



COVID-19 Employee Guide and
Policies for Maintaining a Safe
Workplace

Revised, August 2022

Maintaining a Safe Workplace Guide and Policies

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INTRODUCTION

Mercy College's policies and protocols for responding to the COVID-19 pandemic are rooted in continuing the College's vital mission of providing an education in a safe environment for our students, faculty and staff, as well as the public we interact with.

Mercy's COVID-19 Task Force (the "Task Force") arose from the earlier activation of the Emergency Management Team, which was created to respond to COVID-19. Comprised on faculty, staff and administration representatives, the Task Force will continue to play an integral role in ensuring all of the appropriate laws, regulations, orders, guidelines and best practices relating to COVID-19 are followed to the greatest extent possible by the College.

At the time of their issuance, Mercy's plans align are consistent with federal, state and local guidelines including but not limited to recommendations from the Centers for Disease Control and Prevention ([CDC](#)) and Westchester County and New York City Departments of Health. Mercy also reiterates its commitment to complying with all local, state and federal laws prohibiting discrimination and retaliation in the workplace, providing reasonable accommodations under the Americans with Disabilities Act, and abiding by all relevant labor laws.

Given the realities of this global pandemic, we anticipate that there will continue to be cases of COVID-19 within our community and on campus. Despite our best efforts to control the spread of the virus, the College cannot guarantee a virus-free environment.

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated, as appropriate, as relevant guidelines, laws, ordinances are updated. Any updates to these guidelines will supersede all prior versions.

WORKPLACE EXPECTATIONS & GUIDELINES

All Mercy College employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Mercy's Maintaining a Safe Workplace Guidelines, including the MavCare Pledge on committing to personal responsibility and preventing the spread of the coronavirus (see Appendix A). Failure to adhere to Mercy's Maintaining a Safe Workplace Guide or the MavCare Pledge may result in disciplinary action, including but not limited to termination from employment (in accordance with relevant policies, procedures, Handbooks and Collective Bargaining Agreements).

I. COVID-19 VACCINATION POLICY

A. Policy Statement

COVID-19 is a serious respiratory disease; over 1,000,000 Americans have died from COVID-19 related-causes. The COVID-19 vaccination is recommended by the Centers for Disease Control and Prevention (CDC) for anyone over the age of six (6) months and the booster is recommended for anyone ages five (5) and older, in order to prevent infection from and transmission of Covid-19 and its complications, including death. Getting vaccinated may also protect other community members, including those who are more vulnerable to serious COVID-19 illness (i.e. infants, older adults and individuals with certain chronic health conditions). In order for Mercy College to continue to maintain a safe and healthy environment, Mercy is requiring all students, employees, contractors, vendors, and other regular visitors to campus to provide proof of the COVID-19 vaccination, as set forth more fully below.

B. Employees

1. Proof of COVID-19 Vaccination and Booster Required for Employees

Mercy College employees are required to submit proof of full COVID-19 vaccination prior to commencing employment. Fully vaccinated means two weeks after the second dose of the Moderna Pfizer, or Novavax vaccine, or single dose of the Johnson and Johnson vaccine.

In addition, proof of the booster is required for any employee who is eligible, which means:

- 2 months after receiving the J&J vaccine
- 5 months after receiving the second Pfizer or Moderna dose

For those who are not currently eligible, they must obtain the booster within one month of when they do become eligible.

Under New York State law, all employees are entitled to up to 4 hours of paid leave to obtain the vaccine/booster, which does not count against the employee's regular sick leave bank. Employees may also use accrued paid sick leave if they have side effects from the vaccine. See Mercy's [*Paid Time Off and Leave Policy*](#). Any questions should be directed to the Office of Human Resources.

2. Exemptions

Employees have the right to seek an exemption from the COVID-19 vaccine (including booster requirement) under the following circumstances:

- a) Due to an allergy or medical contraindication to receiving the vaccine. They must provide the exemption form and physician's statement; or
- b) Due to sincerely held spiritual or religious belief, practice, or observance. They must provide a statement.

