

**MAIL DELIVERY REQUIREMENTS DURING COVID-19  
BEGINNING MARCH 23, 2020**

Please complete and return to Anne Murphy, Central Mail Services, 127 Dykstra Hall or email to [anne11@ksu.edu](mailto:anne11@ksu.edu) by Friday March 20, 2020.

**No mail pickup or delivery by campus carriers will occur during the limited operations time frame beginning March 23, 2020. Department designees may stop by Central Mail Services to pick up their building's mail. Mail will be held and delivered to buildings during normal route times once campus has been reopened.**

Please signify how you would like your building's mail handled during the limited operations time frame by circling the correct response. If more than one department resides in your building, please collaborate with them and submit one sheet per building.

Hold all mail at Central Mail (will be delivered after campus is reopened)    YES    NO

Mail will be picked up by designee(s)    YES    NO

Please provide the names of employees who will be responsible for picking up **ALL** mail for your building, which your department will be responsible for holding during this limited operation time frame. Hours of pick-up are **2:00 p.m. to 5:00 p.m.**

Mail Pick Up Designees


Dept. Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_