

# Staying Connected with Campus Services



The purpose of these weekly newsletters is to keep Campus Services employees informed about what's going on in the division, particularly as many of us are working in different assignments or from home during the pandemic. Please let me know if you're interested in a particular topic or team. Our work is having a tremendous positive impact on Dartmouth's operations. Keep up the good work!

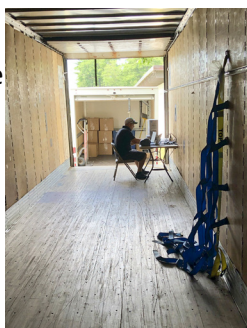
## The Packing/Shipping Process

In yesterday's Community Conversations address, Josh Keniston reported that 98% of students' belongings have been packed; the focus now turns to shipping boxes to students' homes or putting them in controlled storage for students' return in the fall.

**HUGE THANKS** go to the employees in Residential Operations, Dartmouth Dining, EH&S, DPMS, Hinman Mail, Transportation Services, and the Grounds Shop for packing students' belongings!

A streamlined shipping process is underway:

- Using their small delivery truck, the Mail & Delivery team picks up packed boxes from residence halls and loads them onto a '53 foot box trailer owned by FedEx.
- Lead Master Mailer John Nadeau enters the shipping information for each box into our FedEx shipping manager software on his laptop (*see photo*), and prints the labels to his thermo printer to complete the process. There are no additional forms or paperwork to complete.
- FedEx picks up the box trailer every Friday and delivers the boxes directly to the airport or to long-haul trucks for shipment. An empty trailer is delivered for us to continue work on Monday.



Director of DPMS Monica Godfrey commended the College's contract with FedEx that provides deep discounts and the local and national FedEx reps who have facilitated the transfer of students' shipping information directly into their system.

She said, "I couldn't be more proud of the union team who has been open to new ideas and receptive to taking on new things. They're doing an outstanding job."



## Following State Guidelines

One of the biggest challenges of this pandemic is keeping up with the guidelines and executive orders from the CDC, state of NH, and other regulatory agencies.

All Campus Services employees who work with outside contractors, consultants, and/or delivery companies should note the latest NH executive order which states, "*NH residents or out-of-state visitors traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) need to self-quarantine for the first 14 days of any intended stay in NH after travel (starting from the last day of their travel outside New England). This recommendation is irrespective of the mode of transportation for travel (public vs. private transportation).*"

We are working on a process to more effectively communicate these changing guidelines to you. Meanwhile, please ask any outside vendor where they are coming from, and help minimize the transfer of COVID-19 to any of our staff, faculty, or students.

## Safety at the Skiway

Summer is the perfect time for ski area operators to do maintenance and trail work, and the Dartmouth Skiway is no exception. Here, Skiway supervisors Gerren Goodwin and Ivan Stanhope inspect the sheaves on the Winslow ski lift.

Sheaves are the wheels around which the cable rides to support the chairlift. There are over 100 sheaves to inspect and maintain on this particular lift. Thanks for putting safety first!

