

Good afternoon everyone,

Given the recent events related to COVID-19, our mail services have been adjusted.

For those students who have an exception to stay on campus:

- Mail services will be available on a reduced schedule. Updated hours are: **Monday through Friday from 10:00am – 2:00pm**
- Students with exceptions to stay on campus will be able to pick up mail and packages from the mailroom.
- Students with exceptions to stay on campus will not be able to pick up mail for students off campus.

For those who have left campus:

- All first-class mail will be forwarded to residents' permanent address.
- All packages received after April 1st will be returned to the sender and you will receive an email informing you of that.
- If a package was received by the mailroom prior to April 1st you will be contacted so that you can choose for this item to be returned and you can contact the company with updated address information OR if you'd like it to stay in the mailroom until social distancing guidelines are lifted.
- Please cancel any recent orders or have them redirected to your current address. Moving forward, all packages received will be returned upon arrival.
- If you have any questions or concerns regarding your mail/packages, please contact me at cmcgaug1@jh.edu.

Best regards,

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