an extension is appropriate.

Recently the Postal Service released a revised document directing its supervisors and managers how to make decisions regarding steps to take and what type of leave should be afforded to employees who have had certain forms of exposure (or potential exposure) to COVID-19 or who have travelled to certain countries or by way of a cruise ship. The guidance is offered for employees who fall into one of the following six categories:

1. An employee who tests positive for COVID-19
2. An employee who develops a fever and symptoms such as a cough or difficulty breathing
3. An employee who has visited certain countries or travelled on a cruise ship in the past 14 days
4. An employee who shares a household with an individual who has tested positive for COVID-19
5. An employee who has been exposed, outside of work, to an individual who has tested positive for COVID-19
6. An employee who has been exposed to an individual who was exposed to an individual who tested positive for COVID-19

When an employee tests positive for COVID-19, they should be placed on the Emergency Sick Leave provided by the Families First Coronavirus Response Act (FFCRA). Again this leave is above and beyond the leave letter carriers normally earn, and it is afforded to all employees, whether career or non-career, and without regard to length of employment. When an employee develops a fever and symptoms such as a cough or difficulty breathing, they should also be sent home and placed on the Emergency Sick Leave provided by the FFCRA. After an employee returns from travel on a cruise ship or from a level 3 country, they should stay home for 14 days and be also paid Emergency Sick Leave as provided by the Act. If that employee later shows symptoms of COVID-19, and has exhausted the Emergency Sick Leave, they must remain at home on normal sick leave or annual leave until they are cleared to return to work. If an employee shares a household with an individual who has tested positive for COVID-19, they should stay home and be afforded Emergency Sick Leave as provided by the Act. Employees in this situation should stay at home until the household member has had no fever for at least 72 hours (at least 3 full days of no fever w/o the use of any fever-reducing medications)

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AND other symptoms have improved (for example, when cough or shortness of breath has improved) AND at least 7 days have passed since COVID-19 symptoms first appeared.

If an employee has been exposed, outside of work, to an individual who has tested positive for COVID-19, then the District or Area Occupational Health Nurse Administrator (OHNA) should contact the Local Health Department for advice. If the Local Health Department reviews the circumstances and orders the employee to quarantine, then he or she should be afforded up to 80 hours of Emergency Sick Leave in accordance with the Act. If the Local Health Department reviews the circumstances and does not order the employee to quarantine, then he or she can return to work. If the Local Health Department does not perform the review as requested, then the OHNA will make the determination whether to quarantine the employee or not. If an employee has been exposed to an individual who was exposed to an individual who tested positive for COVID-19, then he or she will be cleared to work. USPS states that according to CDC guidelines, people in this situation are not considered exposed. The guidelines issued by the Postal Service have been given to supervisors and managers so they know what to do in those certain situations. If you believe you may have been exposed to COVID-19, and such exposure does not necessarily "fit" into one of the above categories to be quarantined, you may self-quarantine. Or if you are concerned that you may be exposed to someone at work who you think should be quarantined, you may self-quarantine. If you call and share your concerns with your doctor, and your doctor advises you to self-quarantine, you can use the 80 hours Emergency Sick Leave provided by the Act. Or, if there is a state or local quarantine or isolation order related to COVID-19 in effect where you live, you may also use the 80 hours Emergency Sick Leave to self-quarantine. And in any case, you can always use your own leave to self-quarantine. In the event you are contacted by a local public health official and identified as someone who may have had contact with an individual who has tested positive for coronavirus, please immediately inform your supervisor and local NALC branch officer as a means to protect your coworkers and community. I am continuing to ask that letter carriers communicate with their NALC branch officers or national business agent if they see problems in their office with lack of cleaning, shortage of sanitizing supplies, standup talks not being conducted, social distancing not being practiced, quarantine protocols not being followed, or any instruction that conflicts with the guidance being provided by the Centers for Disease Control and Prevention (CDC). We have been successful getting many of these issues resolved, but we need to know where the problems are so we can get them fixed. We communicate daily with USPS officials regarding these issues, and we are committed to doing our part to correct each issue as it arises. USPS has committed to provide daily supplies necessary for postal employees to clean frequently touched items in the office as well as provide necessary supplies for letter carriers to use to clean steering wheels and other frequently touched surfaces in postal vehicles. They have also committed to provide supplies for use while on the street, such as hand sanitizer, as well as cleaning supplies to maintain cleanliness on surfaces in the vehicle and on other surfaces we encounter on the street. You should have sufficient hand sanitizer to keep your hands clean all day as you touch the many surfaces on your route. They have also committed to provide masks and nitrile gloves for any employee that requests them. It is my understanding that the large shipments of supplies USPS received on March 23rd and March 25th at its central distribution warehouse in Topeka, KS are now being received in delivery units throughout the country. If your manager or supervisor tells you that supplies are backordered, please ask them if they ordered directly from the USPS facility in Topeka. USPS has informed us that they now have a

