



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Nevada State Library, Archives and Public Records
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M E M O R A N D U M

March 20, 2020

TO: All Agencies

FROM: Tammy Westergard, Administrator

SUBJECT: State Mail Services Guidance in Response to COVID-19

Currently, State Mail Services is in full operation in the production section and will continue to process daily and monthly jobs for the Department of Employment, Training and Rehabilitation, the Division of Welfare and Supportive Services, and the Department of Taxation. Additionally, the Supreme Court and the Attorney General's Office are designated essential.

Carson City Mail Drop

To drop off and/or pick up mail in Carson City, state employees should go to the double doors in the back of the building. The front and west rear entrances of the building will be locked at all times. Signs are posted.

Las Vegas Mail Drop

The Grant Sawyer Building is closed to the public. All incoming USPS Mail, Fed Ex Express, Fed Ex Ground, UPS, and Staples is going directly to the loading dock and is signed for by the Mail Services Supervisor or Mail Technician. When we receive something for your agency, we will notify you and you can come down to State Mail Services to pick up your mail or package. This process prevents carriers from going floor to floor and using elevators and stairwells in the building.

Mail Stops

We encourage all agencies to consider if they currently require State Mail Services; agencies may request a hold on mail during this period. Furthermore, if your state office is or will be closed, you should consider suspending regularly scheduled mail pick up. Please email or call the contacts listed below to hold mail or suspend pick up. As this situation is fluid and agencies continue to restrict operations or close, State Mail Services will limit mail runs accordingly. We will inform agencies about any reduction to services weekly.

- For Northern Nevada please email or call one of the following:
Sue Conn sconn@admin.nv.gov #775-684-1862
April Sellers asellers@admin.nv.gov #775-684-1864
- For Southern Nevada please email or call:
Vic Johnson vjohnson@admin.nv.gov #702-486-2485

To limit contact, employees on mail routes will deliver and pick up mail at alternate locations as designated by the agencies that need daily stops.

We appreciate your understanding and cooperation in helping us manage State Mail Services so employees can continue to carry out the essential work of their agencies in this difficult time.