

Risk Management will provide Lysol spray, gloves, and masks for mail services and those individuals that will be opening the mail and scanning them to the appropriate areas.

Mail services will be pick up the mail from the USPS office twice a week and place each batch in a two-week quarantine before sorting.

Tables are in the foyer of building 4, right outside the mailroom, with bins for the following areas:

- Administrative Services
- Human Resources
- Instruction
- President
- Student Services

After the two-week quarantine, the mail will be sorted out as if mail services were making deliveries around campus, but instead of delivering, the mail will be placed in the appropriate bin. For example, mail for Facilities will be sorted/rubberband and placed in the bin for Admin Services, and mail for Marketing will be sorted/rubberband and placed in the bin for the President.

In order to reduce the number of people on campus, each area has identified someone who will go to campus, open the critical/essential mail, and scan to the appropriate area admin/contact. That name is listed below, along with a list of what is considered Critical/Essential Mail.

Administrative Services – Yadira Santiago (back-up is Vivian Ruiz or Suzanne Vasquez)

- Invoices from vendors that were mailed prior to the Safer-At-Home Order by Governor Newsome
- Checks, garnishments, grant paperwork, payroll, and retiree paperwork,
- FCC/KSAK Lawyers
- Tax Documents
- Financial Aid Documents
- City of Walnut, Vital correspondence in relation to Environmental Impact Reports, notification of construction projects which may affect Mt. SAC, comments/concerns, and other important correspondence.
- California State Water Resources Control Board, Invoices, and billing correspondence related to required project permits.
- United States Army Corps of Engineers, Invoices, and billing correspondence related to required project permits.
- Any mail from surrounding cities (ie: Diamond Bar, Covina, West Covina, San Dimas, Pomona, etc.), Vital correspondence in relation to Environmental Impact Reports, notification of construction projects which may affect Mt. SAC, comments/concerns, and other important correspondence.
- Any email from state/government agencies, Important information that may affect Mt. SAC projects and construction.
- California Geological Survey (CGS)
- District of the State Architect (DSA)

- H2 Environmental, Testing, and Inspection Reports
- Converse Consultants, Testing and Inspection Reports
- Schools First, Bank Statement for CSEA 262 every month
- Payments for P&CS Citations issued prior to campus closure
- State check for P&CS
- Compliance program information from CUPA, Ridelinks, Falcon Insurance,
- Subpoenas/public records requests that come through Risk Management
- Reimbursement checks for Risk Management
- Bond Paperwork
- Attorney letters
- Bank Statements

Any returned mail is critical.

- W2 from campus and 1095-C from 3rd party vendor Returns come back to the College – usually to Fiscal
- Year-end tax-related documents (W2, 1095-C, 1098-T, 1099). Returns come back to the College – usually to Fiscal
- 1095-C and 1098-T are sent out by 3rd party vendors, but returns come back to the College – usually to Fiscal.
- W2 and 1099 are printed in house and sent by Mt Sac. Returns come back to the College – usually to Fiscal
- Year-end tax-related documents. Returns come back to the College – usually to Fiscal
- Still getting T-mobile boxed invoice.
- Occasionally a small package/box comes through USPS instead of Warehouse

Human Resources – Alexis Carter

- Payments for medical insurance from retirees

Instruction – Laura Martinez

- Reimbursement checks – two are pending issuance from RP Group
- Contracts from DOE
- HS Articulation Agreements that were mailed prior to the Safer-At-Home Order by Governor Newsome
- Miscellaneous contracts

Please note all of our departments have communicated with entities to ensure electronic delivery. It is anticipated that could take up to one month.

President – Carol Nelson

- Attorney letters
- Public records requests
- Donation checks

Student Services – Lucy DeLeon and Cathi Alvarado

- A&R - Colleges, Universities, High Schools, National Student Clearinghouse, Students, and Courts, Subpoenas
- International Student Program - Overseas mail any mail marked international student office
- Student Life - Background checks: Federal (FBI), State (US Marshall), Local (all law enforcement)
- Reach Program - Addressed to students from California Student Aid Commission (Chafee checks)
- FA - Housing Authority, US Department of Education, Chancellors Office
- Scholarships - Various entities addressed to "Scholarship Office"
- ACCESS - High schools, colleges, universities, medical professionals, government offices (Social Security and Department of Rehabilitation), and students
- Counseling - Colleges, Universities, high schools that is addressed to counseling