

MERCY COLLEGE

REOPENING PLAN

FALL 2020



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Overview

During the COVID-19 pandemic, Mercy College remains committed to continuing the College's vital mission of providing a high-quality education in a safe environment for our students, faculty and staff, as well as the public with whom we interact, including visitors, contractors and vendors (referred collectively in this document as Community Members).

In the spring of 2020, Mercy charged an interdisciplinary task force, The Coronavirus Response Task Force (the "Task Force"), with making recommendations for multiple scenarios in the fall. The Task Force was guided by the following principles:

- Protect and support the health, wellness, safety, and welfare of our students, faculty, and staff.
- Uphold commitment to our mission of providing high-quality learning environments for our students.
- Seek to understand and adapt to student, faculty, and staff needs and challenges.
- Maintain and improve business and administrative operations and efficiencies.
- Attend to what we can control without letting the many unknowns distract us from good planning.
- Ensure smooth and clear communication with all stakeholders.
- Be proactive and ready to change course when needed.
- Be cost effective and align resources appropriately.
- Maintain high standard of service excellence.
- Emerge stronger than we were before, drawing on new and existing best practices.

Based on the comprehensive evaluation and subsequent recommendations made by the Task Force and engagement with campus stakeholders including administrators, faculty, staff, and students, and where appropriate, affiliated organizations, the College is confident that it can meet New York State guidelines and guidance from public health officials to phase in campus operations over the course of the summer and to begin fall courses on September 9.

The information below details the steps we have taken to safely reopen our campus, to continue to monitor health conditions on campus, and, if necessary, to respond to positive or suspected cases and to decrease operations if conditions require such a decision. In addition to this Plan, the College has in place a [Return to Work Guidebook for Employees](#), Employee Leave Policy, [Reasonable Accommodations for Faculty, Staff and Students Due to COVID-19 Pandemic](#), a COVID-19 Addendum to the Student Handbook, in addition to other resources including a [mandatory return to work training](#).

Reopening

1. Capacity

On July 13, 2020, Mercy began phasing in the return of employees as part of a coordinated process to ensure appropriate social distancing. Small groups of essential employees – including those who work in finance, payroll, facilities, campus safety, mail, and information technology – were the first to return to campus to make initial preparations on campus for safe operations. In other departments, vice presidents and deans identified individual return-to-campus dates for all employees based on an assessment to identify mission-critical operations, the ability to control and manage specific work environments, and employees' need to access on-site resources. Another group of staff returned on August 3, 2020; others are scheduled for August 17 and September 1.

We anticipate that the need to reduce the number of people on-site to meet social distancing requirements will continue for some time. Campus staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. Once staff members have been instructed to return to work on-site, additional considerations to maintain required social distancing measures and reduce population density within buildings and workspaces will also be instituted including:

1. **Staggered Arrivals and Departures:** The beginning and end of the workday typically bring many people together at common entry and exit points of buildings. Staggering arrival and departure times may reduce traffic in common areas to meet social distancing requirements. Additional cross-training of staff may be necessary to accommodate staggered schedules.
2. **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating days/weeks in ways that continue to meet the College's operational needs. Such schedules will help enable social distancing, especially in areas with large common workspaces.
3. **Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may be able to continue to do so to reduce the number of individuals on-site and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the area Vice President or Dean, may be done on a full or partial day/week schedule as appropriate.

Some employees may decide to alter their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. Employees are encouraged to identify all potential options for a safe commute, such as a personal vehicle, ride-share services, or biking.

The College is discouraging and canceling planned large-group meetings and gatherings and limiting outside visitors to those whose visits are critical to the continuation of the College's mission of education. Any necessary in-person meetings shall not exceed 50 percent of a room's capacity, assuming individuals can still maintain six-feet of separation, and face coverings should always be worn. Visitors are required to adhere to the same practices as all on-campus constituents, including wearing face coverings and completing a health self-screening. Access to all Mercy College buildings is restricted to students, faculty, staff, designated vendors and service operators, and invited guests (including prospective students and families, board members, donors, partners, etc.) who are essential to our business model. Parents and families of residential students may be allowed on campus during move-in and move-out periods to assist

their students, and in the event of an emergency. All other visitors will be admitted by appointment only and in adherence with the College's Interim COVID-19 Visitor Policy, which is included in the Appendix.

As staffing on-site increases and operations expand, we will closely monitor and assess the potential spread of the virus. Screening will be a critical part of assessing the impact of increased staffing (see below) We intend to regularly monitor a number of campus and community indicators of virus spread and containment including the total number of cases among campus constituents identified over a two-week period. We will also monitor the percentage of community members who fail their daily self-screening, and the ability of the healthcare systems in Westchester County and New York City to maintain adequate ICU capacity and to accommodate any growth in required hospitalization. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again as discussed in the shutdown section of this document.

Students, too, will return to campus in a phased-in manner.

Key Initial Dates for Student Return-to-Campus

Limited School of Health and Natural Sciences Students: July 20

Residential Students including Out-of-State: August 31

First Day of Classes: September 9

A portion of classes initially scheduled to be held in person during the fall has been moved fully online, whereas others will operate in a blended format where a smaller group of students will be invited to attend class in person on a given day while some classmates attend class remotely. Accordingly, density in all student spaces and classrooms has been reviewed and permissible occupancy has been reduced approximately to 40%-45% of full capacity.

A review of assigned spaces will be ongoing throughout the summer to ensure that instructional spaces are optimized. Furniture in public spaces, such as dining halls and libraries, is being removed or cordoned off to discourage mass gathering.

In buildings, Facilities has begun to install signage to remind constituents of social distancing and other policies. Accessible single points of entry and exit to campus buildings have been identified and will be clearly indicated. All Community Members will be encouraged to keep right while in hallways and transition times are being reviewed to minimize crowding at times when classes commonly start and end.

Overall occupancy and capacity of residence halls has been reduced. Rooms that previously operated as triples and quads have been reduced to singles and doubles. Residential students will move in in a staggered manner by appointment over the course of several days to discourage crowding in elevators and hallways. Common spaces in residence halls will be limited in capacity. Residence halls are discussed in greater detail below.

As with all sections of this document, we intend to continue to monitor new guidance from the state and other sources including the Centers for Disease Control and Prevention in case capacity restrictions and recommendations evolve.

2. Personal Protective Equipment (PPE)

In accordance with the College's social distancing and face covering policy, a supply of more than 10,000 reusable cloth face masks has been acquired to provide at least one to each faculty, staff, and student. Face masks or face coverings are required to be worn by all Community Members on-site when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, elevators, shuttles, etc.). Acceptable face coverings include Mercy-issued cloth face coverings or other cloth face coverings (e.g., homemade sewn, quick cut), surgical masks, and N95 respirators. A mask or face covering is not required if you are working alone in a confined office space.

Individuals with disabilities may request a modification to the face mask requirement; face shields may be availed to these individuals as appropriate.

Individuals who fail to bring a face covering to campus can request a disposable one from a limited supply maintained by Campus Safety.

Face shields will also be provided for faculty and tutors who request them and who continue to keep social distance while interacting with others. Importantly, a face shield is not an acceptable replacement for a mask when speaking with others in close proximity. It is recommended that members of the faculty who choose to use a face shield enter their classroom wearing a mask and then put on the face shield prior to the start of class. They should remain socially distanced from students throughout the class while wearing the face shield and should replace the face shield with a mask at the end of class prior to any close interactions with students and prior to exiting the classroom.

All employees will complete a training module that demonstrates the safe and effective use and care of face coverings.

3. Screening and Testing

Employees, students, and visitors reporting to a Mercy campus or other in-person location on behalf of the College must conduct a health screening every day before reporting and may be asked to display the results of such screening to gain entry into any Mercy location. Employees may not come to work in-person if they have any symptoms potentially related to COVID-19.

The screening questionnaire will ask each Community Member:

1. Have you been in close contact – within 6 feet for at least 10 minutes – with anyone while they had COVID-19 or symptoms of COVID-19 during the last 14 days?
2. Have you tested positive on a COVID-19 diagnostic test in the past 14 days?
3. Have you experienced any signs or symptoms of COVID-19 – including fever of 100.4 degrees F or greater, new cough, or shortness of breath – in the past 14 days?
4. Have you visited a state or country with a NYS or US Department of State travel or health advisory in the past 14 days?

The daily self-screening questionnaire is available through the College's safety and emergency notification app, Mavericks Safe. Employees who do not have access to smartphone technology may print a copy of the questionnaire and show it upon arrival at a Mercy campus.

Mercy College believes that access to quick and accurate testing is critical to ensure the continued safety of its faculty, staff, and students. All Community Members are highly encouraged to reach out to their healthcare providers to determine the need to get tested for COVID-19 if they experience symptoms of COVID-19 or have been in contact with someone who is experiencing symptoms or who has tested positive for COVID-19.