significant amount of supplies on hand at this facility and are distributing them. If orders are placed through vendors rather than directly from Topeka, they will likely be backordered. In my March 25, 2020, statement found on the COVID-19 page on the NALC website, I discussed what letter carriers should do locally regarding such unsafe conditions. Please refer to that statement for an in depth explanation of how to report such conditions, as well as management's responsibility to correct them. If you are told by your supervisor to work in an unsafe environment, either in the office, in the vehicle, or on the street, please inform your local union representative, branch president, or NBA immediately.

USPS headquarters continues to distribute mandatory stand-up talks related to COVID-19 which should be given in every post office across the nation. These standup talks are posted on the safety and health and COVID-19 pages of NALC's website. If you see standup talks which have not been given, please tell a union representative about this as well. I want to remind everyone again that NALC worked with USPS to establish alternate delivery instructions to eliminate customer contact for mail that requires customer signatures. As a result, USPS temporarily modified customer signature capture procedures for the Mobile Delivery Device (MDD) sign-on-glass feature, PS Form 3811 (Domestic Return Receipt), PS Form 3849 (We ReDeliver for You), and any hard-copy receipt items usually signed by customers. The new process is outlined in my March 25, 2020, statement as well on the NALC website on the COVID-19 page. NALC has always been committed to providing the necessary resources for our members and union representatives. To provide letter carriers with as much information as possible related to the pandemic, NALC created and keeps updated a "COVID-19" page under "News & Research" on the NALC website. Here you will find:

- My weekly statements
- Links to the podcasts in which Executive Vice President Renfro delivers regular updates on COVID-19
- New memorandums of understanding in effect during the pandemic
- All the mandatory standup talks which should have been given in your office
- Information from the Centers for Disease Control and Prevention
- Information from USPS
- Recently created COVID19@nalc.org resource

In addition to contacting your shop steward, branch officer or NBA, NALC has a new resource for members to ask any questions about the COVID-19 pandemic: COVID19@nalc.org. Many NALC members have used this new resource. Again, if you do not have the supplies you need to keep yourself safe, please contact a branch officer or your NBA to let them know, but you can also use this new email address to voice your concerns. In addition to using this new resource to ask questions, please use it to report COVID-19 related issues in your facility when you do not have immediate access to a steward or branch officer, and you are unable to contact your NBA office. Please be sure to include your name

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and NALC branch number in your email. Having this information upfront allows NALC headquarters to quickly connect members with the information they need.

We recently announced the postponement of the 28th annual Letter Carriers' Stamp Out Hunger® Food Drive, scheduled for May 9, 2020. The annual success of the food drive is largely due to the efforts of letter carriers, other postal employees, postal customers, community volunteers and many more. Their safety is of paramount importance. Much of the United States is currently under shelter in place or similar advisories due to the COVID-19 pandemic, and public health authorities such as the Centers for Disease Control and Prevention (CDC) have issued guidelines that include social distancing. While it is unknown how long these guidelines will remain in place, it is highly unlikely that those involved in the food drive will be able to safely participate just six weeks from now. NALC, as well as our national partners, are fully committed to rescheduling the food drive later in 2020. Although a new date has not yet been scheduled, we look forward to once again holding the largest one-day food drive in America when it is safe to do so.

As you probably know, on Sept. 20, 2019, negotiations for a new collective-bargaining agreement between NALC and USPS came to an impasse. At that point the parties entered a mandatory 60-day mediation period as required by statute. The parties also used the mediation period to continue negotiations while simultaneously attempting to agree on a neutral arbitrator in the event the parties remained at impasse after the 60-day period. In early February, after unsuccessfully coming to terms on a new contract, Arbitrator Dennis R. Nolan was selected as the neutral chair of a three-person arbitration board to be responsible for resolving the bargaining impasse between NALC and the Postal Service. Afterwards, several dates were agreed upon for both sides to present their positions before the arbitration panel which will ultimately render a final and binding decision on the contents of a new national agreement. Major issues are at stake, and we still have many unresolved differences regarding both economic, operational and workplace provisions. Considering the current disruptions from the COVID-19 pandemic, NALC is exploring the idea of an extension to our current contract and/or postponing the scheduled interest arbitration. Any decision to postpone our interest arbitration or extend the current contract will not be made in haste. Our collective bargaining goals have not changed, and ultimately, we will do what gives us the best opportunity to accomplish those goals for letter carriers. In the meantime, our current collective-bargaining agreement remains in force pending final resolution of the parties' dispute.

