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COVID-19: Updates on Campus Operations

1 message

Geoff Chatas, Senior Vice President and Chief Operating Officer

Fri, Mar 20, 2020 at 12:20

<announcements@georgetown.edu>

PM

Reply-To: announcements@georgetown.edu

To: pb919@georgetown.edu

If you are unable to see the message below, [click here to view](#).

Dear Members of the Georgetown Community:

Thank you for all that you are doing through these extraordinary times. We are writing today to share operational updates relating to the university's response to the COVID-19 pandemic. As a reminder, you can [subscribe](#) to a daily email with all new COVID-19 communications from Georgetown's main campus, visit our [COVID-19 Resource Center](#), or call Georgetown University's main campus helpline between 9 a.m.-5 p.m. EST Monday–Friday at (202) 784-3510 for more information.

GOCard Access only for Academic Buildings

To enhance on-campus security in response to the shift to a virtual environment, we are limiting access to many academic buildings to valid Georgetown University **GOCard users only**. These buildings include Hariri Building; Reiss Science; Regents Hall; White Gravenor; ICC; Walsh; Car Barn; Davis Performing Arts; Mortara Building; St. Mary's Hall; New North; Old North; Poulton Hall, and all Georgetown University Medical Center Buildings (where this protocol is already in place).

If your GOCard is not working, you can visit the UIS Service Desk in the Leavey bookstore Monday-Friday, 9 a.m.-4 p.m., and Saturday-Sunday, 11 a.m.-5 p.m., for a replacement card. For emergency or after-hours access to a building, please call the Georgetown University Police Department at **(202) 687-4343** (24 hours a day, 7 days a week) for assistance.

Package Delivery to GOCard Only Non-Residence Hall Buildings

All packages (from UPS, FedEx, DHL, etc.) addressed to a closed non-residence hall Georgetown University administrative building will be directed to Georgetown University's off-campus Central Mail Services department at Room B116, 3300 Whitehaven Street NW. For questions, please contact (202)-687-5245 or mailservices@georgetown.edu.

Mail Service for Students

The university continues to prioritize the delivery of the following items to students: medications, travel documents, government IDs and supplies for instructional continuity. On March 30, all other packages will be returned to sender.

For prioritized items **shipped by the United States Postal Service (USPS)**, please contact Mail Services at mailservices@georgetown.edu and include any tracking details. For prioritized items **shipped via all other mail carriers (UPS, FedEx, DHL, etc.)**, please contact [Residential Living](#) with any tracking information. All requests must be received in writing by Sunday, March 29 for students not approved to stay on campus.

If you've been approved to live on campus for the rest of the spring 2020 semester, package distribution will take place at the Kennedy RHO beginning on Tuesday, March 24, 2020.

When packages are received by the RHO and are ready for pickup, you will receive an email from the RHO directly. The pickup location for on-campus packages for the remainder of spring 2020 semester may change. We will provide additional updates as needed.

We encourage all students to update their mailing addresses in MyAccess. If you are departing campus, please empty your current mailboxes. On March 30, all USPS letter mail to students who have departed campus will be returned to sender.

Respect, Understanding and Inclusion

During these exceptional times, it is critical that we continue to make our environment welcoming and inclusive for every member of our community. Our values call on us to continue to treat each other with respect, understanding and dignity. We recognize that recent developments will impact our community members in a variety of different and challenging ways. We must give special attention during this time to ensure that no member of our community is discriminated against or harassed or bullied based on their race, color, or national origin, or in any other manner.

We remain committed to ensuring our learning and working environment, whether in-person or virtual, is free from harassment and discrimination. Any incidents of bias, harassment or discrimination, will not be tolerated and should be reported to the [Office of Institutional Diversity, Equity, and Affirmative Action](#) (IDEAA), so they can be responded to consistent with our current policies and our commitment to a harassment-free environment.

Thank you, and we will provide regular updates in the days ahead.

Sincerely,
Geoff Chatas
Senior Vice President and Chief Operating Officer