

From: [Judah, Henry D.](#)
To: [SO All Employees \(Except Student Workers\)](#)
Subject: **Reminder Office Supplies Pick-Up & Notice For Gym Users**
Date: Wednesday, April 1, 2020 2:49:10 PM

TO: SO Employees (excluding Student Workers)

SUBJ: Do you need office supplies?

Staff,

As a reminder, a Grab and Go table of office supplies will be available starting tomorrow, **Thursday April 2, between 8:00am and noon**. Please enter the building through the loading dock entry door. Look for the table in the hallway near the loading dock entrance on the first floor of the MCB. The table is open for grab and go Monday – Friday. It is critical you follow the appropriate social distancing guidelines when in the office. Please do not congregate at the table and maintain the appropriate distancing from one another while waiting and obtaining your supplies. Custodial staff will monitor the entrance and provide the appropriate cleaning protocols to the doors.

If you need an office supply that isn't on the Grab and Go table, send your request to TAMUS-OIT@tamus.edu. We'll work to get it added to the Grab and Go table.

Grab and Go Rules

- Just like none of us needs 25 personal rolls of toilet paper, please don't hoard the supplies. We will monitor it daily and reorder as we need to.
- If you are showing COVID-19 symptoms or someone in your shelter at home family is sick, don't come in. If you don't feel well, it is suggested you remain home.
- We love your pets and family too, but don't bring them either.

Grab and Go Supplies

- Printer paper
- Note pads
- Post it Notes
- Pens
- Pencils
- Highlighters
- Paper clips
- Binder clips
- File folders
- Folder labels

Lastly, as a preventative step and to continue our efforts in eliminating possible exposure, starting this weekend, the MCB gym will be closed during weekends.

Thank you again for sheltering in place and continuing to serve system members with a

continued high level of customer service your social distancing efforts.

Henry D. Judah | Director
System Office of Risk Management

1262 TAMU | College Station, TX 77840-7896
Tel. 979.458.6234 | Mobile 979.820.2006 | Fax 979.458.6247 | www.tamus.edu
The Texas A&M University System

The information contained in this email transmission is confidential. It may also be subject to the attorney-client privilege, work product or proprietary information. This information is intended for the exclusive use of the addressee named above. If you are not the intended recipient, you are hereby notified that any use, disclosure, dissemination, distribution (other than to the addressee named above), copying, or taking of any action because of this information is strictly prohibited. If you have received this information in error, please immediately notify us by telephone.