



August 20, 2020

As we get ready to begin the Fall Semester, I would like to share with you some protocols we have put into place to ensure everyone's health and safety as you visit the Bookstore and utilize the services of the Mail Room and Print Shop, which have recently relocated from the basement of University Hall to the Bookstore space.

Here's what you need to know:

- Our new hours of operation are 9:00 a.m.- 4:00 p.m., Monday-Friday.
- The number of customers is limited to 10 at a time.
- Facial coverings are required to be worn at all times while inside the store.
- Customers will not be permitted to try on clothing or apparel.
- Merchandise cannot be returned or exchanged.
- We are cleaning high-touch areas throughout the day.
- Our new hours of 9:00 a.m.-4:00 p.m. will allow us to do a more thorough cleaning each day.
- Please remember to maintain 6 feet of physical distance whenever possible.

As of now, you will receive an email notification if you have a package to be picked up in the bookstore.

Any faculty or staff member who needs printing services can email a request to printshop@heidelberg.edu.

We hope to see you soon!

Sincerely,

Stacy Wheeler
Director of Retail, Print & Parcel