Since Mercy faculty are considered essential personnel, they are able to get tested at no cost through New York State. All other community members may be entitled to the same opportunity via widespread community testing sites. See the New York State website for further details at <https://coronavirus.health.ny.gov/covid-19-testing>.

The College's Student Health Office will be prepared to conduct COVID-19 testing via self-administered anterior nasal swabs of individuals who live on campus and are symptomatic or were in close contact with someone in the residence hall who was. Because of additional risks involved in living in a congregate housing environment, residential students and staff may be required to participate in an additional testing regimen.

At the time of writing, the ACHA does not currently recommend random widespread surveillance testing. The College may institute additional testing requirements if our monitoring of campus and community virus spread indicates that such an approach would be appropriate. The College will continue to monitor evolving guidance and research pertaining to new forms of testing – including batch testing and point-of-care testing – in the event that these types of tests become more accurate and accessible.

Any and all information collected by the College relating to student or employee testing will be treated as strictly confidential, and shared only with those at the College on a need-to-know basis to protect the health and safety of the College community, and shall be shared with Local Health Departments, or as otherwise required by law. Information collected on the screening app will not be stored, and only deidentified data will be used for tracking purposes. Contact tracers for the College will be required to sign a Confidentiality Agreement for COVID-19.

4. Residential Living

Residence hall room capacities have been lowered to a maximum of two residents per room. As a result, overall density in the residence hall has been lowered as well. Typically, our Dobbs Ferry campus can accommodate 689 residents and our Manhattan campus can accommodate 127 residents. With capacity reductions, we will be able to host a maximum of only about 700 total residents between the two residential campuses.

All resident students are required to wear a mask/face covering at all times while in the residential areas including hallways, common spaces, communal bathrooms, laundry rooms, kitchens, stairways and elevators. Exceptions to mask requirements are when a student is in his/her own bedroom with only his/her roommate and during bathroom use.

Non-residential students and other visitors will not be permitted into any residential area. Residential students will only have access to their assigned residence hall and will be required to submit to a temperature screening upon entry to their residence hall.

Programming will occur in small groups, individually, and remotely; large gatherings and in-person group activities are prohibited. Residents will undergo training about safe practices, including social distancing, guidelines for common areas, and requirements for mask usage. They will also be required to sign an addendum to the existing Code of Conduct for residential students that outlines the new rules and policies in the current context. Students who require special housing considerations due to underlying health conditions should communicate concerns to Residential Life staff and will be accommodated as practicable.

We will follow safe and proper cleaning practices. Common bathrooms and other common areas will be cleaned daily and commonly touched surfaces – door handles, elevator buttons, etc. – will receive special attention throughout the day. Residents will be encouraged to store their bathroom supplies in their rooms as opposed to in the common bathrooms. Facilities will provide supplies for students to clean private bathrooms regularly to ensure thorough sanitization. Self-cleaning supplies that are approved by the EPA and CDC will also be available to residents for additional cleaning.

Separate quarantine and isolation spaces have been identified in the Manhattan dorm and at a hotel near the Dobbs Ferry campus.

Additional information about Residential Life procedures can be found in the new Code of Conduct for Residential Students.

5. Operational Activity

Classes: Density in all shared spaces and classrooms has been reviewed and permissible occupancy has been reduced to approximately 40%-45% of full capacity. A portion of classes initially scheduled to be held in person during the fall has been moved fully online, whereas others will operate in a blended format where a smaller group of students will be invited to attend class in person on a given day while some classmates attend class remotely. Deans and department heads have determined which classes are the highest priority to meet in person and which ones can be offered online without a significant disruption in course delivery quality. Five teaching and learning modalities have been identified, ranging from fully face-to-face to variations of hybrid options to asynchronous online courses, and each class section will be assigned to its appropriate modality. Faculty and students will be notified if changes to modalities mean that their courses may operate in a format different from that for which they signed up. In the event that students or faculty are uncomfortable with a particular modality, they may choose to explore alternative options. To prepare for the possible need to reduce density on campus and to pivot to offering more classes online, all courses will be required to have Blackboard shells ready—meaning, a Blackboard page populated with basic information about the class, such as the syllabus and other course information.

Shared Spaces: Facilities has identified new room capacities to allow for social distancing in shared spaces. Appropriate signage will indicate new capacities and extraneous furniture will be removed or labeled as being offline via signage or barriers. Because fewer classes will occur on campus than originally anticipated, unused classrooms will be identified as places where students can sit, work, and eat.

Activities: The fall term is packed with exciting activities for the entire campus community. In-person events will still occur with new social-distancing guidelines and in outdoor venues as practicable, and increased virtual opportunities are being planned too. We are planning to have virtual programming

similar to past in-person events, but will also allow students to join us wherever they are. An online student engagement portal will communicate events and activities on campus and online.

Athletics: The East Coast Conference (ECC) and the Northeast 10 Conference (NE-10) have announced that the fall sports season will move to spring 2021. While this comes as a disappointment to Mercy's students, coaches and fans, the health and safety of our coaches, staff and student-athletes is our number one priority. We look forward to welcoming our student-athletes on campus in September and once safety protocols have been established, our intent is to begin fall workouts.

Fitness Center: Contingent on guidance from New York State, the fitness center will be open to students only during reduced operating hours. Plans may change over the course of the summer and fall. Rigorous cleaning protocols will be in place.

Meetings: Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, Skype for Business, phone, etc.). In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Any necessary in-person meetings shall not exceed 50 percent of a room's capacity, assuming individuals can still maintain six-feet of separation, and face coverings should always be worn. All attendees should wear a mask or face covering while sharing space in a common room.

Events: Convening in groups increases the risk of viral transmission. The College reserves the right to limit what events and gatherings will take place on campus, as well as numbers permitted in any particular gathering. The College's policy will adhere to the local, state and federal COVID-19 guidance as it relates to gatherings and other on-campus events. Any indoor and outdoor gatherings must adhere to current state and local limitations on size. In addition, participants must follow social distancing guidelines and wear face coverings. Even if permitted in the local jurisdiction, gatherings exceeding 15 people, other than academic classes, must be expressly approved in advance by the President or Provost.

Library: The Mercy College Libraries are committed to providing its reference and instruction services both in-person and virtually. Library staff have visited their locations on all campuses and identified furniture to be removed and new policies to allow for social distancing. Reference services will be offered via Chat, Email, Zoom and limited In-Person appointments. Information Literacy Instruction will continue to be offered synchronously and asynchronously. Limitations may be put in place to reduce density in the book stacks including requiring that individuals request books to be retrieved by library staff. Borrowed books may be temporarily quarantined upon return.

CAEI: The Center for Academic Excellence and Innovation will offer tutoring services both in person and online. Furniture has been removed from tutoring spaces to allow for additional distancing.

Advising and Financial Aid: Students looking to make appointments with their PACT mentors or with financial aid staff will be encouraged to do so via online appointment systems and virtual meeting platforms. Staff will also be available on campus to meet with students who prefer to receive support in person under social distancing guidelines.

Health & Wellness Centers: We are encouraging students to avail themselves of these resources during this difficulty and trying time. The use of online appointment systems and virtual meeting platforms will be encouraged in alignment with social distancing guidelines.

Retail:

a. *Dining:*

Dining across all locations will see reduced seating capacity to comply with social distancing guidelines. Cafés will increase grab and go food options to eliminate self-serve food stations. Where possible, one-way traffic will be encouraged and proper density of each location will be adhered to. All persons entering a food service area are required to wear a mask or face covering. Only when seated to consume food can the mask be removed.

Hudson View Café, Main Hall, Dobbs Ferry will resume limited service on August 17, 2020. Other locations will resume service at a later date.

Additionally, our food service partners are committed to the following:

- Employees will undergo temperature screening and complete a health check questionnaire prior to every shift
- Staff will wear an approved face covering during their work shift and while on campus
- Staff will be trained on practicing proper hand hygiene and enforce frequent hand washing
- Cleaning and sanitizing high-touch surfaces will occur throughout the workday

b. *Bookstores and other retail, such as food pantries:* will operate with enhanced safety measures including plexiglass, reduced density, and new social distancing guidelines. Purchases can be made online and picked up in store or shipped to a customer's home.

Elevators: No more than 50 percent occupancy is permitted in an elevator at a time. Individuals using the elevator must wear a mask or face covering and avoid touching the elevator buttons with exposed hand/fingers, if possible. Individuals are advised to wash their hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol, upon departing the elevator.

Traffic Patterns on Campus: While in campus buildings, all Community Members are expected to keep to the right in hallways to allow for smooth traffic flow. In some cases, hallways and stairwells will be indicated for traffic in a single direction only.

Shuttles and Transportation: Shuttle offerings will be reduced or, in some cases, eliminated. The Bronx to Dobbs Ferry shuttle will continue to operate on a schedule that aligns with busy class times. The shuttle from the Bronx campus to the nearby subway station will also operate on a reduced schedule. The shuttles that travel between the Dobbs Ferry campus and the Palisades lot and the Ardsley-on-Hudson MetroNorth station will not operate during the Fall.

