MEMORANDUM
October 8, 2021

TO: All Agencies
FROM: James Gast, Administrator
SUBJECT: Carson City Mail Services Division Building Closure

Due to COVID-19 exposure, the State Mail Services building in Carson City will be closed on Friday, October 8 for cleaning. Agency mailings will be delayed until Monday October 11, at which time operations are expected to resume. Vaccinated staff will be permitted to return to work on Monday; other staff may be required to quarantine or isolate. Staffing levels will determine if delayed mail can be caught up within two to three business days.

Important Information:

- Interdepartmental mail will not be delivered or picked up on Friday, October 8. Staffing levels will determine when interdepartmental mail resumes.
- The Carson City mail room has suspended outbound to Las Vegas interoffice mailing.
- Agencies with individual FedEx accounts may ship mail directly to the intended agency OR to the Grant Sawyer Office building for processing at the address below:
  555 E Washington Ave, Las Vegas, NV, 89101
  ATTENTION: Vic Johnson, Mail Services
- Accountable mail (all the certified, registered) must be sent from the individual agency; there is no contingency at this time for time sensitive, accountable mail that must be sent by Friday, October, 8th.

For questions or concerns, please contact MailServices@admin.nv.gov.

We appreciate your understanding and cooperation. We will provide more information about mail delays on Monday, when we have a clearer picture of staffing levels.