

Dear Colleagues,

Due to COVID-19, effective March 23, 2020 Mail Services will suspend normal departmental mail delivery to campus locations on the Newark, RBHS, Piscataway and New Brunswick campuses until further notice.

For New Brunswick/Piscataway areas:

In place of the former mail delivery system, departments will have two options to choose from.

1. Departments may pick up their mail and drop off outgoing mail at the following locations between 9:00am – 2:00pm, Monday through Friday.
 - Departments with an address that contains zip code 08901, please use our Mail Services Hub located in the rear of ASB II, 57 U.S. Highway 1 on the Cook Campus. Entrance through the rear loading dock, use doorbell if the door is closed.
 - Departments with an address that contains zip code 08854 please use our Mail Service Hub located at Tillet Hall, 53 Ave E on the Livingston campus. Entrance through the rear loading dock, use the rear entrance double doors.
2. Departments may request that their mail be held at the ASB II Mail Facility or Tillet Hall Facility for an extended period of time. Please email mailquestions@ipo.rutgers.edu to request this option.

Please feel free to contact Tom Stadthaus (New Brunswick) at tom.stadthaus@rutgers.edu or at 848-932-4267.

For Newark Areas:

In place of the former mail delivery system, departments will have two options to choose from.

1. Departments may pick up their mail and drop off outgoing mail at the following locations between 9:00am – 2:00pm, Monday through Friday.
 - Departments with an address that contains zip code 07103 please use Mail Services located at 30 Bergen St, ADMC complex, room 212, please use the rear door in the rear of the parking lot
 - Departments with an address that contain zip code 07102 please use Mail Services located at 110 Bradley Hall, our office is on the first floor next to the elevators.
2. Departments may request that their mail be held at our Mail Facility for an extended period of time. Please email mailquestionsnewark@ipo.rutgers.edu to request this option.

Please feel free to contact Sam Bandy (Newark) at 973-972-4060 or Samuel.bandy@rutgers.edu with any questions.

Students

Mail Services will close service windows at student post offices to limit exposure between postal clerk and students. Postal clerks will still be present at student post offices to support the students still on the New Brunswick, RBHS, and Newark campuses. Mail and packages for these on campus students will be placed into the automated locker system for students to retrieve.

Important Notices for Rutgers New Brunswick, Rutgers Newark, and RBHS

1. RBHS loading docks will remain open but will not be delivering. Departments will need to go to the loading dock area to retrieve their packages.
2. Campus mail will continue to be transported between Newark/ New Brunswick and Camden/ New Brunswick.
3. Mail Services will be working with UPS, FedEx, DHL, Amazon, Laser Ship and Office Depot to redirect departmental deliveries (with the exception of RBHS loading dock locations) to one of the Mail Hubs mentioned above. These package will be held until picked up by their respective department.

For Camden Areas:

These changes do not apply to the Camden Campus Mail service. For more information on Camden Mail Service please contact Shari Wakeley 856-225-6003 or shari.wakeley@rutgers.edu

Thank you for your cooperation and understanding during these difficult times. Be well!