

MEMO

DATE: June 21, 2021

TO: Algonquin College Leadership Team

FROM: Gordon Warner, Associate Director, Strategic Procurement

SUBJECT: Ottawa Campus Central Shipping, Receiving and Mail Services
Reduced Service Levels Reminder

Please ensure that this information is shared with all relevant staff in your area.

Further to [the memo dated July 23, 2020](#), and as we continue to manage the challenges experienced due to COVID-19, this memo provides a reminder about adjusted service levels provided by Central Shipping, Receiving and Mail Services at the Ottawa Campus.

The department continues to operate with reduced staff. Here are the details:

1. Shipping and Receiving is operating but internal deliveries will be delayed. If you are expecting a delivery and it is urgent, you may go to A182 to collect your package or contact Kyle Jamieson or Robert Goulet directly, to discuss options for delivery.
2. Central Shipping, Receiving and Mail Services is open from 8:30 am to 4:30 pm, Monday to Friday. This may change subject to other College guidance.
3. We continue to receive mail from Canada Post that will be sorted but it will not be delivered to your individual offices. **Internal mail delivery has stopped. It is the responsibility of the individual departments to make arrangements directly with Central Shipping and Mail Services for mail collection. Departments are free to go to A182 to collect your mail at any time between 8:30 am and 4:30 pm, Monday through Friday.** Due to the quick transition to work from home in March 2020, it may be possible that mail was delivered to your office which has not been opened. However, as noted, no additional mail deliveries to offices will take place until further notice.
4. Canada Post continues to collect outgoing mail. If you have external mail that needs to be sent, please deliver it to A182 and it will be processed.

Please contact [Robert Goulet](#) or [Kyle Jamieson](#) directly if you have any specific requirements or further questions.