



# CITY OF ADAK, ALASKA

**COVID-19 Community Order  
April 21, 2020**

**By order of the City Manager**

Effective immediately and in order to maintain as much social distancing as possible the interactions with the post office will now be as follows:

1. During Normal Business Hours (Monday-Friday Noon-1 PM, Saturday 11 AM-1PM, Sunday 11 AM-2PM) park in the parking lot and call 592-8111. You will be informed of your place in “line”. When it is your turn you will be directed to approach the back entrance to pick up mail/packages and/or conduct other postal business.
2. If you wish to have someone else pickup your mail and/or packages, you must authorize the individual by informing the Post Office (592-8111 [leave a message if needed] or [99546@adak-ak.gov](mailto:99546@adak-ak.gov)). We will attempt to accommodate special requests but cannot guarantee that ability. The staff will work to communicate with all individuals that have received new mail/packages if not picked up the day after the last plane arrival (our experience is this is a limited amount of box holders).

We recognize that this is an inconvenience and are attempting to balance mail delivery with public health. As such, no access to the PO Boxes will be permitted, however will be handled with the packages. Your assistance and understanding in the matter is deeply appreciated.

**CITY OF ADAK, ALASKA**

100 Mechanical Street, Suite B122 • Adak, Alaska 99546  
Post Office Box 2011 • Adak, Alaska 99546 • Tel: 907.592.4500 • Fax: 907.592.4262  
[www.adak-ak.us](http://www.adak-ak.us)