



BAY VIEW ASSOCIATION OF THE UNITED METHODIST CHURCH

BAY VIEW POST OFFICE SPRING 2020 OPENING PROCEDURES

Opening Day: Monday, May 4, 2020

Hours: Monday thru Saturday: 10AM to Noon (open until 2pm starting May 22)

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In response to the COVID-19 virus, the Bay View Post Office will ask our members to observe the following "Stay Safe" mail delivery procedures:

The Post Office will be opening Monday, May 4th with limited hours and services. We appreciate your patience and understanding as we work to safely provide your mail and packages.

For the safety of our staff and the membership, all window service transactions are temporarily unavailable until further notice. The only access will be in the Post Office lobby.

You will be able to open your mailbox and receive mail, with the application and payment being done through the P.O box itself.

All mail pickup will be done through your individual P.O box, you will not be able to come to the window to pick it up.

Packages may be picked up from a secure, private area within the Post Office lobby, package arrival notification will not change.

Please practice appropriate social distancing while in the Post Office lobby. Wearing a mask is strongly encouraged.

These procedures are in cooperation and agreement with the Petoskey Post Master and the Bay View Administration.

Our goal is to provide uninterrupted mail service and to above all keep our members safe and well. These schedules and procedures will change as we know more about the Covid-19 situation.

Thank you for your patience and understanding. We hope you are all staying safe and healthy.