Employees who obtain an exemption are required to adhere to additional measures to ensure the safety of the campus community is maintained which includes wearing masks, and may include mandatory testing, and limitations on participation in on-campus activities and events, at the College's discretion. Failure to show proof of full vaccination and booster if eligible, or failure to abide by the other requirements in the Policy, will result in termination or denial of employment.

Note that certain faculty members, such as clinical faculty working in off-site clinical facilities, shall be required to adhere to the guidelines of those locations, which may require proof of additional booster shots and may not allow for exemptions under any circumstance.

3. Reasonable Accommodations

Mercy College is committed to providing reasonable accommodations to allow qualified employees the opportunity to participate in employment at the College. The College's [*Reasonable Accommodations Policy for Employees*](#) provides for procedures in connection with: a) a disability or serious injury, b) pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, including breastfeeding, and b) religious practices. Employees who believe they need an accommodation should contact the Office of Human Resources.

C. Students

Mercy College students who plan to attend classes in-person at any of Mercy's campuses are required to submit proof of their fully vaccinated status by uploading the information online-prior to registering for classes. All students are strongly encouraged to receive the COVID-19 booster if eligible.

All Mercy College students who reside in on-campus housing, participate in Mercy College athletics or participate in clinical or experiential programs are required to show proof of the COVID-19 booster as well.

Details regarding the student vaccination policy are spelled out more fully in the complete [*COVID-19 Vaccination Policy*](#).

D. Contractors, Vendors and Visitors

1. Contractors and Vendors. All Mercy College contractors and vendors who regularly appear on campus are required to provide proof of full COVID-19 vaccination, (including the booster, if eligible) to their employer before coming to Mercy College campuses. Those individuals, like Mercy employees, are entitled to request an exemption with their employer.

2. Residential Hall Guests. All guests to residential halls will be required to provide proof of the COVID-19 vaccine prior to entering. All overnight guests to residential halls are required to show proof of the COVID-19 vaccine and the COVID-19 booster (if eligible).
3. Alumni. Mercy College alumni who regularly use campus facilities, including but not limited to the gym and libraries, are required to provide proof of vaccination before gaining access to Mercy's campuses. They must obtain pre-approval and an identification card through the Office of Alumni Relations, which will allow them access to Mercy's campuses.

E. Testing and Masks

Mercy will adhere to all local, state and federal guidelines and practices as it pertains to testing for COVID-19. All **unvaccinated** students, employees, contractors and vendors who regularly appear on campus, as well as residential students and student-athletes are required to wear masks while indoors except in private offices, and may be required to submit to regular testing, at the College's discretion. Failure to adhere to mandatory mask wearing and testing may result in sanctions for students, employees, contractors, and vendors. Penalties can include denial of participation in campus activities and events and disciplinary penalties-up to suspension from campus for students (including receiving an F and not being refunded for the term), termination for employees, and removal from the worksite for contractors and vendors for willful and repeated failure to submit to this Policy.

F. E.U. Authorization

The Pfizer vaccine has full FDA approval. While we understand that the Moderna, Novavax and Johnson and Johnson vaccines are currently approved under an Emergency Use Authorization (EUA), Mercy believes that the vast weight of authority supports the safety and effectiveness of the vaccination and its importance in the return to a fully engaged campus.

II. POLICY ON VISITORS, FACE MASKS AND FACILITIES USE

In order to continue to protect the health and safety of the entire Mercy College community during the COVID-19 pandemic and to prevent and control the spread of the virus, the College has implemented the following rules and procedures for visitors coming to any Mercy College campus or location (hereinafter "College facilities"), limitations on facilities. The College reserves the right to make changes to this Policy at any time, at its discretion.

A. Masks

Currently, masks required in Mercy College facilities in the following circumstances:

1. Any employee, student, contractor or vendor who has received an approved exemption from the COVID-19 vaccine and the booster (if eligible), are required to wear masks while indoors at all times except in private offices.

