

# MEMO

To the Branch 2184 Leadership Council, Dec. 15, 2020



Mark Judd  
Walt McGregory  
Jackie McGregory  
John Hite  
Cathy Tondreau  
Jim Powell  
Scott Watts  
Joe Golonka  
Gloria Warthen  
Felicia Davis  
Leonard Zawisa  
Kris Shaw  
Mark Owen  
Bryon Hendricks  
Melvin MacDonald  
Darryl Clay  
Symone Coleman  
Yvonne Jackson  
Denise Viola  
Lillian Bogosian  
Chris Biegalski  
Phil Ashford  
Scherrrie Lacey  
Dave Reise  
Erik Venzke  
Joshua Nagy  
Shavon Alexander  
Elizabeth Bays  
Valerie Watkins  
Jennifer Rake  
Tamara Bosman  
Diego Forshaw  
Kristie Nelson  
Keith Benedict  
Tracy Mitchell  
Nakia Whitfield  
Katrina Jones  
Ananias Epps  
Ramon Robinson  
Tyler Haverstick  
Paul Bordine  
Mike Tredway  
Danita Smith

As has become customary in this COVID-altered year, this Leadership Council Memo will begin with an update on Branch-related matters. Because of the continuing effects of the pandemic, until further notice we will continue to conduct our internal business meetings, that is our Steward meetings and our Executive Board Meetings, by teleconference. Stewards will continue to receive monthly steward meeting credit by participating in the teleconferences. Additionally, the regular Branch membership meeting that had been scheduled for Wednesday January 6, 2021 has been canceled.

Executive Vice-President Walt McGregory has completed the 2021 Branch and Steward meeting schedule, which is included in the documents posted on our website for the December 15 Steward meeting. Stewards, please be sure to print a copy of this new meeting schedule and have it with your contract enforcement materials. Also make a point of annotating these meetings on your 2021 calendars such as computer and cell phone calendars.

At the November 30, 2020 Executive Board meeting, Branch 2184 President Mark Judd announced that he will be stepping down from this position at the close of business on Monday January 4, 2021. At that time Mark will have completed 15 years as Branch 2184 President, which is the second longest tenure of any Branch 2184 President during the past 60 years and perhaps in the almost 98-year history of the Branch.

In accordance with Article VI, section 2(a) of our Branch Bylaws, current Branch 2184 Executive Vice President Walt McGregory will become Branch President effective on Tuesday January 5, 2021. Walt and the other branch officers as well as all regular station stewards will continue to serve for the balance of the current extended term of office. This term will end after nominations and elections for a new term have been completed and those elected are formally installed. Of additional note, after he becomes Branch President, Walt will make the decision regarding filling the vacancy in the Executive Vice President position.

It has not yet been determined at this time when nominations and elections take place, but this will be done as soon as this can be safely and feasibly accomplished. All Branch 2184 members will be provided with updated information concerning that date, time, location, and formats for nominations as well as elections for any contested positions. Additionally, although the 2021 Michigan State Association of Letter Carriers Convention has been canceled, there are two additional conventions scheduled during the remainder of the next term of office, a National Convention in Chicago in August 2022, and a State Convention in the Spring of 2023. Thus, nominations for convention delegates will also take place at the same time as the other nominations.

On Wednesday, November 25, the NALC National union announced that they had reached a tentative agreement with the Postal Service on a new Collective Bargaining agreement to replace the one which expired on September 20, 2019 but which continues in effect until a new contract is ratified or a decision rendered by National Arbitrator Nolan (in the event of non-ratification).

As is always the case with proposed new Contracts, there is much interest in its terms. Branch 2184 members will have several ways to ascertain this important information.

A detailed summary of the terms of the tentative agreement can be found on the NALC National website and in the NALC Bulletin dated November 25, 2020. This information can also be found by using the NALC app. The December 2020 *Postal Record* will have extensive information concerning the tentative agreement. Additionally, a detailed summary of the terms of the proposed Contract will be found in the November/December 2020 issue of the Branch publication after it is completed, printed, and mailed.

All active NALC letter carrier members, meaning non-retired letter carrier members, will be sent a copy of the proposed agreement and a ratification ballot. Retired NALC members do not participate in Contract ratification referendums because the terms of the Collective Bargaining Agreement only apply to active members. Retirement matters and related issues (both CSRS and FERS) are administered by the United States Office of Personnel Management (OPM) and determined through legislation passed by the United States Congress – the House of Representatives and the Senate, and signed by the United States President.

