Dear Colleagues:

Because of safety concerns for personnel, all buildings will be locked, in the same manner as happens during the winter break, at the close of business on Friday, March 20, 2020. We need your help in making sure that all who need access to the buildings will have access. There is particular concern for teaching faculty including graduate students who are instructors of record and adjunct faculty who may need access to the technology in a building to do on-line teaching and for graduate students and staff who are essential personnel for on-going research.

If the space that a person needs access to is keyed by the Carolina Card, each academic unit should have a contact who can change access to the building. If your space is keyed and you do not have spares available, contact Campus Facilities 803-777-4217 to have copies made as soon as possible.

If for unforeseen reasons, a person is locked out and needs access, they may call Campus Police at 803-777-4215. Campus Police will grant access for a reasonable request from a person with a valid ID and also will keep a record of who that person is.

In addition, all deliveries including both USPS, FedEx, and UPS delivery will now be re-routed to 1600 Hampton St. unless other arrangements have been made by the academic unit and recipients will be notified by email of package delivery. Individuals or academic units who wish to pick up mail and packages will need to go to 1600 Hampton St. for pick up. Please know that this facility does not have capacity for hazardous material or extensive refrigeration capability. Pick up from 1600 Hampton Post Office Loading Dock can be done from 9 a.m. to noon on weekdays; if you need help, you may contact the UofSC Postal Service at either 803-777-2158 or 803-777-4187 between 9 a.m. and 2 p.m. weekdays.

Sincerely,

Tayloe Harding
Executive Vice President for Academic Affairs and Provost, Interim