2. Students in certain programs, such as in the health sciences, may be required to wear masks at the discretion of the program and faculty where health and safety dictates.
3. Anyone who enters the Student Health Office must wear a mask.
4. Anyone who is required pursuant to current guidelines relating to those who tested positive for, or have been exposed to, COVID-19 must wear a mask pursuant to those guidelines.

The College strongly recommends that in addition to the above circumstances, community members wear masks when in large crowds, particularly when indoors, and when they are not feeling well.

B. Visitors to Campus

Currently there are no restrictions for individuals who are invited to campus to enter College facilities, **except in the following circumstances:**

1. Guests to Residence Halls

- All invited guests who are visiting any Mercy College residence hall shall be required to show proof of full COVID-19 vaccination.
- Guests who will be staying overnight in any of the College's residence halls shall be required to provide proof of full vaccination and a booster shot, if eligible.
 - Full vaccination means: two weeks after their second dose of the Pfizer, Moderna Vaccines or Novavax, or the single dose of the Johnson and Johnson vaccines.
 - Boosters: individuals are eligible for boosters 2 months after receiving the J&J vaccine or 5 months after receiving the second Pfizer, Moderna or Novavax dose.

Acceptable proof of the vaccine includes showing ones CDC vaccine card (or copy of the card), the Excelsior Pass, the NYC COVID Safe App, or the CLEAR Health Pass.

2. Alumni Restrictions

Mercy College alumni who regularly use Mercy College facilities, including but not limited to the gym and libraries, must provide proof of full vaccination and booster if eligible. To do so, they must apply for an alumni card by submitting proof of the COVID-19 vaccination and booster [online](#). Alumni can contact the Office of Alumni Relations at alumni@mercy.edu or 914-674-7759 if they have any questions. Alumni must abide by the terms and conditions of all Mercy College policies, including the College's general Visitors Policy.

3. Visitors with COVID-19 or with COVID-19 Symptoms

Visitors shall refrain from coming to any Mercy campus location if they are experiencing any COVID-19 symptoms, have tested positive for COVID-19 in the past 10 days, or have been in close contact

with someone who has COVID-19 symptoms or tested positive for COVID-19 within the last 10 days.

Any visitor who shows signs or has a positive COVID-19 test after a visit to Mercy College should email healthalert@mercy.edu to inform the College when they were on campus and who they met with.

C. Campus Events and Facilities Use

Mercy College reserves the right to limit any events, gatherings and meetings that will take place for any College-related activity, whether on or off-campus, and to impose restrictions it believes are necessary to maintain the health and safety for the community. Currently, there are no COVID-19-related restrictions in place for on-campus events, gatherings and meetings for Mercy and non-Mercy-related purposes; however, the College will be monitoring for any trends and uptick in COVID cases and shall amend this Policy if needed.

D. Disclaimer

COVID-19 continues to remain a highly infectious, life-threatening disease and a global pandemic, that has killed more than 1,000,000 Americans. While COVID-19 vaccines are widely available to those six (6) months and older, and boosters for those five (5) and older, COVID-19, including its variants, still remains a significant threat. Mercy College continues to implement comprehensive safety measures to help to prevent and control the spread of COVID-19.

Despite the College's best efforts to control the spread of the virus, the College cannot guarantee a virus-free environment. As such, visitors to campus voluntarily assume full responsibility for any and all risks of illness or injury associated with their exposure to COVID-19, and completely absolve Mercy College, its trustees, officers, employees, agents, and contractors from any and all legal or financial responsibility, including, but not limited to, any personal injury, disability, illness, damage or death from exposure to COVID-19, whether such exposure occurs before, during or after the visit at any campus of Mercy College.

III. MONITORING HEALTH AND MAINTAINING SAFE PRACTICES ON-CAMPUS

In accordance with relevant guidance, the College has instituted the following measures to maintain the health and safety of our community. Employees are responsible for adhering to these measures, as well as the MavCare Pledge in Appendix A, which summarizes this guidance.

