

The Mail Services and Physical Distribution teams are committed to servicing the campus community during this period of limited campus operations. Since most offices on campus are not currently staffed, we will continue to hold mail and packages at the Mail Services and Physical Distribution offices in the Severn Building.

As the COVID-19 situation continues to evolve, new guidance has been provided to recommend face coverings and reinforce the importance of physical distancing. Consistent with this guidance, we are modifying the pick-up and drop-off process for Mail Services and Physical Distribution.

Mail Services curbside service

- Effective until further notice, Mail Services will deliver mail to your vehicle. This will ensure compliance with social distancing and protective measures.
- Hours of operation remain 9 a.m.-11a.m. Monday - Friday, with the exception of Payroll Fridays when hours will be expanded to 9 a.m. - 2 p.m.
- To ensure efficiency and reduce potential wait times, please schedule a time to pick up or drop off mail by contacting Sean Wynn via email at swynn3@umd.edu.
- Please wear a protective face covering (mask) when interacting with Mail Services staff to pick up or drop off mail.

Mail Pick Up:

1. Please contact Sean Wynn at swynn3@umd.edu, in advance, to schedule a time to pick up mail.
2. Park in the metered spaces adjacent to Mail Services (Room 702) at the Severn Building (near the Southeast end of the X1 parking lot). When parked, please take the following steps:
 - Call Mail Services at 301-405-0307 to let staff know to bring the mail to your vehicle. We may ask for the make, color, and model of vehicle, and the department name.
 - Do not exit your vehicle.
 - Show UMD identification to act as a representative of your department.
 - Stay in the vehicle and open the trunk; Mail Services staff will put the mail directly in your trunk.

Mail Drop-Off:

1. Please contact Sean Wynn at swynn3@umd.edu, in advance, to schedule a time to drop off outgoing mail.
2. Be sure to complete and include the required blue or cream colored Departmental Mail Service Charge form, and place the mail in your trunk so

Mail Services staff can retrieve the mail from your vehicle while maintaining social distancing.

3. Park in the metered spaces adjacent to Mail Services (room 702) at the Severn Building (near the Southeast end of the X1 parking lot). When parked, please take the following steps:
 - Call Mail Services at 301-405-0307 to let staff know you have outgoing mail. We may ask for the make, color, and model of vehicle, and the department name.
 - Do not exit your vehicle.
 - Stay in your vehicle and open the trunk.
 - Mail services staff will retrieve the mail from your trunk (including the required blue or cream colored Departmental Mail Service Charge Card).

Distribution Services

- Until further notice, the Distribution Team hours for delivery and package pick up will be 8 a.m. - 1 p.m., Monday - Friday.
- Please continue to call ahead for package pick up or to arrange for a delivery time by contacting Doug Waterman at 301-405-5852.
- The Distribution Team will continue to make deliveries to units known to be operational, conforming with all required social distancing and protective measures. For all other units, in-bound shipments will be stored for delivery when normal working conditions resume.
- Please wear a protective face covering (mask) when picking up packages