



Pia Bhatia &lt;pb919@georgetown.edu&gt;

---

## COVID-19: Updates on Campus Operations – Tuesday, March 24

1 message

---

**Geoff Chatas, Senior Vice President and Chief Operating Officer**

Tue, Mar 24, 2020 at 6:07 PM

&lt;announcements@georgetown.edu&gt;

Reply-To: announcements@georgetown.edu

To: pb919@georgetown.edu

Dear Members of the Georgetown Community:

I am writing today to share operational updates relating to the university's response to the COVID-19 pandemic.

### **On-Campus Parking**

For on-campus parkers, we will no longer charge a parking fee through payroll deduction. This will be reflected in paychecks starting March 27 for those paid bi-weekly and March 31 for those paid monthly. This change will be in effect until further notice.

### **Yates Field House**

Yates Field House is closed, effective March 16, until further notice. From Wednesday, March 25 to Friday, March 27, 9 a.m. to 3 p.m., those on or near campus will be able to access Yates to collect items from their rental lockers. Information about locker retrieval, membership and other [answers to frequently asked questions](#) can be found on the [Georgetown Recreation website](#). Payroll deductions for Main and Medical Campus faculty and staff for Yates have been suspended until further notice.

### **Mail Service for Faculty and Staff**

All packages and mail addressed to academic or administrative buildings on Main Campus will be delivered directly to our Central Mail Services department in the Harris Building. Auxiliary Business Services has been in touch with individual departments that will retain on-campus delivery. If you are placing a new order, you should use the Whitehaven Street address.

You can pick up mail and packages from Mail Services in the Harris Building at our Central Mail Services department at Room B116, 3300 Whitehaven Street on Mondays, Wednesdays or Fridays from 8 a.m.-4 p.m. If you need to make special arrangements for pick-up or if you're expecting an urgent package, please contact [Carl Dyson](#) or [Gideon Pinckney](#) or call 202-687-5245.

If a package is en route to a closed or GOCard access-only academic or administrative building, there will be signs on the door directing carriers to redeliver to the Harris Building. We cannot guarantee that carriers will read the signs and redeliver your package, so please use the tracking information and reach out to carriers directly if your package is en route and may be affected. The Research Building loading dock remains open Monday to Friday during the day to accept deliveries to GUMC buildings.

### **GOCard Access for Academic and Administrative Buildings**

To enhance on-campus security in response to the shift to a virtual environment, **all academic and administrative buildings have now been restricted to faculty and staff GOCard access only**. Graduate and professional students will have access to buildings they need to enter

with permission of the [Office of the Provost](#) or the Office of the Executive Vice President for Health Sciences via the [Request to Access Research Sites form](#).

Buildings that are closed to the entire community include Lauinger Library, Dahlgren Medical Library, Leavey Center, Healey Family Student Center and Yates Field House.

If your GOCard is not working, please email [gocard@georgetown.edu](mailto:gocard@georgetown.edu) to arrange for a replacement. 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.

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 the university helpline between 9 a.m.-5 p.m. EDT Monday to Friday at 202-784-3510 for more information.

Thank you for all that you are doing through these extraordinary times.

Sincerely,

Geoff Chatas

Senior Vice President and Chief Operating Officer