Additionally, NALC's National Convention is scheduled to be held August 17-21, 2020. We have received many questions regarding its status. As the country watches event after event either being postponed or cancelled due to the COVID-19 pandemic, there is no guarantee that our convention will take place as scheduled. While the NALC Executive Council is currently not postponing or cancelling our national convention, we are doing our due diligence and communicating with the convention center and convention hotels to explore our options in the event such a decision must be made. The national convention includes complicated logistics for both headquarters and branches. If we reach the point where it is obvious holding the convention safely is not possible, that information will be immediately communicated to the branches.

We continue to remain very involved with our congressional representative with regard to proposed provisions for stimulus packages related to the COVID-19 virus. As plans for the next stimulus package are being

developed, we are again pursuing appropriations to keep the Postal Service healthy through the crisis. Additionally, we want to be sure that we are included in any hazard pay provisions or front line workers.

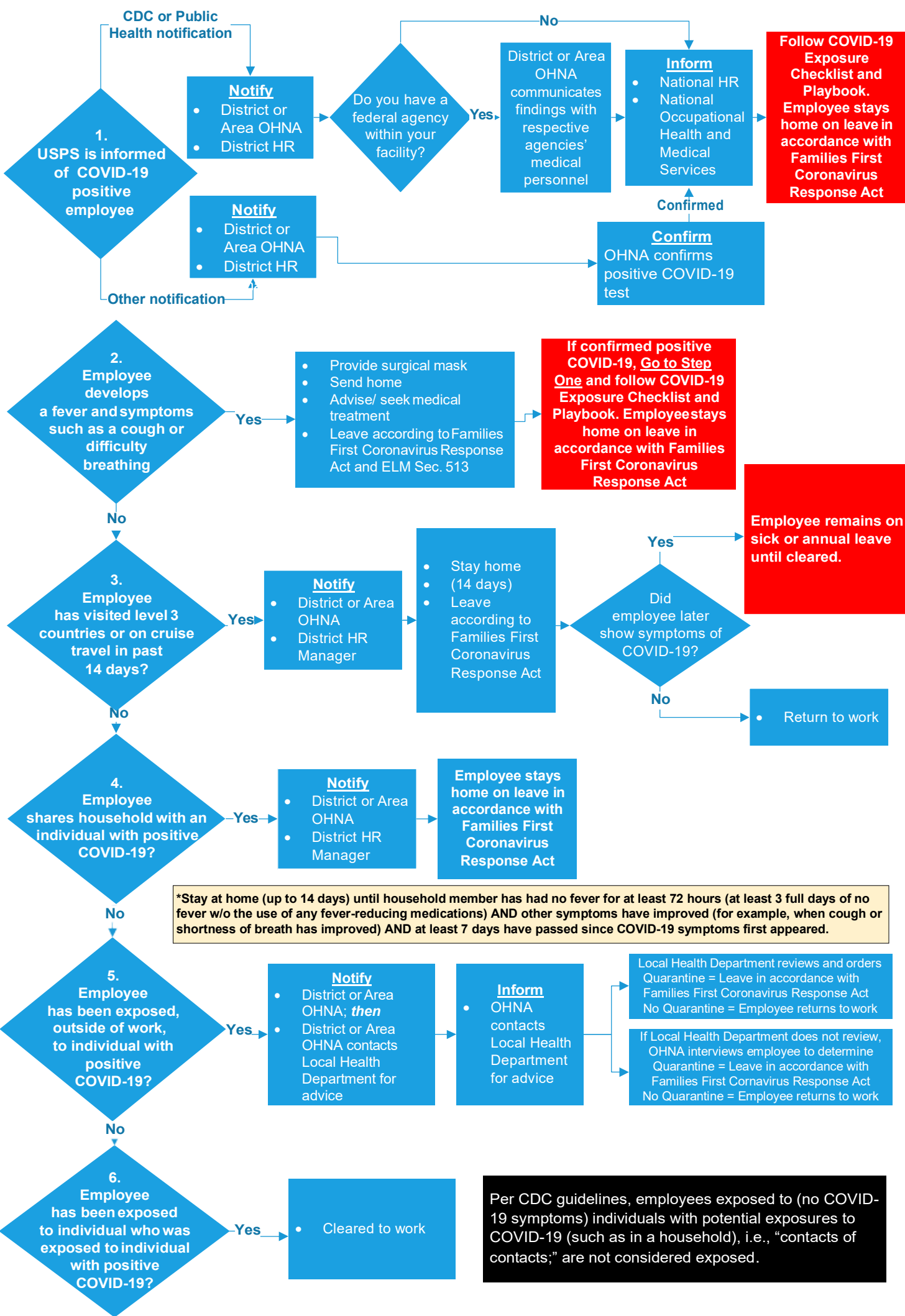
On another stimulus note, The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law on March 27, 2020, provides for "economic impact payments" to virtually all Americans, including active and retired letter carriers. These payments -- \$1,200 for individuals and \$2,400 for married couples plus \$500 for dependent children under age 18 -- are often called stimulus checks because they are part of a \$2.2 trillion package of measures to stimulate the economy and extend unemployment insurance benefits. The package was enacted in response to the sharp downturn in the economy caused by Covid-19 pandemic. The payments will be distributed by the Internal Revenue Service (IRS) in about three weeks, though the IRS may need several months to distribute all the payments. The IRS intends to distribute most of the payments through electronic fund transfers directly to taxpayers' bank accounts, using the bank account information provided on households' 2018 or 2019 tax returns. For those, who filed paper returns or for whom the IRS does not have bank account information, payments will be sent by mail. However, the IRS announced that it is setting up a website where individuals can provide bank account information to get the payments transferred electronically.

