

From: Tina DUVALL Supakorndej <tsupakor@uga.edu>
Date: March 17, 2020 at 3:28:18 PM EDT
To: LAUREN CLAIRE BAGGETT <lbaggett@uga.edu>
Subject: FW: Mail and Central Receiving Services for two weeks

Email sent out yesterday to CPH Business Managers regarding Mail and Central Receiving Services for the **CPH HSC Buildings** for the next two weeks. EHS will have a staff/faculty member in their building during normal work hours per Dr. Wang; therefore, there were no delivery changes requested for them.

From: Tina DUVALL Supakorndej
Sent: Monday, March 16, 2020 12:58 PM
To: Alisa Shiflet <alisa@uga.edu>; Angelia Chappelle <angeliac@uga.edu>; Anita Holmes (aholmes@uga.edu) <aholmes@uga.edu>; Brenda Merola <bmerola@uga.edu>; Carmen Bouwsma Parr <cbouwsma@uga.edu>; Haoguang Liu (ferrari@uga.edu) <ferrari@uga.edu>; Janelle E. Gaines <jekelley@uga.edu>; Linda Moak <lmoak@uga.edu>
Cc: Diane Baird (dsbaird@uga.edu) <dsbaird@uga.edu>; Deborah L Hadden <dadden@uga.edu>
Subject: FW: Mail and Central Receiving Services for two weeks

If you need to pick-up a delivery directly from Central Receiving during the next (2) weeks while the CPH HSC buildings are on lockdown, please call Central Receiving before going to pick-up the package(s) and be sure to have the Purchase Order#(s) available, when you call so they may locate the package relatively quickly.

Thanks for your assistance,

Tina

From: Linda C Moak
Sent: Monday, March 16, 2020 12:12 PM
To: Susan M Baxter <sbaxter@uga.edu>; Campus Mail <campmail@uga.edu>; LEONARD DWAYNE Weaver <ldweaver@uga.edu>; Central Receiving <centrec@uga.edu>
Cc: LEONARD DWAYNE Weaver <ldweaver@uga.edu>
Subject: Mail and Central Receiving Services for two weeks

Good afternoon,

The College of Public Health has changed the door lock schedule for Rhodes Hall, Miller Hall, Wright Hall, and Hudson Hall to a 24/7 lockdown status until further notification.

We request that the mail and central receiving items for any College of Public Health personnel/buildings be held at your locations, and we will pick up any mail or received items once a week. We will be sure to call first. Mr. Weaver recommended that we have any PO#s ready to ask about when we call.

Thanks for your help and cooperation during this shutdown time. Take care and stay safe!

Linda

Linda Moak

Assistant to the Dean

Rhodes Hall Rm 203

Health Sciences Campus

706-542-0939

lmoak@uga.edu



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