

Dear SOSW Community,

The following plan will remain true until we receive different information from the President's Office.

We have been advised by the [Fire Safety & Emergency Planning](#) department and DPS that all staff and faculty should collect any items needed to continue to work remotely as soon as possible. During our meeting with this group, we were advised to greatly limit building access for the remainder of the semester. This means, only critical staff/faculty will have badge access to the buildings (SWC, MRF, and City Center); all other students, faculty, and staff will have badge access paused during this time. DPS has advised that any calls they receive for building access will be directed to the facility manager of that building.

School of Social Work Active Research

For current research functions, please follow the [guidelines](#) set by the Interim Vice President of Research. This will entail pausing all but essential laboratory and core laboratory research by Friday of this week.

Working Remotely

We understand many did not plan to work remotely for an extended period of time. We will be providing access through **March 20, 5:00 pm** to allow SOSW community to come and collect any items they may need to complete their job functions remotely. After the buildings become restricted, any required access from a person not included in the "critical group" list will need to [formally request access](#). Requests will be reviewed and accepted on a case-by-case basis.

Mail Services

Due to the limited availability of building access, we are requesting that employees reroute the delivery of personal mail to a home address or Mail & Management Services. To do so, please contact the carrier directly and reference your tracking information. To route deliveries to [Mailing and Material Management Services](#) (MMMS), which remains accessible for business deliveries between 9am and 4pm, Monday through Friday, please send an email to mmsorder@usc.edu with the carrier, tracking number, and information needed to schedule final delivery, pickup, or hold of the package. Please provide your carrier with the following address to reroute deliveries to MMMS:

Mailing and Material Management Services

*3434 South Hope Street
Los Angeles, CA 90089-7777*

Thank you in advance for your understanding and cooperation. If you have any questions, please contact our Facilities Manager, [Ana Orvieto](#). Her contact details are provided below:

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