It is likely that some employees and students will need to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. Employees should take steps early to identify all potential options for a safe commute, such as a personal vehicle, ride-share service, motorized scooter, or bicycle (please wear your helmet!).

6. *Restart Operations*

Facilities teams will clean classrooms, offices, workspaces, and common areas based on CDC guidelines for disinfection protocols.

Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings. Heating, ventilation and cooling systems are being reviewed and enhanced to increase run times and outdoor air ventilation where possible. Filtration will be improved to MERV-13 recommended standards, and there will be 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.

Facilities staff has been running water systems during the summer to eliminate risks associated with stagnant water in pipes.

Building occupants, faculty, and students are encouraged to wipe down commonly used surfaces including tables, chairs, keyboards, and their mouse before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This also includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, light switches, doorknobs, etc.). Facilities Management will make cleaning supplies available for common use and will also maintain hand-sanitizer stations at major building entrances and other high-traffic areas.

When an employee tests positive for COVID-19, cleaning procedures in accordance with state and CDC guidelines will be triggered and parts or all of an impacted campus may be closed depending on the circumstances. More information about these procedures are detailed later in this plan.

7. Extracurriculars

We are pleased to be rethinking what student engagement and involvement looks like for the fall and will release an exciting schedule of events in a variety of modalities. We are planning a full schedule of events like speaker series, common gatherings, club meetings, and student hangouts – many more of which will take place virtually and others of which will occur individually or in small in-person groups.

Clubs will be assigned their own online spaces for group communication and membership. The student life team will offer trainings to club leaders to be able to use these new platforms successfully.

Intramurals and club sports will be offered virtually or in-person when possible.

8. Vulnerable Populations

Mercy College is committed to providing reasonable accommodations to allow qualified individuals the opportunity to participate in academic study, employment, and residential life.

According to the CDC, individuals with certain conditions – including those who are immunocompromised, older than 65, and those who have other health conditions – may have a higher risk for serious illness from COVID-19 infection. In addition, certain individuals who are at higher risk for contracting COVID-19 may have concerns about returning to work.

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 for Faculty, Staff and Students Due to COVID-19 Pandemic*](#).

Students who require accommodations should communicate with Mercy's Office of ACCESSibility to receive appropriate accommodations. Depending on needs, it may be preferable for impacted individuals to participate in educational activities remotely.

9. Hygiene, Cleaning, and Disinfection

Additional cleaning and sanitizing will be put in place to reduce the spread of COVID-19 across all campuses. These sanitizing and cleaning practices have been developed to provide enhanced cleaning and sanitizing in accordance with New York State Department of Health and CDC guidance with safety and industry standards.

Clear guidance has been published by the College and will be reinforced through signage, training, and available supplies. Employees, students and visitors will be expected to follow the College-mandated guidelines to protect their own health as well as that of other members of the College community.

Mercy's Facilities partners will conduct the following types of disinfection:

a. Routine Cleaning/Sanitizing

- Initial deep cleaning of all areas offline during closed periods.
- Cleaning all contact surfaces throughout the campus including handrails, light switches, door knobs/handles
- Dust and mop all hard surfaces throughout the campus
- Vacuuming of all building carpeted areas
- Removal of trash to designated trash areas
- Continuous cleaning of all restrooms
- Spot cleaning as needed in traffic areas and cleanup from spills

b. Sanitizing of High-Touch Surfaces

High-touch areas and surfaces in common-use areas will be cleaned and sanitized daily by the custodial department using products approved for use against COVID-19. Additional staff will be brought in as required in order to allow for an enhanced focus on high-touch areas with short dwell time products. High-touch surfaces include:

- Door knobs, panic hardware and door handles
- Stair handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Vending machine and elevator buttons
- Water fountains

c. Cleaning and Sanitizing for Re-Occupying the Campus

Facilities should be notified a minimum of one week in advance prior to reoccupying an area in order to allow time to properly clean and sanitize the areas. Once an area is cleaned and sanitized facilities will post a notice that the area has been cleaned and sanitized.

CDC guidance indicates that coronaviruses on surfaces and objects naturally die within hours to days. Therefore, areas that have been unoccupied for 7 days or more only need a normal routine cleaning to reopen the area. This includes:

- Conduct routine cleaning of all building spaces
- Clean and sanitize all bathrooms
- Clean and disinfect all high touch areas in common areas such as corridors, stairways, lobbies and door handles, stair rails, water fountains and elevator buttons
- Clean and sanitize all breakrooms, tables, chairs refrigerators and microwaves
Provide as needed wipes, disinfecting sprays, etc.

d. Cleaning and Sanitizing following a Suspected or Confirmed Case of COVID-19

If an individual is diagnosed with COVID-19, impacted areas may be required to be closed to allow additional cleaning and sanitizing to take place. The College will follow guidelines from the CDC and advice from the local department of health.

e. Individual Disinfection of High-Touch Areas in Administrative Offices and Spaces

Building employees should use sanitizing wipes, provided by the College, to clean their own high-touch areas, including:

- Shared telephones, desktops, keyboards and their mouse
- Service counters
- Light switches, break area refrigerators, and microwave handles and buttons
- Copy machines controls

Community Members will be reminded that alcohol-based hand sanitizers can be flammable may not be permitted in certain areas on campus.

f. Cleaning of Academic Spaces

Cleaning of academic spaces will occur on a daily basis. The College will provide disinfecting materials so that individuals may clean their own workspaces before or after class, if they so choose.

g. Department-Specific Cleaning and Sanitizing

Specialty departments that include support spaces, health services, food services, athletic spaces and fitness centers will require additional cleaning and sanitizing. These procedures will be in compliance with specific guidelines for their operations and CDC guidelines for use during the COVID-19 pandemic:

- All department schedules should be shared with the facilities department so scheduling can take place.
- Clean and sanitize all Health & Wellness Center rooms regularly, including the Student Health Office.
- Individual food services providers must submit a plan for approval.
- Athletic departments will need to arrange for sanitizing of mats, benches, equipment, and other high-use equipment.
- Fitness center sanitization will include mats, benches, equipment, and other high-use equipment at least daily with approved CDC products.

h. Return to Work

College departments will work with the Human Resources Office to design and implement return-to-work schedules. The College will determine work schedules that allow the community to have staggered shifts to limit the amount of employees on the campus at any given time.

Maintenance will be prioritized for scheduling when the employee is not on site if possible. If work needs to be completed while the employee is on site, maintenance will wear any additional PPE that is required based on the CDC guidelines. On completion of the work, custodians will sanitize the work area.

In fleet vehicles, drivers and passengers must wear appropriate face coverings at all times. Hand sanitizer will be available for use. Vehicles will be thoroughly sanitized each day, and high touch areas wiped down before and after individual route usage.

Monitoring

1. Testing Responsibility

The daily screening process should identify potentially infected individuals prior to their coming to campus and should keep them away from campus. It will also offer helpful guidance including local testing sites and instructions for what to do if they feel sick.

Additionally, Mercy believes that access to quick and accurate testing is critical to ensure the continued safety of its faculty, staff, and students. All Community Members are highly encouraged to reach out to their healthcare providers to determine whether they might need to get tested for COVID-19, particularly if they experience symptoms of COVID-19 or have been in contact with someone who is experiencing symptoms or who has tested positive for COVID-19.

Since Mercy faculty are considered essential personnel, they are able to get tested at no cost through New York State and all other community members may be entitled to the same opportunity via widespread community testing sites. We intend to make [the list of local testing sites](#) widely available to our community and encourage those with concerns to access those sites.

At this point, the College's Student Health Office is prepared to conduct COVID-19 testing of students when determined to be necessary. Accordingly, a supply of tests is available in the Student Health Office. Current plans are to collect tests on campus and send them to Aegis Science Corporation or BioReference via an agreement whereby student insurance would be billed by the lab, as appropriate. The College is also exploring purchasing a rapid testing system, such as the Sofia 2 antigen testing system, which would offer faster results. The exact regimen of testing may change as we continue to monitor virus spread as well as availability of and innovation in COVID-19 testing.

Faculty, staff, and students are directed to report positive test results to the Student Health Office. Positive cases in the campus population will be reported to the local health authority. Faculty and staff are also encouraged to contact the Office of Human Resources to discuss leave options upon a positive test. Students should speak with their PACT mentor and/or the Office of ACCESSibility regarding academic accommodations that might be needed.

2. Testing Frequency and Protocols

Testing requirements may apply to groups at heightened risk: residential students and staff, student athletes, symptomatic individuals on campus, and asymptomatic contacts of confirmed cases. At this point, the College's Student Health Office in Dobbs Ferry is prepared to conduct COVID-19 testing. For residential students who require testing after hours or when a member of the Student Health Office is not available, the student will be referred to a local hospital or clinic.

The College will continue to monitor evolving guidance and research pertaining to new forms of testing – including batch testing and point-of-care testing – in the event that these types of tests become more accurate and accessible.

