



March 23, 2020

To Whom It May Concern,

This letter is to inform you that your company is under contract with the United States Postal Service (USPS) to provide safety and construction services in support of the Postal Service's ongoing operations.

The Postal Service's provision of postal services throughout the United States is not affected by State and local government actions that are restricting commercial and personal activities in response to the COVID-19 pandemic. The Postal Service is an entity of the Federal Government, and the continued provision of postal services to the American people is designated as an essential function under federal law.

The Postal Service relies on its suppliers in order to provide this critical government service. Your status as a federal contractor of the USPS makes its continued work essential and necessary to maintain our operations.

Postal and shipping workers are considered essential critical infrastructure workers under recent guidance issued by the Department of Homeland Security. White House and CDC guidance has also stated that such industries have a special responsibility to maintain normal work schedules.

Therefore, all staff must be allowed to report for duty to fulfill your contractual obligations to the USPS.

Questions regarding this may be directed to the USPS contracting officer, James A Fisher, at 202-268-6613.

James A Fisher
Contracting Officer
USPS Supply Management
475 L'Enfant Plaza SW
Washington, DC 20260