Although typically (and understandably) most letter carriers look first at the economic terms of a new Labor Agreement, all Branch members should be strongly encouraged to make every effort to read the rest of the Contract – which applies to everything they do at work, every day. If a majority of members approve the proposed Contract, it will become effective immediately after the votes have been tallied by a committee appointed by the NALC National President and the results are officially announced. If the Contract is voted down by a majority of those returning the ratification ballots, it is likely the arbitration process would be completed and National Arbitrator Nolan would render a decision on the terms of a new Contract.

Finally, pending ratification of the tentative National Contract, a 30-day period of local implementation, better known as local negotiations, has been scheduled for April 29 through May 28, 2021. It is during this period, which occurs after each new National Contract is completed and ratified, that negotiations between the Branch of USPS management in our stations concerning the 22 items (and related matters) in our Branch 2184 Local Memorandum of Understanding (LMOU). This includes but is not limited to matters such as our local leave program and holiday scheduling, as well as some specific letter carrier craft issues. The parameters for this process are found in Article 30 of the National Agreement. Of note, it is not mandatory that LMOU negotiations take place if both parties agree not to “open” the LMOU for renegotiation. However, if either side – union or management, wants to “open” the local contract for renegotiation, the other side must participate in the process.

We have received a few questions seeking clarification of the “exempt” letter carriers from the 12/60 workhour limitations in December. To review, the 12/60 workhour limitations (Article 8.5.G and ELM 432.32) continue to apply to all Non-ODL fulltime regular carriers in December. Those carriers on the regular or work assignment overtime lists only can be assigned work in excess of the 12/60 limits in December. For further clarification, the application of this waiver to work assignment ODL carriers would ONLY be for work on their own assignments and on regularly scheduled days. If a work assignment carrier is worked off-assignment or on an NS day, they are limited to 12 hours (11.5 hours plus lunch). Additionally, the 12-hour daily workhour limitation continues to apply to PTFs as well as CCAs. However, these employees can be worked more than 60 hours a week throughout the year, including December.

# Memo

**To: Stewards/Officers**

**From: Walt**

**Date: 11/30/20**

**Re: 2021 Branch and Steward Meeting Schedule**

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**Steward Meetings start @ 7:00pm – Branch Meetings start @ 7:30pm**

**January:** Branch-Wednesday-6<sup>th</sup> / Steward-Tuesday 12<sup>th</sup>

**February:** Branch-Wednesday-3<sup>rd</sup> / Steward- Tuesday 9<sup>th</sup>

**March:** Branch-Wednesday-3<sup>rd</sup> / Steward-Tuesday 9<sup>th</sup> & Monday 15<sup>th</sup>

**April:** Branch-Wednesday-7<sup>th</sup> / Steward- Tuesday 13<sup>th</sup> & Monday 19<sup>th</sup>

**May:** Branch-Wednesday-5<sup>th</sup> / Steward- Tuesday 11<sup>th</sup> & Monday 17<sup>th</sup>

**\*\*\*Food Drive-Saturday 8<sup>th</sup>**

**June:** Branch-Wednesday 2<sup>th</sup> / Steward-Tuesday 8<sup>th</sup> & Monday 14<sup>th</sup>

**July:** No Branch Meeting /Steward-Tuesday 6<sup>th</sup> & Monday 12<sup>th</sup>

**August:** No Branch Meeting /Steward -Tuesday 10<sup>th</sup> & Monday 16<sup>th</sup>

**September:** Branch-Wednesday 1<sup>st</sup> / Steward-Tuesday 14<sup>th</sup> & Monday 20<sup>th</sup>

**\*\*\*Labor Day Parade-Monday 6<sup>th</sup>**

**October:** Branch-Wednesday 6<sup>th</sup> / Steward Tuesday 19<sup>th</sup>

**\*\*\*KIM Training Indiana-Saturday 9<sup>th</sup>-Monday 11<sup>th</sup>**

**November:** Branch-Wednesday 3<sup>rd</sup> / Steward-Tuesday 16<sup>th</sup>

**December:** Branch -Wednesday 1<sup>st</sup> / Steward-Tuesday 14<sup>th</sup>

**Of note, if there are two meetings in a month, a steward CANNOT have a make up date in that month. Make up days can only be authorized by the President, EVP or Vice President.**

**Tracker Smart Sheet for Covid-19 Detroit-District (Updated 11/22/2020)**

**Instructions:** This form must be completed for all Covid-19 related cases **POSITIVE** or **CLOSE CONTACTS** or an employee exhibiting Covid-19 related symptoms and sent home by management.