Because of additional risks involved in living in a congregate housing environment, residential students and staff may be required to participate in an additional testing regimen.

The ACHA does not currently recommend random widespread surveillance testing. The College may institute additional testing requirements if our monitoring of campus and community virus spread indicates that such an approach would be appropriate.

3. Early Warning Signs

Mercy College’s Emergency Response Team will continue to monitor key campus and community metrics to track virus spread and healthcare system capacity.

Below are some of the metrics that Mercy College will monitor in order to track virus spread among campus constituents and in the larger communities from which our students, faculty, and staff are drawn.

| | | | |
|--|--|---|---|
| # of new cases among Community Members identified yesterday | # of total cases among Community Members identified during previous two weeks | % of Community Members failing daily self-screening | Westchester County and New York City healthcare system indicators |
| # Commuter Students # Residential Students # Faculty & Staff # DF # BX # MT | # Commuter Students # Residential Students # Faculty & Staff # DF # BX # MT | # Students # Faculty & Staff # DF # BX # MT | Positive Test Rate Daily Hospitalization Rate ICU Capacity |
| Rate of change in total case growth among Community Members | # of Community Members currently in quarantine or isolation | # of cases being monitored by Mercy contact tracers | |

We will also monitor the NYS COVID-19 Regional Metrics Dashboard, evolving government guidance (CDC, state, local) and public sentiment (actions of nearby institutions, feedback from community members).

4. Contact Tracing

We know that state and local health authorities via the New York State Contact Tracing Program will take the lead on contact tracing, but as much as we can, Mercy will want to be proactive and so will try to intervene to keep potentially sick individuals off campus and to ensure cases and close contacts have the information they need during their quarantine/isolation periods. Out of an abundance of caution, we may also contact classmates and faculty who are not anticipated to be at special risk (i.e. those who remained at an appropriate distance in the same room as someone later determined to be a confirmed case). We will likely not expect these individuals to quarantine or to get tested but will encourage them to monitor their symptoms proactively. Our goals will be to:

- Inform Community Members to look for the health department’s call and to start prompting them about potential close contacts especially within our community so that we can proactively reach out to them

- Provide additional Mercy-specific information, i.e. HR info for affected faculty/staff and student support resources for affected students
- As a courtesy, inform those who do not meet the “close contact” definition that they should more closely monitor their symptoms but do not need to quarantine

A dozen Mercy staff members have completed the Johns Hopkins Bloomberg School of Public Health contact-tracer training. When we learn of a confirmed case of COVID-19 on campus, our Director of Health & Wellness will contact those individuals and then will identify with whom those cases have been in physical or close contact in the two days prior to symptom onset so that the other trained tracers can reach out to them. Individuals who maintain at least 6 feet physical separation in a classroom or congregate setting while masked will typically not be considered a close contact.

Contact tracers will identify contacts of students with confirmed COVID-19, determine whether they are symptomatic or asymptomatic, and provide them with guidance.

Close contacts will be identified in accordance with the latest WHO/CDC/NYSDOH guidance: currently, this applies to anyone who interacted with the confirmed case during the 2 days before and 10 days after the onset of symptoms in one of the following ways:

- Face-to-face contact within 6 feet for more than 10 minutes
- Direct physical contact
- Provided care without using proper personal protective equipment to individual sick with COVID-19

We have developed scripts to guide these conversations and will hold contact tracing simulations during the late summer to practice pulling student schedules and reaching out to campus constituents.

We will continue to monitor electronic tracing tools being developed in the state in case any are adopted in a widespread manner.

Any and all information collected by the College relating to student or employee testing will be treated as strictly confidential, and shared only with those at the College on a need-to-know basis to protect the health and safety of the College community, and shall be shared with Local Health Departments, or as otherwise required by law. Information collected on the screening app will not be stored, and only deidentified data will be used for tracking purposes. Contact tracers for the College will be required to sign a Confidentiality Agreement for COVID-19.

Procedure

1. Confirmed positive cases contacted by Director of Health & Wellness Programs, or designee, daily via phone, text, video chat, email, etc.
2. Contact tracers ask confirmed case to develop list of everyone they can remember who fit the “close contact” criteria. Contact tracers prompt confirmed case with likely contacts such as roommate, significant other, close friends, study partners, etc.
3. Contact tracers reach out electronically to all individuals listed as contacts in database within 24 hours of confirmed case.

4. Director of Health & Wellness Programs also reaches out to local DOH and Mercy Human Resources as appropriate. Local DOH will take the lead in contact tracing efforts, but we will aim to supplement their work to ensure the safety of our community and Community Members.
5. Contacts are informed that they have been in contact with someone with COVID-19 and asked if they have had any symptoms of the virus since the date of their contact (name of individual is not provided, but date(s) of contact will be). If contact has had symptoms, they are asked to go immediately to a testing location to be tested themselves and then self-isolate while waiting for results. Contact tracer may inform testing location that individual is coming for testing. (Alternatively, if resources are available, contact could be asked to self-isolate and someone sent to their home to perform the testing - DOH can assist with this).
6. If the contact has had no symptoms and is a student, they are asked to quarantine if possible in their own housing or provided with a single/room bathroom until 14 days has passed since their last contact with the confirmed individual .
7. If they are a staff member, they are asked to quarantine at home for 14 days since their last contact with the confirmed individual.
8. If contact tracers are unable to reach all contacts virtually within 24 hours, they should continue to follow up daily until contact is established. Alternative means should be considered if contact tracers are unable to reach all contacts virtually.

5. Screening

The Mavericks Safe app includes a required daily self-screening questionnaire for all faculty, staff, and students who plan to visit a Mercy College campus or location on a given day. Successful completion of the self-screening results in a green QR code; a failed test presents a red QR code, and provides contact information if you are not permitted to come to campus. Daily access to campus buildings may require successful completion of the screening and presentation of the green QR code to safety officials. Those who are unable to complete the screening via a smartphone and visitors to campus will complete the screening on paper at the entry to campus buildings.

College officials will review nightly the holistic screening results to monitor community-wide screening failure rates. Data will be regularly deleted and privacy will be assured.

Containment

Individuals who think they have been exposed to COVID-19 or who are showing symptoms should not proceed to any Mercy College Campus or affiliated location. In addition, those exposed to or showing symptoms of COVID-19 should not walk into a Mercy Student Health Office; it is important that they call first so staff can prepare. Individuals should contact the Student Health Office by phone, video conference, or email; otherwise, students may make an appointment through the student health portal. Outside of scheduled hours, they should contact Campus Safety.

Students and employees are expected to inform the College if they test positive for COVID-19 so that the College may conduct contact tracing, as appropriate and as described in this document.

Quarantine and isolation facilities have been identified for residential students. For the comfort and safety of residential students, Mercy will attempt to ascertain each student's ability to quarantine or isolate themselves at home. This includes asking students to self-identify whether their home would be suitable for quarantine or isolation, including having access to a private bedroom and bathroom. Given that many of our residential students have permanent residences within the tri-state area, we are asking students who live within 200 miles of campus or are otherwise able to return home to quarantine at home, providing their home has suitable space to allow for quarantine or isolation.; If a residential student is not able to return home or does not have suitable space to quarantine or isolate, they will be housed in an isolation or quarantine location on campus or at an offsite location.

A small number of rooms are being set aside at our Manhattan dorm and at a hotel near our Dobbs Ferry campus for those residential students who are unable to quarantine/isolate at home. For these students, daily food delivery will be arranged via our on-campus food service providers. Quarantined and isolated students will participate in a daily telehealth calls with our Director of Health and Wellness or a designee. To safely move students to a quarantine facility, we will be adding a plexiglass barrier to one of our Mercy College shuttles.

We will not be able to provide quarantine and isolation facilities for commuter students, although we will offer guidance to those who are required to use such facilities.

1. Isolation

a. Who needs to isolate?

Anyone who has tested positive for COVID-19, whether or not they are displaying symptoms for COVID-19. COVID-19 is extremely contagious, meaning that it is easily transmitted from one person to another. Individuals who tested positive for COVID-19 or think they might have it because of their symptoms are advised to not come in close contact with others, including people they may live with. This is called "self-isolation."

b. Isolation Procedures for Residential Students

If a residential student tests positive for COVID-19, the following procedures will be adhered to:

- For proper containment, the resident student in necessary isolation will be relocated to a private room with a private bathroom.

