

Hello All-

Following is some information regarding operations in Malott Hall as of today. This information will be posted on pi and updated as things change.

Building: Malott is locked. Please use your card or keys for access. Please report any access issues to Kelly Patwell (kp68).

Mail and packages: We have arranged for US mail to be delivered on Wednesdays and staff will deliver it to department mailboxes. We will not be here for package delivery. Please have packages shipped to your homes.

Building Care: Building Care staff will continue to be working in the building. They have reduced private office trash pickup from **daily to weekly** to increase sanitizing of high touchpoint areas in all buildings to **twice daily**. **Public trash pickup (kitchens, lounges) will continue daily. (Yes, this seems odd given the building is locked. Awaiting update from Building Care.)**

Elevator: Notify Joy of any issues.

Vending machines will not be stocked. Uris Hall will remain open for the near term and its vending machines will be stocked.

Supplies: Notify Joy if supplies are getting low.

Copier/Printers: For the copiers and printers with Eastern stickers on them, notify Joy, we'll arrange repair. For printers with no sticker, notify Rich and Michelle.

Staff: Staff are all working remotely their regular hours. Email is the best way to contact all of us. Some of us have our phones forwarded to our homes, others will be checking voicemail. <https://math.cornell.edu/contacts>
My cell phone number is 607-793-0654.

Please let me know if you have any questions or if issues arise.

Best,
Betsy