Submit tracker to Medical Unit OHNA, please forward any related medical documentation:  
[OccupationalHealthServicesDetroit@usps.gov](mailto:OccupationalHealthServicesDetroit@usps.gov)

**Today's Date:**

**Managers Name:**

**Managers Phone #**

**Postal Facility Name**

**Employees Name:**

**EIN#**

**Employee's Telephone #**

**Employees Job Title:**

**Carrier Route # / Vehicle(s) Driven #**

**Tour (Work Hours)**

**Is this a:**

**POSITIVE/CONFIRMED CASE**

**CLOSE CONTACT CASE**

**YES or NO**

**YES or NO**

**Enter Date Management was notified by the employee he/she was sick, had close contact with a person confirmed with Covid-19 or was actually confirmed POSITIVE?**

**Employees Last Day inside the Postal Facility? (date, time, location, duration)**

**Did employee show any symptoms related to Covid 19 while at work, if so, date and time?**  
(coughing, sneezing, fever, shortness of breath, fatigue, muscle pain, sore throat, loss of taste and/or smell, diarrhea, rash, headache)

**Was employee sent home by management due to signs and symptoms of Covid- 19?**

**YES OR NO**

**What was the employee's work schedule for the past 14 days?**

**Does the employee wear mask and/or gloves while at work?**

**Did employee recently travel, if yes where and for how long?**

**Narrative of Situation:**

**List the name(s) of any employee that had close contact with the employee that was Covid positive for a cumulative period of 15 minutes or longer within 6ft or less space in a 24 hour period: (name, EIN#, phone #)**

**If yes, employee must be quarantined for 14 days from the last day of exposure.**

**Does employee have any household member that work for the USPS?**

**Does anyone in employees household have a confirmed Covid-19 case?**

**Did employee attend any meetings/SUT while at work, if so list time and location?**

**Where does employee eat lunch? (Breakroom, Vehicle, etc.)**

**Was employee evaluated by a medical facility, if so, name of facility?**

**Is the employee currently at home or hospitalized?**

**When was the last time the employee went out to eat and ate indoors?**

**What is the largest gathering you attended in the last week outside of work?**

**Was the gathering indoors or outdoors?**



## **Management Team:**

**If you have a confirmed COVID-19 case, Close Contact case or an employee with Covid-19 related symptoms in your office:**

- 1. Complete tracker sheet and send employee(s) home if working to minimize the spread of Covid-19 and illness in your station.**
- 2. If employee is Positive, identify any close contacts with any other employees in your facility that may of had exposure to the POSITIVE employee, they must quarantine per the CDC guidelines.**
- 3. Enter employees leave in ERMs, conduct mandatory customized service talk & invite all appropriate unions and management, please do not include the employees name that is Covid positive.**
- 2. Implement the appropriate MMO-031 cleaning measures.  
(Disinfecting employees work area, vehicle driven, scanners, wiping down surfaces touched most, keys, timeclock, door knobs, lobby counters, etc.)**

***The new definition of Close Contact per the Center for Disease Control as of Oct 21, 2020 is:***

***Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.***



**Detroit District** (updated 11/22/2020)  
**Covid-19 Return to Work Screening Questionnaire**

Today's Date: \_\_\_\_\_

Employee's Name \_\_\_\_\_ EIN# \_\_\_\_\_

Phone Number \_\_\_\_\_

Postal Facility Name \_\_\_\_\_ Employee Job Title \_\_\_\_\_

**Was this employee a POSITIVE CASE or CLOSE CONTACT Case?** (circle)

Covid Positive employees and employees that were ill must speak with the Nurse before returning to work.

Close Contacts employees can be returned to work by management as long as they have not developed any symptoms. The employee does not have to speak to the Nurse, complete form and submit to medical unit so information can be entered into HERO and tracked.