- If the resident student lives within 200 miles of campus, or is otherwise capable of returning home and has suitable space in their home to isolate, the student must return home for the duration of the isolation period. The isolation will not be at the student's expense except where the student is required to quarantine as a result of visiting and returning from a state or country deemed high risk and requiring quarantine by New York State order.
- If the resident student is incapable of returning home, they will be housed in a space designated by Residential Life.
- The resident student in necessary isolation may not interact in person with other people in the hallway or common area and may not leave the building.
- If the resident student in necessary isolation needs an item from their regular housing assignment, they should contact their assigned Residential Life representative.
- The resident student who is in necessary isolation is not permitted to order take-out food for delivery to campus. Mercy will ensure meals are delivered to the resident student while in isolation.
- The resident student in necessary isolation will be contacted daily via phone or telehealth by Health Services to monitor their status. Medical and mental health referrals will be made as appropriate.
- All academic activities will be delivered virtually, and the resident student should inform in-person faculty members that they are required to attend class remotely. The resident student should also contact their assigned PACT counselor for additional support.
- The Health Office will determine when the resident student is able to return to their regular housing assignment and in-person courses following the New York State Department of Health Release from Quarantine and Isolation guidelines.

c. Isolation Procedures for Commuter Students

If a commuter student tests positive for COVID-19, the following procedures must be adhered to:

- The commuter student will be confined to their place of residence. If this is not possible, the commuter student should review the Hotel Program information below.
- The commuter student will be contacted daily via phone or telehealth by the Health Office to monitor their status. Medical and mental health referrals will be made as appropriate.
- All academic activities will be delivered virtually, and the commuter student should inform in-person faculty members that they are required to attend class remotely. The commuter student should also contact their assigned PACT counselor for additional support.
- The Health Office will determine when the commuter student is able to return to campus for classes following the New York State Department of Health Release from Quarantine and Isolation guidelines.

2. Quarantine

a. Who needs to quarantine?

Anyone who has been in close contact with someone who has COVID-19, even if the person in close contact previously had COVID-19 and people who have taken the antibody test and have antibodies for the virus since there is still much unknown about whether it will return. What counts as close contact?

- Being within 6 feet of someone who has COVID-19 for at least 10 minutes.
- Providing care at home to someone who is sick with COVID-19.
- Having direct physical contact with a person (touched, hugged or kissed them).
- Sharing eating or drinking utensils with someone who has COVID-19.
- Getting respiratory droplets on you after a person who has COVID-19 sneezed, coughed, etc.

b. Quarantine Procedures for Residential Students

If a residential student is informed through contact tracing or other methods that they were possibly exposed to COVID-19, the following procedures must be adhered to:

- If necessary, the resident student will be removed from their current assigned living space and moved away from other resident students.
- If the resident student lives within 200 miles of campus, or is otherwise capable of returning home and has suitable space at home for quarantining, the student must return home for the duration of the quarantine period. The quarantine will not be at the student's expense except where the student is required to quarantine as a result of visiting and returning from a state or country deemed high risk and requiring quarantine by New York State order.
- If the resident student is incapable of returning home, the student will be housed in a space designated by Residential Life.
- Mercy will ensure meals are delivered to the resident student while in quarantine.
- All academic activities will be delivered virtually, and the resident student should inform in-person faculty members that they are required to attend class remotely. The resident student should also contact their assigned PACT counselor for additional support.
- The resident student will be contacted as necessary by a contact tracer to monitor their status. Medical and mental health referrals will be made as appropriate. Any development of COVID-19 signs and symptoms may require testing and referral to a medical provider.
- The resident student may move back into the residential area after completing the state-mandated 14-day quarantine period with continued self-monitoring and without presenting any symptoms of COVID-19. The resident student will be informed when they are eligible to return to their assigned room by the Health Office and/or the Office of Residential Life.

c. Quarantine Procedures for Commuter Students

If a commuter student is informed through contact tracing or other methods that they were possibly exposed to COVID-19, the following procedures must be adhered to:

- The commuter student must quarantine in their place of residence for the required 14 days.
- All academic activities will be delivered virtually, and the commuter student should inform in-person faculty members that they are required to attend class remotely. The commuter student should also contact their assigned PACT counselor for additional support.

- The commuter student will be contacted as necessary by a contact tracer to monitor their status. Medical and mental health referrals will be made as appropriate. Any development of COVID-19 signs and symptoms may require testing and referral to a medical provider.
- The commuter student with in-person courses may return to campus for class after completing the state-mandated 14-day quarantine period with continued self-monitoring and without presenting any symptoms of COVID-19. The commuter student will be informed when they are eligible to return to campus by the Health Office and/or a designated College official.

New York City residents may qualify for the [COVID-19 Hotel Program](#).

3. Students Confirmed or Suspected to Have COVID-19

In the event of a confirmed case on campus, we will:

- Notify state and local public health officials
- Communicate with any students, staff, or faculty who have had (1) physical contact and (2) close contact (within 6 feet for more than 10 minutes). We will notify these individuals that they have come in contact with a confirmed case of COVID-19 and that they should monitor their symptoms, self-isolate, and expect a call from the local health authority. At all times, we will maintain the confidentiality of the confirmed case except as otherwise required by law or order. Our internal efforts will complement the more formal efforts undertaken by the state to track COVID-19 contacts. We will also aim to notify more distant contacts (more than 6 feet for an extended period) with the confirmed case.
- Conduct thorough cleaning and disinfection of areas used by the case, as appropriate per guidance from the CDC and local health department.
- Consult local public health officials regarding the potential need to close campus or cancel activities in accordance with our shutdown plan below.

4. Hygiene, Cleaning, and Disinfection

As practicable, cleaning staff will wait 24 hours after the infected person has left the area before entering to clean and disinfect. Windows should be opened to increase air circulation in the area. If a 24-hour wait is not feasible, cleaning staff will wait as long as possible. Cleaning staff will wear face masks, disposable gloves, gowns and goggles for all tasks in the cleaning process, including handling trash.

Cleaning and disinfection will be performed in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Procedurally, we intend to:

- Close off areas significantly used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.

- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, we will wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines. Vacuum the space if needed.
- Once the area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
 - If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary by guidelines, but Mercy may perform sanitization of the area as deemed appropriate for the area before reopening.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

5. Communication

The College has a team in place including the Directors of Public Relations and Communications and the Emergency Management Team, which has created a plan for providing regular communications to the College community about its comprehensive plan for reopening, as well as any important COVID-19 updates. The communications plan is detailed in this document's appendix. Additionally, all Community Members will be informed via numerous media (signage, emails, webpage) regarding the need to maintain physical distancing, wear face coverings, and adhere to all required CDC and NYS DOH guidelines.

Appendix A sets forth who is involved in the Emergency Management Team as well as the Coronavirus Task Force, which was instrumental in developing the College's Return to Campus Plan. The College has a [dedicated webpage](#) for COVID-19 specific notices including an FAQ page on the College's fall 2020 reopening. The College has created all appropriate signage for around campus, and to be distributed to all students and employees. Employees are required to watch a video regarding roles and responsibilities, such as safe face covering usage, before they can return to campus. A similar video will be shared with students, who will be strongly encouraged to watch it. Students are also required to sign a Risk Acknowledgement Form, informing them of the risks relating to COVID-19, of the College's safety precautions in place, and requiring students to adhere to all of the safety protocols. Employees were required to acknowledge review of the [Return to Work Guidebook for Employees](#), and students are encouraged to acknowledge review of the COVID-19 Addendum to the Student Handbook.

In addition, Mercy's communications team regularly shares news and events via internal newsletters including Mav Chat (sent weekly to students) and Inside Maverick (sent weekly to faculty and staff). For the fall, the team has prepared draft communications and plans in the event of a confirmed COVID-19 case of a student, faculty, or staff; of the death of a community member; and if there is a need to substantially change operations, including shifting additional in-person courses online, closing the residence halls, and/or temporarily shutting down all in-person operations.

Mercy's point-of-contact in the event of a positive case on campus shall be the Director of Health and Wellness, Colleen Powers, who will work closely with local health departments and other colleges and universities to monitor public health conditions and jointly develop monitoring strategies.

Shutdown

| <i>1. Shutdown Plan</i> | | | | |
|--|---|---|--|--|
| | Low Alert | Moderate Alert | High Alert | Very High Alert (Campus Closure) |
| Activity | Classes operate on-campus with reduced density, social distancing, some staggering of employee shifts, dining and residential activities with minor modifications | Classes continue as planned, but efforts made to reduce unnecessary gathering on campus and to reduce density in common areas, more rigorous cleaning | Classes shift to temporary virtual operation (with limited exceptions), common areas on campus closed, dining open to residential students and essential staff, only essential workers on campus | Stay-at home orders in place, residential students required to move-off campus (with exceptions) all operations conducted fully online (with exceptions) |
| Capacity | 50% | 25%-35% | 10%-15% | Essential personnel only |
| Classes | In-person or online | In-person or online | Classes online with limited exception for F2F classes | All classes online |
| Residence Halls | Open with reduced occupancy | Open with reduced occupancy | Open with reduced occupancy | Closed (with limited exceptions) |
| Cafeteria | 50% occupancy | 25% occupancy | take-out only, limited to residential students and essential staff | take-out only, limited to residential students and essential staff |
| Bookstore | 50% occupancy | 25% occupancy | pick-up only | online only |
| Library | 50% occupancy | 25% occupancy | Virtual | Virtual |
| Student Services (e.g., tutoring, PACT, fin. aid) | In-person or virtual | Virtual | Virtual | Virtual |
| Health & Wellness | Tele-med | Tele-med | Tele-med | Tele-med |
| Events (including student activities) | Limited in-person or online | Remote only | Remote only | Remote only |
| Meetings | In-person or remote | Remote only | Remote only | Remote only |
| Visitors | Invited guests only | No invited guests | No invited guests | No invited guests |
| Fitness | Limited in-person access (as approved by NYS guidance) | Closed | Closed | Closed |

Any decisions related to scaling back operations will be made by Mercy's Emergency Management Team (EMT), which will meet regularly during the fall semester. The EMT is mobilized in the event of a campus emergency – such as a natural disaster, severe weather condition, major facilities incident, public health concern, or terrorist or campus safety incident. The EMT's goals are to:

1. Protect the life and safety of affected persons and the campus community;
2. Secure and preserve campus facilities;
3. Restore essential administrative and academic services;
4. Resume academic programs;
5. Resume non-academic programs and administrative functions.

