

**MEMORANDUM:**

**To:** Academic Administrators  
**Cc:** Susan Shi, Manager Academic Finance, Academic Business Officers,  
Academic Administrative Assistants  
**From:** Maydianne Andrade, Vice-Dean Faculty Affairs & Equity  
**Date:** 2 April 2020  
**Re:** Receiving Incoming Mail & Parcels



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Dear Chairs & Academic Directors

UTSC continues to receive hard-copy mail (letters, journals etc.), although Canada Post does have a backlog and many deliveries are delayed. This memo outlines a process for ensuring people receive their mail while respecting current guidelines for social distancing, and our current understanding recommended practices to minimizing exposure. The most recent studies suggest the novel coronavirus may remain viable on materials like paper and cardboard for up to 24 hours, and on hard plastics and metal for up to 72 hours<sup>1</sup>.

We ask your assistance with the following:

1. **Please ask your faculty to contact all vendors and request digital invoicing.** All financial services functions have moved online, and reducing the flow of hard-copy mail is an important goal.
2. **Please survey your faculty to assess whether regular mail pick-up is necessary.** Notify [ovpd@utsc.utoronto.ca](mailto:ovpd@utsc.utoronto.ca) about the outcome of this assessment.

Mail is being distributed to department/center mail rooms once every 3-4 weeks, placed in a plastic bin, with a label indicating when it was last handled.

Note that all academic unit business officers (or the equivalent) are on the building access list since they may need to collect files or mail to continue their work. This is not meant to suggest they should work on campus, but simply to ensure they are permitted to access their offices or mail if necessary.

Recommended practices for units in which people will be picking up mail:

1. A single individual should sort the departmental mail while wearing gloves, 24 hours or more after the mail is delivered. They must note who has received mail.
2. Faculty/staff who have received mail should be:
  - a. notified by email.
  - b. given a scheduled time when they may pick it up in the departmental mail room.
  - c. told to inform security they are on campus just to pick up their mail if they are entering via SW.
3. Scheduled pick up times should be 24 hours or more after the mail has been sorted. Everyone planning to pick up mail should be reminded:

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<sup>1</sup> Van Doremalen et al, 2020. New England Journal of Medicine. [https://www.nejm.org/doi/full/10.1056/NEJMc2004973?query=featured\\_home](https://www.nejm.org/doi/full/10.1056/NEJMc2004973?query=featured_home)  
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- a. not to enter the mail room if someone else is inside.
- b. to minimize the number of other items they touch while in the mailroom.
- c. to [wash their hands with soap and water](#) before and after picking up their mail.
- d. not to touch their faces.

Parcels for laboratories will be cleared through the offices of the VPR and EHS.

People receiving other parcels or time-sensitive mail can arrange pick-up by contacting Dennis Cole [dennis.cole@utoronto.ca](mailto:dennis.cole@utoronto.ca) (416) 287-7383, or [stores@utsc.utoronto.ca](mailto:stores@utsc.utoronto.ca), (416) 287-7590.

Please note, Procurement Services has advised that only urgent purchasing that is needed to maintain critical operations continue at this point, and all other purchasing be suspended:

- *If necessary, the individual placing the order (via uSOURCE, Purchase Order or PCard) must ensure that the delivery can be accepted by an individual on campus (**off campus deliveries are not permitted**).*<sup>2</sup>

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<sup>2</sup> Renata Faverin, Director of Procurement Services – sent via email March 18, 2020