New Mailroom and School Store Procedures for Fall 2020

**Hours**
Our hours have changed, for store and mail pick-up, to: **Monday through Friday, 9 a.m. - 3:45 p.m., and Saturday, 9 a.m. – 1 p.m.** Hours are subject to change if Brooks School resumes “business as usual.”

**Occupancy**
There will be a limit of eight people in the store at a time. This includes individuals shopping and picking up packages.

**Check Email First**
As always, students and employees expecting a package should wait for an email from the mailroom that the package is ready for pick-up before coming to the mailroom. Everyone should check their mailboxes for smaller-size packages — that mailroom staff doesn’t sign for and that you will *not* get an email notification about — along with their regular mail.

**Package Pickup**
Package pickup will now be routed through the store, with one entrance in and one exit out, using stantions. Store flow will be separated from mail flow once you enter the store. There will be no signing for any packages.

**Package Sending**
We ask if you have packages to go out, please come earlier or later in the day to avoid any afternoon crowds and allow time for us help you with the process of sending out your package.

**Mail Pickup**
Starting out, we are going to have the mailboxes pre-opened for easy access and grab-and-go, which will keep the flow of people moving. If anyone wants to close their mailboxes and use their combinations to open, that is fine too.

**Shopping**
- We will be managing crowd flow and ask that you be aware if there are more than eight people in the store.
- There will be no trying on clothes in the store.
- There will be no signing of slips for purchases.
- There will be no cash sales.
- Only debit accounts and credit cards can be used for sales and postage.
- If anyone wants to use the vending machine outside the mailroom, please bring small bills for that.