The EMT is responsible for managing field operations, engaging in operational decision-making in managing the incident, communicating with other departments, and providing updates and situational guidance as necessary.

The EMT is well-represented with stakeholders from across the College, who would be able to communicate widely and rapidly in order to initiate a change in operations.

2. Moveout

Below are the procedures Mercy has established in the event state or local authorities require the campus to close and residential students to move out.

1. All on-campus students and families of those students would receive the message of the move-out process and the final deadline to complete that move-out, through the following means:
 - a. Student's email
 - b. Family email as stored by the College
 - c. Website
 - d. Posters in elevators, bathrooms, floors
 - e. RA's going door to door
2. All students would be expected to move out by the specific deadline. An appeal process would be in place allowing a student to justify why they could not leave campus by the specified deadline. The onus on making the case to remain would be on the student and would not be the responsibility of the College. The reasons a student would not be able to vacate a residence hall would vary depending on the specifics related to the return to remote operations but would most likely include:
 - a. Homeless students
 - b. International Students who have no safe alternative in the U.S. (e.g. no state-side relatives, sponsors, etc.)
 - c. Students who have no possible means of returning home (e.g. families without vehicles and public transportation not running, etc.)
 - d. Students whose home situation does not allow them a safe way to function (e.g. food, shelter, domestic violence, etc.)
3. Students in need of financial assistance to facilitate this process would be referred to the emergency grant process.
4. If the campus were not planning to re-open, students would be instructed to take all belongings with them. Campus storage options would be made available in extenuating circumstances. If the campus were planning to re-open (for the spring semester, as an example) students who were

not planning to return would be asked to take their belongings. Those returning could keep their items in place.

5. Students who would need public transportation to leave campus would be offered free transportation to the bus or train station from the campus using college vans until the date the residence halls close or until public transportation stopped running, whichever occurred first.
6. Students would complete a quick and simple online check-out process.
7. On the specific date, at the decided-upon time, ID card access for those who have not been given permission to remain on campus would be deactivated.
8. Students who remained on campus would most likely be required to sign a housing license addendum and could possibly relocate.

3. Communication

All on-campus students and families of those students would receive the message of the move-out process and the final deadline to complete that move-out, through the following means:

- a. Student's email
- b. Family email as stored by the college
- c. Website
- d. Posters in elevators, bathrooms, floors
- e. RA's going door to door

Community Input

New policies and procedures emerged through an inclusive process engaging more than 75 members of the faculty and staff. A series of town halls were held with students, faculty, and staff to gather feedback on plans in progress and to become aware of key questions. A survey of students was conducted in May 2020 to gauge preferences for online, in-person and hybrid modalities, as well as meeting types and times.

Website

Mercy launched its On Campus Plus web presence in June with announcements via email to the entire community. The site will continue to be updated throughout the summer and into the fall as new decisions are made and ready for communication to the community. This Reopening Plan will be published on the On Campus Plus website for communitywide awareness.

Signage

As part of our larger MavCare campaign to ensure that all stakeholders are aware of and participate in implementing new safety procedures and practices, the College has designed a marketing campaign and signage effort centered on these procedures. Signs will be posted in hallways, classrooms, bathrooms, and offices to ensure communication is clear and thorough.

MERCY COLLEGE

Welcome Back!

 **Mavs who care help each other.**

Mercy College is here for you, just as you are here for each other. Together we will face these challenging times and become stronger for it.

Learn more about how we are supporting your health and safety mercy.edu/OnCampusPlus | *OnCampus Plus*

MERCY COLLEGE

MAVS WHO CARE... always wear a face mask.



Mavs commit to wearing a face mask (or other appropriate safety gear) while on campus. Mercy will provide a reusable face covering to all students, faculty and staff.

Learn more about how we are supporting your health and safety mercy.edu/OnCampusPlus | *OnCampus Plus*

MERCY COLLEGE

MAVS WHO CARE... monitor their health every day.



Before coming to campus, members of the Mercy community commit to conducting symptom monitoring daily using the Mavericks Safe app.

Learn more about how we are supporting your health and safety mercy.edu/OnCampusPlus | *OnCampus Plus*



EMERGENCY MANAGEMENT TEAM

In the event of a campus emergency – such as a natural disaster, severe weather condition, major facilities incident, public health concern, or terrorist or campus safety incident – the College’s goals are to:

1. Protect the life and safety of affected persons and the campus community;
2. Secure and preserve campus facilities;
3. Restore essential administrative and academic services;
4. Resume academic programs;
5. Resume non-academic programs and administrative functions.

To this end Mercy College maintains a core Emergency Management Team (EMT) made up of representatives from all critical departments that meets on a regular basis, conducts annual exercises, and convenes in the event of a significant campus emergency at the direction of the president of the College.

The EMT is responsible for managing field operations, engaging in operational decision-making in managing the incident, communicating with other departments, and providing updates and situational guidance as necessary.

The composition of the EMT is scalable depending upon the nature of the incident. In the case of current COVID-19 Pandemic, Mercy College formed an Emergency Response Team which has been convening on a regular basis to evaluate peer best practices and the guidance provided by government entities ranging from the Centers for Disease Control (CDC) to the Westchester County Board of Health. This Return to Work Guide is the product of substantial consultation and review on the part of the various members of the Emergency Response Team.

CORONAVIRUS RESPONSE TASK FORCE

The College **established an internal task force of five workgroups** to evaluate multiple possible scenarios for the fall term that will ensure students have access to their courses, no matter what. These workgroups will evaluate fall 2020 operations and focus on academics and academic technology, work environment, classrooms and safety, student spaces and residence halls, campus events, visitors and transportation, and other contingencies.

The workgroups are developing proposals using **guiding principles** which include:

- Protecting and supporting the health, wellness, safety and welfare of our students, faculty and staff.
- Upholding the commitment to our mission of providing high-quality learning environments for our students.
- Seeking to understand and adapt to student, faculty and staff needs and challenges.
- Maintaining and improving business and administrative operations and efficiencies.
- Attending to what we can control without letting the many unknowns distract us from good planning.

- Ensuring smooth and clear communication with all stakeholders.
- Being proactive and ready to change course when needed.
- Being cost effective and aligning resources appropriately.
- Maintaining a high standard of service excellence.
- Emerging stronger than we were before, drawing on new and existing best practices.

To manage the task ahead, leaders from our administration and faculty have joined together in the five workgroups detailed below.

Academics & Academic Technology

Areas of Focus: Academic Policies and Academic Calendar, At-Risk Faculty, Internships/Clinicals and Practical Experiences, Classroom Density, Support Services (Library and CAEI)

Workgroup Members

- Jose Herrera, Provost
- Camille Shelley, Chief Information Officer
- Lloyd Gibson, Dean of the School of Business
- Joan Toglia, Dean of the School of Health & Natural Sciences
- Eric Martone, Interim Dean of the School of Education
- Diana Juettner, Interim Dean of the School of Social & Behavioral Sciences
- Peter West, Dean of the School of Liberal Arts
- Stephen Ward, Interim Dean of the School of Liberal Arts
- Lu Mann, Associate Provost
- Mary Lozina, Director of Online Learning
- Bill Latimer, Vice President of New Rochelle and Bronx
- Masele Kibassa, Director for the Center of Academic Excellence
- Moddie Breland, Interim Director of Libraries
- Marylou Alvarez, Director of Enrollment Services
- Susan Riehm, Senior Assistant Director, Registrar
- Faculty Members:
 - Rossi Hassad (SSBS)
 - Patricia Sutton (SHNS)
 - Sean Dugan (SLA)
 - Lorraine Cashin (SHNS)
 - Mitch Fried (Center for Teaching and Learning)
 - Sabrina Timperman (SHNS)

Work Environment, Classrooms and Safety

Areas of Focus: Reopening Procedures and Protocols, Social Distancing Measures, Precautions for Employees in Student/Outward Facing Roles, Employee Travel, At-Risk Employees

