



Policy Name:	COVID-19 Policy on Visitors, Facilities Use, Face Masks and College-Related Events		
Associated Form(s):	N/A	Policy Number:	2022-
Reviewed:	Non-Academic Policy Review Committee	Approved:	April 4, 2022
Approval Authority:	President	Adopted:	April 4, 2022
Responsible Executive(s):	1) VP Operations and Facilities 2) Chief Advancement Officer	Revised:	January 2021, June 2021, September 2021, December 2021, January 2022
Responsible Office(s):	1) Facilities 2) Advancement	Contact(s):	1) Director of Operations 2) Director of Alumni Relations

## **I. POLICY STATEMENT**

In an effort 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 procedures for visitors coming to any Mercy College campus or location (hereinafter “Mercy College facilities”); limitations on facilities use by alumni and external organizations; imposed face mask requirements; and limitations on organized Mercy College events, whether those events take place on or off Mercy campuses, until further notice.

## **II. VISITORS ON CAMPUS**

### **A. General Restrictions for Visitors**

Access to all Mercy College facilities is restricted to students, faculty, staff, designated vendors and service operators, and invited guests (i.e. parents/guardians, prospective students and families, board members, alumni, donors, partners, etc.) who are essential to our business model. All other visitors will be admitted by appointment only. In addition, all visitors to campus shall comply with the following guidelines:

#### **1. Proof of COVID-19 Vaccine Required.**

- All visitors ages 5 and older seeking to enter any Mercy College’s facilities must show proof of full COVID-19 vaccination to the extent practicable, including all Mercy College events.
  - Full vaccination means: two weeks after their second dose of the Pfizer or Moderna Vaccines, or the single dose of the Johnson and Johnson vaccines.
  - Boosters are not currently required for visitors to campus or Mercy events.
- Acceptable proof of the vaccine includes showing your CDC vaccine card (or copy of the card), the Excelsior Pass, the NYC COVID Safe App, or the CLEAR Health Pass.
- The only exception to this policy is delivery-persons or other contractor/vendors who come indoors for a very limited duration.

- Effective May 16, 2022, the College is suspending its vaccine requirement for visitors to Mercy College due to the low level of COVID-19 transmission rates and hospitalization rates in the region.
  - Should community levels according to CDC guidelines rise to medium or high prior to or after May 16, 2022, the College reserves the right to reinstate the vaccine requirement for visitors.
2. **Self-Screening.** 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 14 days, or have been in close contact with someone who has COVID-19 symptoms or tested positive for COVID-19 within the last 14 days.
  3. **Employee responsibilities.** Employees must meet their visitor at the designated entrance to the building where they will be meeting and escort them to and from the meeting space. All employees should consider meeting visitors via virtual platforms as much as practicable, in order to limit the number of visitors to Mercy's campuses.

#### B. Alumni Restrictions

Mercy College alumni must be fully vaccinated and have received the booster if eligible and must also obtain an alumni identification card prior to accessing any of Mercy's indoor facilities. To obtain an alumni card, alumni can fill out a request and submit proof of COVID vaccination online at: [https://mercy.formstack.com/forms/alumni\\_campus\\_visit](https://mercy.formstack.com/forms/alumni_campus_visit). Please contact the Office of Alumni Relations at [alumni@mercy.edu](mailto:alumni@mercy.edu) or 914-674-7759 if you have any questions. Alumni must abide by the terms and conditions of the College's policies, including the Visitors Policy, and current COVID-19 gatherings and mask guidance.

#### C. Contact Tracing

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

#### D. Disclaimer

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. While COVID-19 vaccines are widely available to those 12 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, which can be found on the College's website at: <http://www.mercy.edu/oncampus-plus>.

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. MASK USAGE FOR ALL COMMUNITY MEMBERS**

The following guidelines are currently in effect:

- A. **Outdoors:** masks are currently **not required while outdoors** on Mercy's campuses, though encouraged in large gatherings and/or where social distancing cannot be maintained.
- B. **Indoors: masks are required** in the following areas:
  - 1. Health and Counseling Offices
  - 2. Labs and other health science facilities where social distancing cannot be maintained.

Acceptable face coverings indoors include surgical masks, N95 masks, KN95 masks and cloth masks (though Mercy strongly encourages surgical and N95 masks where possible). Bandanas, neck gaiters or fleeces and valve masks are not considered acceptable face coverings. Face shields may not be worn in lieu of face masks, though can be worn in conjunction with face masks. Individuals with disabilities may request an accommodation to the face mask requirement.

### **IV. MERCY-RUN ORGANIZED EVENTS**

Mercy College reserves the right to limit any events, gatherings and meetings that will take place for any event it organizes, whether on or off-campus, and to impose restrictions it believes are necessary to maintain the health and safety for the community.

- **Outdoor events:** currently there are no limitations or restrictions relating to outdoor events.
- **Indoor events:**
  - Proof of vaccination is required (though currently the booster is not required). This restriction will end on May 16, 2022.
  - All indoor events with 100 or more people must be approved in advance by the Vice President for Operations and the Provost.

## V. **OFF-CAMPUS EVENTS AND TRAVEL**

- A. All off-campus events relating to Mercy College business but not run or organized by the College itself must adhere to any current local, state, and federal guidelines as well as any restrictions imposed by the business/entity in which the location is being operated.
- B. Business-related travel, including conference, domestic, and international travel must be in accordance with all local, state and federal guidelines, including any travel restrictions that may be imposed, *and* must have the advance written approval of the area Vice President or Dean.

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

***The College maintains the discretion at all times to modify this policy, 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 Coronavirus pandemic.***