A. Symptom Monitoring and Reporting Requirements

1. Symptom Monitoring

Employees who work at a Mercy campus or other in-person location on behalf of the College are required to regularly monitor their health. Employees shall not come to work in-person if they have tested positive for COVID-19 within 10 days (or 5 days if they are fully vaccinated and boosted and

wear a mask), or if they have any COVID-19 symptoms, as defined below. If employees have had close contact with someone who is COVID-19 positive, they may come to campus but should wear a mask when around others.

At this time, according to the CDC, symptoms of COVID-19 include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

See [CDC website](#) for the most up-to-date guidelines.

2. Employees Experiencing Symptoms or Confirmed to have COVID-19

If an employee has any symptoms, they must call their healthcare provider for an assessment of symptoms and take a COVID-19 test as soon as practicable. Employees who feel ill should also notify their manager or supervisor and not report to work. If an employee is already at work and begins to feel sick, they must notify their manager or supervisor by phone or email and go home or seek medical assistance immediately. Please see Section II.B. below for more details about testing.

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and isolate. Typically those who are not fully vaccinated and boosted must isolate for 10 days, and if they are fully vaccinated and boosted, they must isolate for 5 days and wear a mask thereafter. In all cases, after the isolation period, they must monitor symptoms and cannot leave isolation until they are fever-free within 24 hours.

When isolating, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily. Continue monitoring their symptoms and call their health care provider if their condition worsens.

3. Reporting and Contact Tracing

Any employee who tests positive for COVID-19 must contact their manager and/or supervisor, as well as Colleen Powers, FNP-BC, Director of Health and Wellness in the Office of Health and Wellness as soon as practicable.

Employees who test positive are expected to cooperate with the DOH contact tracing efforts and to assist the College with its own internal contact tracing. Any information shared will be tracked separately from personnel records. The College will attempt to notify any employee known to have been in close contact with a community member who is a confirmed case of COVID-19. To the greatest extent practicable, the College will keep confidential the name of the infected community member.

4. Sick and Other Leave Options and Return to Work Guidelines for Employees

Employees who test positive for COVID-19 or have COVID-19 symptoms and are unable to work (remotely or otherwise) should refer to the College's [Paid Time Off and Leave Policy](#), or contact the Office of Human Resources regarding all available leave options. Employees who are ordered to quarantine or isolate by a Local Health Department ("LHD") due to COVID-19 (to themselves or a family member) may be eligible for up to fourteen (14) days of paid sick time (Quarantine Leave). These days do not impact the employee's regular sick bank.

5. Reasonable Accommodations for Employees

Mercy College is committed to providing reasonable accommodations to allow qualified individuals the opportunity to participate in employment. Employees who have a disability relating to COVID-19 that will impact their ability to perform the essential functions of their job should refer to the College's Reasonable Accommodations Policy for Employees.

6. Monitoring Community Spread

The College will regularly monitor aggregate data about the incidence of confirmed or suspected COVID-19 cases and symptomatic employees on our campuses and in our community to inform decisions about the need to modify or change operations or policies.

B. Testing

Testing is recommended as a tool for stopping the spread of COVID-19. Anyone who experiences symptoms of COVID-19, or who has been in contact with someone who is experiencing symptoms or who has tested positive for COVID-19 should get tested, either with a home test, at a healthcare provider or at any of the free testing facilities. Testing is also available at the College's Health Office for individuals who may have been exposed to COVID-19, or who have symptoms of COVID-19. While rapid home antigen tests can be useful, PCR tests are still more reliable for determining whether someone is positive for COVID-19.

Should the employee's test be positive, we ask that they immediately inform the College's Director of Health and Wellness and/or the Director of HR, so that the College can take precautionary measures such as contact tracing.

C. Personal Safety Practices

The College's continued success will be contingent upon how well our employees follow health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety and require a commitment of personal responsibility. Mercy students are required to abide by similar safety protocols while on campus as well, in accordance with the Student Handbook. Please bring any concerns regarding the following protocols to a manager or supervisor immediately, or report concerns as set forth below in Section V Enforcement.

