

COVID MAILROOM PROCEDURES

UPDATED JANUARY 2021

Students

The Mailroom lobby is currently closed. The Mailroom is open **Monday-Friday, 8:30 a.m.-4:30 p.m.** Please communicate with staff through email at mailroom@muhlenberg.edu.

Your packages: If you are on campus for the winter semester and receive a package notification email from the mailroom, please email the Mailroom with your Seegers Union mailbox number and a preferred time to pick it up. Once an appointment time is established, Mailroom staff will place your item on the "student pick up table" located outside, on the right side of the Mailroom. Please adhere to your appointment time to allow for social distancing. You may drop off packages with pre-paid labels and stamped letter mail at this location as well. If you need to ship items home at the end of the semester, please email for an appointment time. If you are not on campus currently, it is important to update your current address with your vendors to avoid packages being accidentally shipped to campus.

Your letter mail: Is delivered Monday-Friday to Seegers Union mailboxes for students living on campus. There is a "US Mail" drop off slot for outgoing stamped letter mail at this location which is emptied at 11 a.m. daily. (Pre-paid outgoing packages must be delivered to the mailroom).

At the conclusion of the fall semester, Mailroom staff began forwarding first-class letter mail to the addresses provided on Capstone for all students that left campus. Mailroom staff will stop forwarding mail two weeks before the start of the spring semester for returning students. If you are not returning in the spring or studying remotely, Mailroom staff will continue to forward your first class mail.

Faculty/Staff

The Mailroom lobby is currently closed. The Mailroom is open **Monday-Friday, 8:30 a.m. - 4:30 p.m.** to assist you. Please communicate with staff through email at mailroom@muhlenberg.edu or call 484-664-3162. As of Monday, November 23, staff began holding most departmental mail/packages in the mailroom until someone is on campus to pick it up. There is no rush to pick it up; mail can be held until next semester if needed. Staff have reestablished the mail bins in the Haas rotunda for the same departments that picked up their mail in that location previously at the beginning of the pandemic. If you need a project mailed out, please continue to email to let staff know when to expect it and bring it to the "Outgoing" table located outside, on the side of the Mailroom. Please include a department cost center and name/phone number on projects/mail in case staff have any questions.