Workgroup Members

- Tom Simmonds, Vice President of Operations and Facilities
- Konrad Motyka, Executive Director for Campus Safety and Emergency Management
- Annette Picora, Director of Human Resources
- Anne Gilligan, Assistant Vice President of Admissions
- Leighann Van De Bogart, Director of PACT Program

- Colleen Powers, Director of Health and Wellness Programs
- Nancy Londono, Accounting Manager
- Todd Prattella, Director of IT
- Brian Johnson, Vice President Mercy Manhattan
- Felicia Brandon, Executive Director of Student Accounts
- Craig Soss, Assistant Director of Capital Projects
- Faculty
 - Patrick McCabe (SOE)
 - Kathleen Kenney-Riley (SHNS)
 - Ruth Hansen (SHNS)
 - Sheila Chatman (Adjunct, SHNS)
 - Crisanta Melicio (Adjunct, SHNS)

Student Spaces & Residence Halls

Areas of Focus: Social Distancing/Density Measures, Usage Policies, At-Risk Students and Accommodations, Retail Spaces (Bookstore, Food Service, Fitness)

Workgroup Members

- Kevin Joyce, Vice President of Student Affairs
- Orla Fitzsimons, Director of Operations
- Moddie Breland, Interim Director of Libraries
- Masele Kibassa, Director of the Center for Academic Excellence
- Felipe Henao, Associate Dean of Student Affairs
- Nick Canzano, Assistant Dean of Student Affairs
- Shabad Sood, Director Technical Services
- Cesar Robles, Director of Safety and Security
- Kristin Ackerman, Associate Director of Student Affairs
- Raj Kumar, Executive Director Student Success
- Jill Hart, Executive Director Career and Professional Development
- Louis Cameron, Assistant Director of Student Life
- Faculty
 - Scorpio Rogers (SBUS)
 - Lisa Martin (SHNS)
 - Rita Neilan (SHNS)

Campus Events, Visitors & Transportation

Areas of Focus: Social Distancing/Density Measures, Campus Usage Policies (including updates to agreements, insurance requirements, etc.)

Workgroup Members

- Adam Castro, Vice President of Admissions
- Alexis Rothenberg, Director of Alumni Relations and Special Events
- Lisa Mills-Campbell, Director of Community Programs and Events
- Yara Benjamin, Director of Transportation
- Jason Gloe, Associate Director of Student Life
- Matt Kilcullen, Director of Athletics
- Faculty

- Victor Petenkemani (SBUS),
- Alan Hartman (SLA)

Contingencies

Areas of Focus: Expense Management, Operational Efficiencies, Student Financial Hurdles

Workgroup Members

- Brett Carroll, Vice President, Finance and Chief Financial Officer
- Shaini Mathew, Director of Internal Audit
- Maria Cruzet, Director of Budget and Planning
- Margaret McGrail, Vice President Enrollment Services
- Annette Picora, Director of Human Resources
- Jessica Haber, Chief of Staff
- Salena Alamprese, Director of Business Services & Capital Planning
- Faculty
 - Denise Stefano (SBUS)

Task Force Facilitators and Consultants

Task Force Facilitators

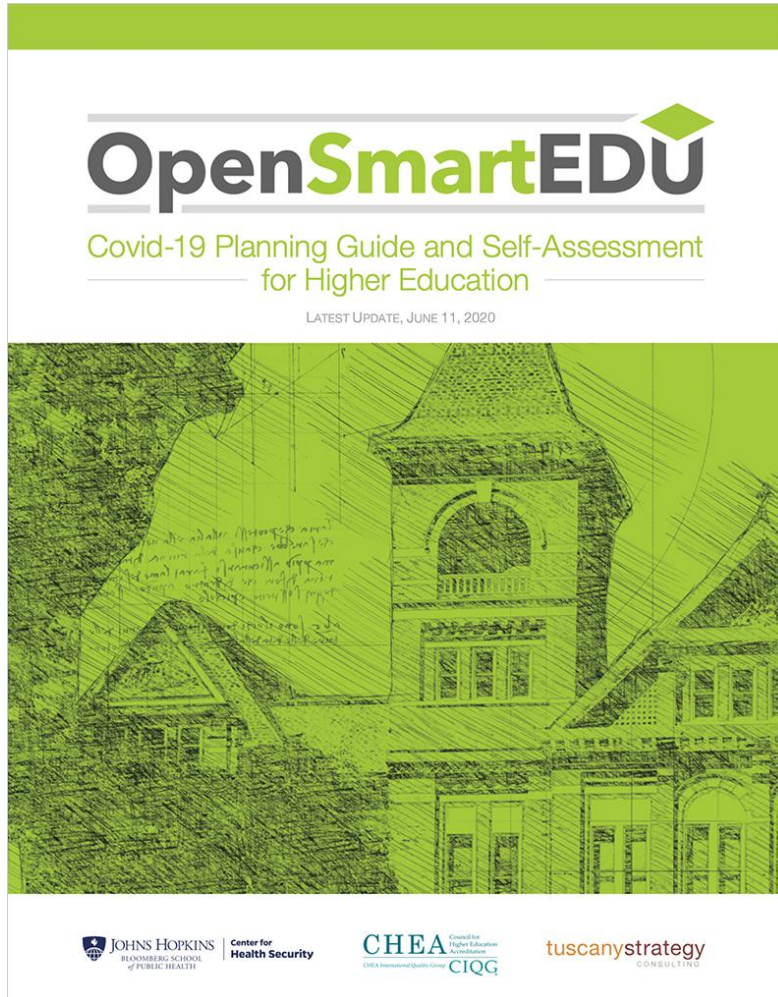
- Jessica Haber, Chief of Staff
- Matthew Presser, Executive Director of Institutional Assessment and Planning

Consultants

- Kristen Bowes, General Counsel
- Bernadette Wade, Chief Advancement Officer
- Laura Plunkett, Director of Public Relations and Community Relations
- Jessica Baily, Director of Communications

APPENDIX B: Self-Assessment of Risk

To prepare for reopening, the College completed a self-assessment of risk instrument developed by the Center for Health Security, the Council for Higher Education Accreditation, and Tuscany Strategy Consulting included as part of their COVID-19 Planning Guide and Self-Assessment for Higher Education. As part of the self-assessment, Mercy considered 13 elements of risk and more than 60 risk mitigation measures. The completed assessment revealed that, like many colleges and universities, we are a high-risk environment for COVID-19, however our mitigation efforts indicate that we are “very prepared to mitigate COVID-19’s effects.”



MERCY COLLEGE

COVID-19 CODE OF STUDENT CONDUCT

QUICK GUIDE



STUDENT COMMITMENT

We are eager to welcome students back to campus and our teams are working hard to prepare for the upcoming fall term. Despite the College's best efforts to control the spread of the virus, the College cannot guarantee a virus-free environment. We encourage students to be mindful of how their decisions and behavior can impact the well-being of others in addition to their own.

Students are expected to abide by the principles within this pledge and adhere to new and existing Code of Student Conduct policies within the Student Handbook. Students found responsible for violating any of these directives will be subject to serious disciplinary action as well as enhanced sanctions, including suspension for the semester or longer.

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. Always Wear My Face Mask**
- 2. Wash My Hands Frequently**
- 3. Clean and Sanitize**
- 4. Stay At Least 6 Feet Apart**
- 5. Monitor My Health**
- 6. Stay Home If I'm Sick or Exposed to Someone with COVID-19**
- 7. Help Other Mavs**



Always Wear My Face Mask

- All students must wear a face covering that covers the wearers' nose and mouth at all times while on any Mercy College campus
- Acceptable face coverings: Mercy-issued cloth or other cloth face coverings, surgical masks, and N95 respirators
- Exceptions: when approved by the Office of ACCESSibility Services OR when physically eating in the cafeteria or other assigned locations (consumption of food is prohibited in classrooms during class-time and in the Library at every campus)



Wash My Hands Frequently

- Students should wash hands often with soap and water for at least 20 seconds, especially after having been in a public place, or after blowing their nose, coughing or sneezing
- Students should avoid touching their eyes, nose, and mouth with unwashed hands
- If soap and water are not available, students should use a hand sanitizer that contains at least 60% alcohol



Clean and Sanitize

- Students should clean and sanitize frequently touched surfaces before and after use
- Surfaces include, but are not limited to, tables, chairs, doorknobs, light switches, countertops, handles, desks, phones, and keyboards
- Mercy College will provide disinfectant wipes in common areas/spaces such as libraries and cafeterias



Stay At Least 6 Feet Apart

- Students will follow social distancing guidelines requiring individuals to maintain at least 6 feet of separation from others
- Students will adhere to all max capacity signage and avoid gathering in groups, sharing equipment, and shaking hands
- Gatherings in common areas/spaces are limited to groups no larger than six (6) people and must abide by social distancing guidelines
- All College-supplied furniture and equipment must remain in the designated areas, removal or relocation of this furniture is prohibited