1. Wear Face Coverings:

As noted in Section II. above, face masks are required in the following circumstances:

- a. Any employee, student, contractor or vendor who has received an approved exemption from the COVID-19 vaccine and the booster (if eligible), are required to wear masks while indoors at all times except in private offices.
- b. Faculty, staff and students in certain programs, such as in the health sciences, may be required to wear face masks at the discretion of the program and faculty where health and safety dictates, or may be required at an off-campus facility.
- c. Anyone who enters the Student Health Office must wear a mask.
- d. Anyone who is required pursuant to current guidelines relating to those who tested positive for, or have been exposed to, COVID-19 must wear a mask pursuant to those guidelines.

Acceptable face coverings include surgical masks, N95 and KN95 masks.

Individuals with disabilities may request a modification to the face mask requirement. Please see the College's COVID-19 Accommodations Policy.

2. Hygiene, Cleaning and Disinfection

a. Handwashing:

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or used communal equipment (e.g. cafeteria, public transportation, shuttle, meeting room, classroom, communal photocopiers/printers, etc.), or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

b. Cleaning/Disinfection/Hand Sanitizers:

Facilities teams clean office and workspaces based on CDC guidelines for disinfection protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances and other high-traffic areas. Building occupants should also wipe down commonly used surfaces before and after use with appropriate cleaning products. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, desks and tables, light switches, doorknobs, etc.).

c. Coughing/Sneezing Hygiene:

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

3. Other Safety Measures

Heating, ventilation and cooling systems have been enhanced to increase outdoor air ventilation where possible. Filtration has been improved to MERV-13 recommended standards, which include establishing longer run times, and increased sanitization of components. There is a focus on maintaining comfort relative to temperature and humidity, but also being sensitive to airflow and minimizing risks.

IV. OTHER COVID-19 POLICIES, PRACTICES AND GUIDELINES

A. Mental and Emotional Wellbeing

Mercy College understands that the COVID-19 pandemic has increased stress levels of employees, not just here but across the nation and the world. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to continue to work and are ready to discuss personal situations. Employees with concerns regarding their mental health should request additional resources from their manager or supervisor. The Employee Assistance Program (EAP) offered through *Compsych* is available to all employees. *Compsych* offers a variety of services including mental health support during this stressful period. Phone or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. Employees may contact the EAP by calling 800-327-1850 or visiting the *Compsych* [website](#) Organization Web ID: HLF902. Mental health services are also available through major medical health insurance providers.

B. Non-Retaliation and Respect for Other Community Members

Section 11(c) of the Occupational Safety and Health Act of 1970 protects employees from retaliation in the workplace, particularly as it pertains to complaints that may arise regarding the health and safety of the environment and the vaccination status of other community members. Confidential complaints can be made at any time pursuant to the [College's Whistleblower Policy](#).

In addition, given the severity of COVID-19 and the continued uncertainty surrounding the pandemic, all members of the Mercy College community shall respect any and all individuals who wear a mask, regardless of whether they may or may not be vaccinated. Reasons for continued mask-wearing may vary—from those who choose to take extra steps to protect themselves and others from potential exposure by continuing to wear masks, or who may be unable to obtain the COVID-19 Vaccination or who decline for religious or medical reasons to do so. No one shall inquire into another community member's medical history or background in an attempt to ascertain why an individual may or may not be vaccinated, other than the Office of Human Resources and the Office of ACCESSibility, solely pursuant to and for the purposes of this Policy.

C. COVID-19 Privacy Statement

The COVID-19 pandemic has required Mercy College to adapt and change in numerous ways, so as to continue to meet the needs of our students by continuing to provide a high quality, personalized and competitive education. Some of the ways in which the College has changed its daily operations in light of COVID-19 so as to ensure the utmost safety of our College community include, but are not limited to; mandating proof of the COVID-19 vaccination for on-campus students, employees, certain visitors, contractors and vendors, offering testing for COVID-19 on campus, conducting contact tracing for positive COVID cases, and a greatly use by students, faculty and staff of virtual platforms such as Zoom, Microsoft Teams, and Blackboard Collaborate. With these and the many other changes implemented, Mercy believes it is important to reiterate that it takes personal privacy of all its Community Members very seriously. While we have a Privacy Policy which deals with the transparent use of the College's webpage, the COVID-19 Privacy Statement is meant to inform the College community about other areas where we ensure confidential and private information about employees and students in light of the adaptations made by the College in the face of COVID-19. Please see the full [COVID-19 Privacy Statement](#) for further details regarding all the ways in which Mercy aims to protect COVID-related information.

