

**APPENDIX G (c)**

**MANAGED PRINT AND MAIL SERVICES**

# University of Louisville Managed Print and Mail Services Re-Opening Operations

**June 22, 2020**

In the interest of safety and following the OSHA/HHS Guidance on Preparing Workplaces for COVID-19, the managed mail services will resume full operational services by August 8, 2020. Canon's main lobby in the SAC will be open from 8:00 a.m. – 5:00 p.m., Monday – Friday.

## **University Mail Services:**

Canon's modified mail pick up of the outgoing mail three (3) times per week occurring on Mondays, Wednesday and Fridays will return to normal daily pickup and delivery. Information, departments should email: [ulprint@louisville.edu](mailto:ulprint@louisville.edu) and a Canon staff member will assist you. Canon's service window will be staffed and open for incoming and outgoing mail drop off services.

## **Student Mail:**

Students can come to the SAC location to pick up or drop off incoming or outgoing mail. Additional service questions can be answered by Canon staff via: [ulprint@louisville.edu](mailto:ulprint@louisville.edu). If students are expecting packages, they will be placed in a locker for student pickup or if the package is too large for a locker they can come to the Main lobby in the SAC location with a valid ID to receive their packages. Student can come to the SAC during open hours (8:00 a.m. – 5:00 p.m., Monday – Friday) at their convenience to pick up their mail or large packages. Parcel lockers are accessible during open SAC hours.

## **COVID-19 Lobby Area precautions:**

Canon will observe the following safety precautions to protect the university community and all users of Canon services.

- Signage and floor markers promoting physical distancing has been installed in the main lobby area.
- Signage has been posted promoting using hand sanitizer before using lockers/mail pick up. Hand sanitizer dispensers will be placed in the lobby area. One at entrance and one at locker area. This will assist in reducing the spread of any viruses.
- Lockers/Counter sanitized periodically by Managed Print and Mail Services staff. This will assist in reducing the spread of any viruses.
- Sneeze guard will be installed across the counter area to protect all parties involved with any face-to-face Canon transactions.