

LABOR RELATIONS



March 3, 2020

Mr. Mark Dimondstein
President
American Postal Workers Union AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Certified Mail Tracking Number:
7013 3020 0002 3617 5020

Dear Mark:

As a matter of general information, please find the enclosed draft MM20034ab (MMO-031-20) Influenza and Coronavirus Cleaning Contingency.

This Maintenance Management Order (MMO) supersedes MMO-109-09 and contains updated information reflecting the guidance issued by the Centers for Disease Control and Prevention (CDC) regarding methods to reduce the spread of infection during the influenza (flu) season. This bulletin applies to Acronym ADMIN and Class Code AA.

If there are any questions, please contact April Cutchember at extension 6612.

Sincerely,

A handwritten signature in black ink, appearing to read "Rickey R. Dean", written over a horizontal line.

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosure



Maintenance Management Order

SUBJECT: Influenza and Coronavirus Cleaning Contingency

DATE:

- TO:**
1. All Plant Managers, All Maintenance Capable Offices
 2. All Maintenance Managers, All Maintenance Capable Offices
 3. Plant Safety Specialists, All Maintenance Capable Offices
 4. Manager, Maintenance Support, Area Offices
 5. Human Resource Analyst/Safety, Area Offices
 6. Manager, Safety and Health, District Offices
 7. Environmental Field Support Specialists
 8. National Preparedness Offices

NO: MMO-031-20

FILE CODE: M

rbia:mm20034ab

This Maintenance Management Order (MMO) **supersedes** **MMO-109-09** and contains updated information reflecting the guidance issued by the Centers for Disease Control and Prevention (CDC) regarding methods to reduce the spread of infection during the influenza (flu) season. These include seasonal and pandemic viruses. This bulletin applies to Acronym ADMIN and Class Code AA.

For the most current information, sites should always consult the CDC influenza resources for business and coronavirus disease. The CDC recommends routine cleaning of all frequently touched surfaces in the workplace. Following the cleaning requirements in Handbook MS-47 will ensure a safe and healthful work environment under normal circumstances. However, certain cleaning methods must be adopted to protect the safety and health of postal employees and postal customers. Given the concern regarding the spread of viruses through contaminated objects and surfaces, measures will be required to minimize the transmission of viruses from frequently touched surfaces. These cleaning requirements must be performed until the flu season (October to April) has ended, unless otherwise notified.

Attachment 1 provides information on cleaning requirements, infection control strategies, and recommended products. The CDC recommends the use of routine cleaning agents (e.g. detergents, spray cleaners, and sanitizers) used in normal cleaning processes and not bleach and other harsh disinfectants.

Attachment 2 provides a list of surfaces and areas that require cleaning and the frequencies to perform these cleaning tasks.

If custodial resources are not available for these tasks in facilities where the cleaning services are performed by career maintenance bargaining unit employees, including those facilities covered by relief from another office, the Senior Postal Official (SPO) may require non-custodial personnel to perform them. However, before non-custodial postal employees can perform these cleaning requirements, they must be trained on the proper use of the cleaning chemicals and provided with any necessary Personal Protective Equipment (PPE).

Maintenance Managers should assist the SPO at postal facilities that utilize contract custodial services to ensure these cleaning requirements are addressed. The SPO should coordinate these requirements with the contracting officer.

Much is still unknown on how these viruses will affect communities in the United States. The cleaning tasks and infection control strategies contained in this MMO should suffice. However, should CDC's guidance change, additional information from MTSC and the Office of National Preparedness will be issued. If additional guidance is issued, it will supersede or have priority over this MMO.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at **MTSC>HELPDESK>Create/Update Tickets** or call (800) 366-4123.

Frederick L. Jackson III
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

- Attachments:
1. Infection Control Strategies
 2. Fomite Cleaning Tasks To Control The Spread Of Infection