There are two important details that might be relevant in some instances. First, the payments will be reduced for households with higher incomes -- for individuals with adjusted gross incomes of more than \$75,000 in the 2018 or 2019 tax years -- or \$150,000 in the case of married couples. The payments will be reduced by \$5 for every \$100 of income over the thresholds. Second, Americans who did not file a tax return in 2018 or 2019 will have to file a special form to qualify for the economic impact payments, but not if they receive Social Security benefits -- the IRS will get their bank information or address from the Social Security Administration.

Like I said at the beginning of this statement, much has changed, and the changes continue to come quickly -- daily, if not hourly. NALC strives to provide letter carriers with the most current information possible, and we will continue to do so as we navigate working through this pandemic together. Please continue following the CDC's recommendations, and please do everything you can to protect yourself, your family, your coworkers, and your customers. The Postal Service is part of the critical infrastructure of this nation. We provide an essential public service of the federal government for the American people, and during this crisis, that service becomes even more important. We are the only universal delivery and communications network servicing every home and business every day, and our customers will need us now more than ever to deliver prescriptions, additional on-line purchases, test kits, coronavirus updates, the list goes on, and likely for this year's elections. Letter Carriers in every neighborhood are a source of comfort, and a welcome sign of normalcy to the American people. That has been true during recoveries from hurricanes, tornadoes, floods, wildfires, and other disasters in the past, and is now true as we all cope with the current national crisis.

Once again, if you have any questions or issues to report, please contact a branch officer or your national business agent, or use the COVID19@nalc.org email address.

Employee information is protected by the Privacy and Rehabilitation Act and as such must be restricted to only those identified in this document.



MEMORANDUM OF UNDERSTANDING REGARDING TEMPORARY WORKPLACE CHANGES IN REGARD TO COVID-19

The parties agree that the social distancing recommendations of the Centers for Disease Control and Prevention (CDC) are important measures which should be practiced as much as possible to slow the spread of the Coronavirus (COVID D-19). Some of those social distancing recommendations for the workplace include increasing physical space between workers, staggering work schedules, limiting large work-related gatherings, and reducing or eliminating travel.

With that in mind, the parties agree that in postal installations with 100 or more work years of employment, to minimize the possibility of exposure to the coronavirus or the possibility of unknowingly spreading the coronavirus to a larger portion of the workforce by working in multiple facilities, to the extent possible all city letter carriers will work in their employing facility for the duration of this agreement. In addition, to the extent possible the Memorandum of Understanding *Re: City Carrier Assistants - Temporary Assignments to Other Post Offices* will not be in effect for the duration of this agreement.

In postal installations with less than 100 work years of employment, work in facilities other than the letter carrier's employing facility should be limited to where they routinely worked prior to the outbreak of the COVID-19 pandemic.

