

Standard Work Instructions:	Delivery Units – Social Distancing: PASS Machine	Tracking: COVID19SocialDis v2.1
Purpose:	How to modify PASS machine to allow for social distancing	
Updated on:	3-30-2020	Version 2.1

Identify PASS machine operation	Create circle around center to accommodate social distancing	Communicate new operating procedure with employees	Rearrange PASS setup as needed	Regularly clean area
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	Steps	Key Points
	Identify PASS distribution operation area including flow and staging of mail containers to be distributed	<ul style="list-style-type: none"> Important to eliminate any additional risks to employees Any area where multiple employees are less than 6 feet apart
	<p>To create social distance circle:</p> <ol style="list-style-type: none"> Determine location for mail containers to be worked. Near camera, on opposite side of circle or next to PASS cart. Mark spot on floor below center of PASS read camera* Tape string to spot and at 6 ft. from center tie a piece of chalk to string Mark 4-6 spots from center and ensure all are at least 6ft apart Start at one point and follow path in circular motion to create circle Mark staging and flow of mail containers to be thrown <p>* Include staging area if needed</p>	<ul style="list-style-type: none"> Anytime someone is in circle maintain social distance of at least 6 ft. until employee exits circle Be mindful of your surroundings at all times Ensure flow of mail containers to be worked allows social distance of at least 6 ft. 
	Communicate the new operating procedure to all employees involved.	<ul style="list-style-type: none"> Employees need to be informed of the new process before implementation Continue to be aware of social distancing when communicating
	Rearrange work area as needed, or reassign locations within the area where employees are working.	<ul style="list-style-type: none"> Must maintain work areas that comply with the 6 feet social distancing standard Keep up communication to make sure process continues to run smoothly
	Wipe down work area throughout each shift.	<ul style="list-style-type: none"> Keep operation clean at all times If possible, keep cleaning supplies at certain stations