



Notice to Clients Regarding UPS Shipments
**UPS Tracking Numbers Must Be Sent
for ALL Shipments**

March 20, 2020

As we mentioned previously, on Thursday evening, March 19, 2020, Pennsylvania Governor Tom Wolf ordered the shutdown of physical operations at all non-life-sustaining businesses in an attempt to slow the rapidly increasing spread of deadly coronavirus. This order impacts Mid Atlantic's Pittsburgh offices and will remain in place "until further notice" from the Governor's office.

As a result, Mid Atlantic has activated its full business continuity plan for our Pittsburgh-based offices and all Mid Atlantic employees have been mobilized to work securely from locations other than designated offices with full access to web-based applications and offsite data centers.

One impact for this state-wide shutdown is a change in protocol regarding **UPS Shipments**. We have recently been told by UPS that, due to volume, Mid Atlantic employees will not be able to retrieve packages from UPS without a tracking number. We are notifying you here that anyone shipping to Mid Atlantic **must** provide a [Tracking Number](#) so that we can locate your shipment and retrieve it.

[Click here](#) to supply your tracking number.