



Student Affairs

*This message has been approved for distribution as part of the Daemen College's COVID-19 official response.*

Dear Colleagues,

Starting on Wednesday, April 15, Daemen College's mailroom will be open **MONDAY - THURSDAY** from 10 a.m. to 2 p.m. Mail or packages may be dropped off or picked up during these hours of operation. The mailroom will also be open on **FRIDAYS** from 9 a.m. to 1 p.m. No onsite deliveries or pick-ups will be made without prior approval from the mailroom.

For more information or assistance, contact the mailroom during hours of operation at 839-8453.

Please note that if you require mailroom services, you must follow our visiting campus policy by completing [the brief request form](#) at least 48 hours in advance. The CHIP Center will review responses to make sure that a person returning meets the college's criteria, based on CDC guidelines, for being allowed on campus.

After the screening is complete, we will check with the appropriate VP to ensure that the trip to campus is warranted. Once approved, the faculty or staff member will receive an official email from Campus Safety with instructions.

Faculty or staff who are permitted to come to Daemen must check in with Campus Safety upon arrival in the Wick Campus Center. Please notify Campus Safety when you are leaving by calling 839-7233. Following this policy is vital to ensuring the health and safety of our campus community.

Annette Bitterman  
Purchasing Manager

Terri Kolb  
Mailroom Supervisor

**A World of Opportunity**