

COVID-19 – Mail Delivery/Pick-up Request Form

As a result of the COVID-19 pandemic, we understand that many university departments will be teleworking for the foreseeable future. If your department is operating on reduced/limited hours or if you would like to suspend mail delivery and pick-up, please select the appropriate option(s) below so we can ensure business continuity.

On the days selected, you will receive one daily afternoon delivery and pick-up.

This form must be completed by an authorized department head and/or his/her delegate and returned to Mail Services via email: mailservices@nova.edu.

If you have any questions or need to make special arrangements outside of these parameters, please email mailservices@nova.edu.

Effective date: _____

- No mail delivery/pick-up is necessary
- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays

Department Name: _____ Building/Location: _____

Requestor Name: _____ Date: _____