D. Disclaimer

Mercy is taking any and all requisite measures in accordance with local, state and federal orders and guidelines to create a safe environment for Mercy employees to work. Given the realities of this global pandemic, however, we cannot guarantee a virus-free environment and anticipate that there will be cases of COVID-19 within our community and on-campus, despite our best efforts. Any injury or illness that occurs while employees are working are covered by NYS Workers Compensation. Visit the HR page on Mercy Connect for more information, or contact HR at hr@mercy.edu.

E. Enforcement and Reporting

The policies and guidelines relating to COVID-19 are necessary in order to maintain a safe and healthy environment for everyone on Mercy's campuses. As noted above, failure to adhere to the requirements in this Guide, as well as other College policies, relating to COVID-19 could lead to disciplinary action.

If an employee believes that other community members are not appropriately abiding by the restrictions relating to COVID-19, they can contact their supervisor, their manager, the Office of Human Resources or the General Counsel. In addition, complaints can be made via the College's Whistleblower Hotline at 1-888-OK-MERCY (1-888-656-3729) or the [online Complaint Form](#), which offers anonymous reporting and prohibits retaliation against anyone who reports a violation of College policy in good faith. For more information refer to the College's [Whistleblower Policy](#).

F. Shutdown

In the event the College is forced to shutdown, in whole or in part, relating to COVID-19, the College has a contingency plan in place for continuing education remotely and for teleworking, in accordance with directions from the College's Emergency Response Team, which will be communicated to employees in various ways, including via their supervisor and manager.

V. CONCLUSION

As we continue to work in this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to college policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously. Employee questions and concerns should be addressed to the Human Resources Office.

If there are any questions about this Guide, please contact the General Counsel at (914) 674-7544, or kbowes@mercy.edu. Any exceptions to the policies in this Guide must be reviewed and approved by the President in writing.

The College maintains the discretion at all times to modify this Guide, including but not limited to, denying access to Mercy’s campuses in order to maintain the health and safety of the College community in light of the ongoing COVID-19 pandemic.

APPENDIX A
MAVCARE PLEDGE

As a member of the Mercy College community, I pledge that I will adhere to the following principles in order to ensure a safe and healthy return to campus:

1. Wear My Face Mask Where Required

Mavs commit to wearing a face covering (or other appropriate safety gear) while on campus if required under College Policy.

2. Wash My Hands Frequently

Community members commit to rigorously practicing hand hygiene and cough etiquette. Wash hands often with soap and water for at least 20 seconds, especially after having been in a public place, or after blowing one's nose, coughing or sneezing. Avoid touching eyes, nose and mouth with unwashed hands. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

3. Clean and Sanitize

All employees are encouraged to clean work spaces regularly, especially those that are shared with others.

4. Monitor My Health

Members of the Mercy community commit to regular symptom monitoring and watching for signs and symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat or a new loss of taste or smell, and gastrointestinal symptoms like nausea, vomiting or diarrhea.

5. Stay Home If I'm Sick or Exposed to Someone with COVID-19

Mavs experiencing signs or symptoms of COVID-19 will stay home or leave campus immediately and seek medical evaluation by calling their primary care physician or local urgent care center or get tested. Employees who are diagnosed with probable or confirmed COVID-19 will report their diagnosis to Mercy's Office of Health and Wellness. Reporting will facilitate contact tracing and will follow other guidance about isolation or quarantine.

6. Mavs Will Help Mavs

Mavs commit to being patient and courteous to their fellow Mavericks during this unusual time and provide help to anyone around who may be in need of support.