

## POST OFFICE OPERATING GUIDELINES

LOCATION: 14 Bay Prom

### DELIVERY OF INCOMING PARCEL POST

1. No Public Allowed into the Post Office Except as Identified here-in.
2. Plexiglas screen installed at Post Office Desk.
3. Post Office to get a land line and a cell phone, only the land-line will be publicized.
4. Postal Clerk will contact workers on the dock via Cell Phone
5. Attempt to get as many homeowners to sign up for All Weather Carting to delivery packages.
6. Postal Workers will separate out on the dock the packages that have been authorized by the owner for third-party delivery and leave in a spot or container provided by All-Weather Carting.
7. The remaining parcels will be brought to the Post Office for sorting and storage.
8. A log of all packages (either given to All-Weather for third party delivery or brought to the Post Office for sorting/storage) will be kept and maintained by Postal Workers.
9. An Intercom will be installed at the end of Ramp at Broadway.
10. Any resident that wishes to pick-up a package at the Saltaire Post Office must notify the Post Office in advance by either calling or using the intercom at the end of the ramp.
11. When the Postal Clerk receives a call or intercom page, any packages that are to be picked up will be placed at an outdoor station set up at the top of the ramp.
12. Postal Worker will place package(s) on the Station when Customer is visible, and then leave a space of at least 10 feet before Customer picks up mail or package.
13. The Customer must immediately leave and maintain social distancing.
14. Six Foot social distancing for waiting customers south down Broadway.
15. Postal Customers must at all times be complaint with all State and Village COVID regulations.

### HANDLING OF OUTGOING PARCEL POST

1. Weather Proof Mailbox Placed at Base of Ramp for outgoing Mail – Emptied Daily
2. Size of return parcels must be pre-paid and limited in size pursuant to Postal Clerk's restrictions.

### SALE OF STAMPS

1. Allow use of Counter Sales with Plexiglass Protector.