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## COVID-19 Communication with Courier Partners

Due to the COVID-19 pandemic, starting Tuesday March 17<sup>th</sup>, the University of Guelph has instructed many of our employees to work from home. As a result, the shipping and receiving operations at some departments of the University might be affected. This could include receiving docks may be closed, receiving hours may be shortened, or there is limited personnel handling receiving.

It is important to know that, while some of our buildings and offices may not be accessible, the University's following departments/locations are operating as normal. Receiving goods and supplies is critical for these operations to continue, and we ask that you continue to provide uninterrupted services for these locations:

- Guelph Main Campus (50 Stone Road East)
  - University Centre Receiving Dock (UC Room 012)
  - Summerlee Science Complex (bldg. 140)
- Laboratory Services Division
  - Animal Health Lab (419 Gordon St.)
  - Agriculture and Food Lab (95 Stone Road West)
- Ontario Veterinary College Health Science Centre
  - Companion Animal Hospital (28 College Avenue West)
  - Animal Cancer Centre (36 College Avenue West)
  - Large Animal Hospital (45 McGilvray Street)
- Ridgetown Campus (120 Main Street E., Ridgetown, ON)
- Research Stations
  - Alma Research Station (6957 8th Line W, RR1, Elora, ON)
  - Arkell Research Station (0413 Arkell Road, RR 2, Guelph, ON)
  - Cedar Springs Research Station (7334 Talbot Trail, Blenheim, ON)
  - Elora Research Station (6182 2nd Line E, RR2, Ariss, ON)
  - Elora Dairy Research Station (6185 2 Line, Centre Wellington, ON)
  - Elora Beef Research Station (6258 2nd Line, RR2, Elora, ON)
  - Emo Agricultural Research Station (6444 Highway 11 West, Box 475, Emo, ON)
  - Huron Research Station (RR#1 70257 Airport Road, Exeter, ON)
  - Muck Crops Research Station (1125 Woodshoppers Lane, Kettleby, ON)
  - New Liskeard Research Station (340 Armstrong St., New Liskeard, ON)
  - Ponsonby Research Station (7534 8th Line Nichol Twp, RR5, Guelph, ON)
  - Simcoe Research Station (1283 Buleline Rd, Simcoe, ON)
  - Turfgrass Institute (RR 2, 328 Victoria Rd. South, Guelph, ON)
  - Vineland Research Station (4890 Victoria Ave N, Vineland, ON)
  - Winchester Agricultural Research Station (12088 Baker Road, Winchester ON)
  - Woodstock Research Station (RR #3, Woodstock, ON)

We are working on a list of buildings and locations on our Guelph main campus that are still open for deliveries during business hours and will provide that list to you as soon as it becomes available.

Meantime, we are requiring that in cases where a package is undeliverable, please hold the package in your local depot and contact [purchasing.helpdesk@uoguelph.ca](mailto:purchasing.helpdesk@uoguelph.ca) [1]. Please provide the package's waybill information as



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detailed as you can, such as shipper/receiver contact, tracking number, one of our standby team members will respond with an alternative delivery location as soon as we can.

We thank you for your patience during this time. If you have any questions, please reach out to [purchasing.helpdesk@uoguelph.ca](mailto:purchasing.helpdesk@uoguelph.ca) [1].

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[1] <mailto:purchasing.helpdesk@uoguelph.ca>