The local parties (i.e. branch presidents and postmasters, or their designees) will immediately discuss potential scheduling and office setup changes which would create a work environment that promotes social distancing. Such changes should include, but are not limited to, the following:

1. Staggered letter carrier start times to begin as early as operationally feasible.
2. Scheduling letter carriers to begin their tours in groups of 10 or less to practice social distancing at the timeclock.
3. Where possible, scheduling groups of 10 or less carriers to begin their tours in increments of a minimum of 15 minutes and a maximum of two hours apart.
4. Start times should be staggered between the hours of 5:30 a.m. and 9:30 a.m. for letter routes.
5. Start times for all routes in test sites, for collection routes, and for combination routes may be scheduled prior to 5:30 a.m. and after 9:30 a.m., however they should still be staggered and scheduled in groups of 10 or less carriers to promote social distancing.
6. Conducting stand-up talks in a manner that allows employees to be separated from each other by 6 feet or more, such as using small groups or an intercom system
7. Staggered break schedules in the office to allow employees to maintain groups not to exceed 10 people.
8. Moving office breaks to the street on an individual voluntary basis.

9. Where possible, scheduling letter carriers in a manner which would allow them to stagger their departure from office duties to street duties.

10. Volunteers may be utilized for AM parcel runs in order to increase social distancing during casing duties.

11. Adjusting any other practice in the office to allow employees to be separated from each other by 6 feet or more

Consideration will be given to the location of letter carrier cases, the location of mail staging areas, the location and number of time clocks, the size and number of break areas, etc. Local parties will discuss temporary changes to the location of any of the above subjects in order to promote at least 6 feet of separation for all employees. If the local parties require any additional guidance or clarification on implementation of this agreement, they should contact the appropriate Area Manager, Labor Relations and National Business Agent.

The national parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate. This MOU will expire May 27, 2020.

MEMORANDUM OF UNDERSTANDING Re: Temporary Carrier Assistants - COVID-19

The Postal Service may employ Temporary Carrier Assistants during the period between the signing of this agreement and May 27, 2020, as operationally necessary to replace city letter carriers absent due to COVID-19.

Temporary Carrier Assistants are subject to the following:

- The hourly rate will be the same as that for City Carrier Assistants.
- Over the course of a service week, the Employer will make every effort to ensure that available city carrier assistants are utilized at the straight-time rate prior to assigning such work to temporary carrier assistants working in the same work location.
- When an opportunity exists for overtime, full-time employees on the appropriate Overtime Desired List will be selected to perform such work prior to assigning temporary carrier assistants to work overtime in the same work location where the employees regularly work.
- To minimize the possibility of exposure to the coronavirus by working in multiple facilities, to the extent possible, all temporary carrier assistants will work in their employing facility for the duration of this agreement.

The Postal Service shall provide the NALC with reports on the number of temporary carrier assistants hired.

The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate. This MOU will expire May 27, 2020.

"THE MAIL CALL"
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**The Chart Below Shows the Guidelines
 Regarding Use of Sick Leave and Family
 Leave During the COVID-19 Pandemic**

Emergency Paid Sick Leave	
Qualifying Reasons	Leave Eligibility
<p>An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:</p> <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolated order related to COVID-19. 2. has been advised by a health care provider to self-quarantine related to COVID-19. 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis. 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2). 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable due to COVID-19 related reasons). 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. 	<ul style="list-style-type: none"> • All career and non-career employees, regardless of tenure, are immediately eligible for up to two weeks of fully or partially paid Emergency Sick Leave. • Full time Career Employees can receive up to 80 hours of paid Emergency Sick Leave. • Part time Career Employees can receive Emergency Sick Leave up to the number of hours equal to their average work hours during a 2-week period or the hours they would have worked. • Non-Career Employees can receive Emergency Sick Leave for up to 80 hours based on their average work hours during a 2-week period or the hours they would have worked. • Qualifying reasons 1, 2, and 3 allow for Emergency Sick Leave will be 100% of employees pay, but capped at \$511.00 per day and \$5,110.00 in the aggregate. • Qualifying reasons 4, 5, and 6 will be no less than 2/3 of employees pay; but capped at \$200.00 per day and \$2,000.00 in the aggregate.

Emergency Family and Medical Leave Expansion	
Qualifying Reasons	Leave Eligibility
<p>An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:</p> <ul style="list-style-type: none"> • is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. <p>Note that this qualifying reason is the same as qualifying reason number 5 for Emergency Sick Leave above.</p>	<ul style="list-style-type: none"> • All employees that have been employed for 30 days or longer are eligible for this benefit should they meet the qualifying reason. • The first 10 days of the 12-week FMLA coverage will be unpaid. To receive paid leave, an employee can choose to use their own earned leave or may use the Emergency Sick Leave as outlined in the previous chart. • The remaining 10 weeks of FMLA leave for this qualifying reason will be paid leave. This leave is required to be paid out at not less than 2/3 of employee's pay, but capped at \$200.00 a day and \$10,000.00 in the aggregate.