1. Has the employee completed the quarantine period as recommended by the CDC? YES or NO

Last Day of Work \_\_\_\_\_ Return-To-Work Date \_\_\_\_\_

2. Is the employee free of any COVID-19 symptoms before returning to work?  
(ex: cough, fever, shortness of breath, fatigue, headache, nausea, or loss of smell/taste, muscle fatigue, headaches, rash)

3. Has the employee taken a fever reducing medication within the last 24 hours?

4. Is there anyone in the employees household with a confirmed case of Covid-19 at the time the employee is to return to work?

Management's Name & Number \_\_\_\_\_ Date \_\_\_\_\_

Please scan or fax completed form to medical unit.

OccupationalHealthServicesDetroit@usps.gov or 313-226-8760 fax

Shelly Smith, OHNA 313 226 8377      Maria Hicks, OHN 313-226-8292  
Shelly.R.Smith@usps.gov                      Maria.Hicks@usps.gov

The Confirmed Positive/ ill employee has been screened by the OHS Nurse and is cleared to Return to Work on \_\_\_\_\_.

Medical Unit Staff \_\_\_\_\_ Date \_\_\_\_\_

# **Criteria for Return to Work for Employees after an absence related to COVID-19**

**Updated Guidance as of 09/30/2020**

The following information is provided to assist you as managers and supervisors when an employee has indicated their intent to return to work following an absence related to Coronavirus Disease 2019 (COVID-19).

Immediately upon employee notification of intent to return to work, the responsible supervisor or manager must:

1. Inform the employee they may not return to work until they have been cleared by a Postal Service physician or nurse;
2. Ask the employee for a phone number at which they can be reached;
3. Inform the employee they will be contacted by a Postal Service physician or nurse for a telephonic interview;  
**and then**
4. Immediately notify the District Occupational Health Nurse Administrator (OHNA) that there is an employee who has requested to return to work and provide the OHNA with the employee's contact information (if your District OHNA is not available, please contact your District HR Manager for guidance).

## **Employee Absence due to Close Contact Tracing or Potential Exposure**

The employee can return to work after 14 days have passed since last close contact with a positive person, provided the employee has not developed COVID-19 symptoms or tested positive for COVID-19.

## **Employee Absence due to Symptoms of COVID-19 (without testing)**

- The employee can return to work after these three things have happened:
  - Employee has had no fever for at least 24 hours (without the use of any fever-reducing medication);  
**AND**
  - Other symptoms have improved (for example, when cough or shortness of breath has improved)\*;  
**AND**
  - At least 10 days have passed since COVID-19 symptoms first appeared.

\* Loss of taste and/or smell may persist for weeks or months after recovery and need not delay the return to work.

## **Employee Absence due to a Positive Diagnosis (laboratory confirmation):**

If an employee notifies you of their intent to return to work following a laboratory-confirmed COVID-19 result, do not request documentation for the employee to return to work. Per the Centers for Disease Control and Prevention (CDC), healthcare provider offices and medical facilities may be extremely busy and unable to provide such documentation in a timely manner due to the COVID-19 pandemic. Rather, you must follow the process outlined below **prior** to allowing an employee to return to work.

The **Postal Service physician or nurse** will review the information and make a final determination on the return-to-work request. Employees are not permitted to return to work without written clearance from a Postal Service physician or nurse if they have received a laboratory-confirmed COVID-19 result.

For your information, per the CDC, return to work (discontinuation of isolation) should be determined using a symptom-based or time-based strategy, depending on whether the employee developed symptoms.

Employees with laboratory-confirmed COVID-19 who have had symptoms of COVID-19 can stop home isolation and return to work following an interview with a Postal Service physician or nurse to confirm:

- Employee has had no fever for at least 24 hours (without the use of any fever-reducing medication);  
**AND**
- Other symptoms have improved (for example, when cough or shortness of breath has improved)\*;  
**AND**



- At least 10 days have passed since COVID-19 symptoms first appeared.

\* Loss of taste and/or smell may persist for weeks or months after recovery and need not delay the return to work.

Employees **with laboratory-confirmed COVID-19 who have not had symptoms of COVID-19** can stop home isolation and return to work following an interview with a Postal Service physician or nurse to confirm:

- 10 days have passed since the employee's positive COVID-19 test.

**Contact your District HR Manager or District OHNA if you have any questions.**