Monitor My Health

- All students must conduct a health screening via the Mavericks Safe app every day before coming to campus and may be asked to display the results of such screening to gain entry into any Mercy location
- Students who do not have access to smartphone technology may print a copy of the questionnaire, show it upon arrival at a Mercy Campus, and email a copy to healthalert@mercy.edu



Stay Home if I'm Sick or Exposed to Someone with COVID-19

- Any student experiencing signs or symptoms of COVID-19 will stay home or leave campus immediately and seek medical evaluation
- Symptomatic students must notify the Health Office at 914-674-7225, healthalert@mercy.edu, or the [Student Health Portal](#)
- All students who have either tested positive or have been exposed to COVID-19 are expected to cooperate with contact tracing efforts conducted by College and local Department of Health officials



Help Other Mavs

- Students 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
- All Mercy College students, faculty, and staff reserve the right to kindly ask that students and other community members abide by the policies in the Code of Student Conduct and the principles in the MavCare Pledge



Virtual Etiquette

- Students should be aware that in a virtual setting, classes may be recorded to facilitate remote learning
- Students should not record classes or meetings unless provided explicit instruction or permission from a faculty or staff member
- Use of class recordings for non-academic purposes is prohibited
- Students should not engage in disruptive behavior or utilize inappropriate content when virtually interacting with faculty, staff, or students



Guests, Visitors, and Travel

- Access to all Mercy College buildings will be restricted to students, faculty, staff, designated vendors and service operators, and invited guests
- Students should refrain from traveling out of state during the academic term
- Students returning from states and countries included on the New York State travel advisory will be required to quarantine for 14 days before coming to campus



ADDITIONAL RESOURCES

These guidelines and policies are subject to change to remain in accordance with all local health and legal requirements. Students are highly encouraged to stay educated and informed during this time.

To learn more about Mercy's reopening plan, visit our OnCampus Plus site:



<https://www.mercy.edu/oncampus-plus>

For COVID-19 information from the Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/>



For the latest coronavirus news and guidelines from New York State:



<https://coronavirus.health.ny.gov/home>

APPENDIX D: Required Training for Employees

Prior to returning to any of Mercy's campuses, all employees are required to review, participate and sign-off on training regarding these guidelines, as well as sign and acknowledge the MavCare Pledge on committing to personal responsibility and preventing the spread of the coronavirus. Failure to adhere to the Returning to Work Guidelines 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).

MERCY COLLEGE COVID-19 EMPLOYEE TRAINING VIDEO TRANSCRIPT

At Mercy College, the health, wellness, safety, and wellbeing of our faculty, staff, and students are our top priorities. That's why we want to make sure that as you prepare to return to campus during the COVID-19 pandemic, you are well-informed and aware of new steps we've taken to help keep you safe and informed of your expected responsibilities within our community.

The goals for this training that you are about to receive are threefold:

- First, we will share resources and information about COVID-19
- Then we will discuss ways to limit COVID-19 exposure in the workplace
- Finally, we will share new measures being taken at Mercy College to protect both you and the community.

WHAT COVID-19 IS AND HOW IT WORKS

We have compiled several videos about COVID-19 that we hope you will take the time to view. Before we discuss the steps that Mercy is taking to keep you safe, I wanted to clarify a few new understandings about COVID-19.

We know that COVID-19 is most commonly spread from person to person through respiratory droplets from coughing, sneezing, or talking with new evidence now suggesting it may remain airborne. This next graphic demonstrates what can happen.

First, there is an incubation – or pre-symptomatic – period. This time between exposure to the virus and the onset of symptoms can last between two and 14 days, but is typically around 5 days. After that is the infectious period, when an infected person may be contagious. This starts two days *prior* to showing signs and symptoms. Mild illnesses last about 10 days, more severe ones can last longer.

Most importantly, the virus can be transmitted by people who are:

- symptomatic – meaning people who are showing signs and symptoms of the virus. These people are visibly sick.
- pre-symptomatic – people who are infected but have not yet developed symptoms and are able to spread the virus up to 48 hours beforehand.
- and asymptomatic – people who have COVID but are not showing any signs and symptoms and could be spreading the virus.

This is why wearing face coverings is so important. Asymptomatic and pre-symptomatic individuals might not be aware they are sick. Without a mask, they could be spreading the virus without unknowingly. A face covering protects you and those around you.

Finally, it is important to know the symptoms of COVID-19 so that you know what to look out for when monitoring your own health.

Symptoms of COVID-19 vary and may appear as long as two weeks after exposure. For some, these symptoms are mild; for others, they could be much more severe.

Some key symptoms of COVID-19 are: fever or chills, new cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

HOW TO LIMIT COVID-19 EXPOSURE IN THE WORKPLACE

Handwashing

Handwashing is one of the most important ways you can keep from getting sick and spreading germs to others!

Dirty hands spread disease. This handwashing demonstration will show you how handwashing can get rid of germs and chemicals that get on our hands every day. If we then rub our eyes, nose, or mouth, or pick up something to eat, the germs or chemicals can get into our bodies and make us sick. Studies have shown that people touch their eyes, nose, and mouth about 25 times every hour without even realizing it!

To get rid of these germs and chemicals, CDC recommends you follow these easy steps every time you wash your hands: wet, lather, scrub, rinse, and dry. We're going to show you the right way to do each step.

First, wet your hands with clean running water, turn off the tap, and apply soap. Then, lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails. Scrub your hands for at least 20 seconds. If you don't have a clock nearby, keep scrubbing until you've sung the "Happy Birthday" song twice.

Rinse your hands well under clean, running water. Dry your hands using a clean towel, electric hand dryer, or air dry them. Washing your hands using the steps we just demonstrated is very important to get hands completely clean. Let's see how well we got rid of the germs and chemicals. Great! No more germs and chemicals!

Why is this so important? Germs and chemicals from unwashed hands can get into our foods and drinks when they're being prepared or when we're eating or drinking them, which can make us sick. Also, germs and chemicals from unwashed hands can be transferred to other objects, like cellphones, table tops, or toys, and then transferred to other people's hands. That's why it's so important to wash your hands following these steps: wet, lather, scrub, rinse, and dry, so you can stay healthy and help keep those around you healthy! For more information visit [cdc.gov/handwashing](https://www.cdc.gov/handwashing)

Mask Wearing

Face coverings must be worn at all Mercy's locations. All faculty, staff, and students will be provided with a reusable face covering. If you forget your face covering, a small number of disposable masks will be available for daily use. Masks must be worn in classrooms and common areas, including public restrooms, breakrooms, shared office spaces, lobbies, elevators and hallways. Here I will demonstrate how to safely put on and take off a face covering and then discuss how to care for and store it.

Putting on the face covering/disposable mask:

- *Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.*

- *Next, take the mask and fit it over the nose and under the chin. If there is a nose wire, fit it snug against the nose.*
- *Tie straps behind the head and neck or loop around the ears.*
- *Throughout the process: try to avoid touching the front of the face covering/disposable mask.*

Taking off the face covering/disposable mask:

- *Do not touch your eyes, nose, or mouth when removing the face covering*
- *When taking it off, loop your finger into the strap and pull the strap away from the ear, or untie the straps if they are behind your head and neck. Never pull the mask off by pulling on the front of the mask.*
- *Wash hands immediately after removing.*

Care, storage and laundering:

- *Keep face coverings/disposable mask stored in a paper bag when not in use.*
- *Cloth face coverings may not be used more than one day at a time and must be properly washed after each use. Cloth face coverings should be replaced immediately if soiled, damaged or visibly contaminated.*

Disposable masks must not be used for more than one day and should be placed in the trash after each use.

NEW MEASURES TAKEN AT MERCY COLLEGE TO PROTECT THE COMMUNITY

On campus, we have taken many steps to keep you safe. Our teams have analyzed all workspaces to increase the ability to socially distance from nearby colleagues while working and all classrooms to allow for social distancing there too. We will put signage all over campus to ensure that community members know our expectations and will also maintain hand-sanitizer stations at major building entrances and other high-traffic areas.

Prior to reopening buildings, mechanical, electrical, plumbing and monitoring systems are being assessed and readied and facilities teams will clean offices and workspaces based on CDC guidelines for disinfection. We encourage you to wipe down commonly used surfaces before and after use with products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment like copiers, printers, light switches, and doorknobs. These cleaning products will be made available for your use on campus.

More information about steps we have taken to improve safety, including guidelines for the use of dining areas, restrooms, elevators, and other policies, are available in the new Employee Guide for Returning to the Workplace.

NEW MEASURES TAKEN AT MERCY COLLEGE TO PROTECT THE COMMUNITY

Employees reporting to work at a Mercy campus or other in-person location on behalf of the College must conduct a health self-screening every day before reporting to work and may be asked to display the results of the screening to enter any Mercy location. Employees may *not* come to work in-person if they have any symptoms potentially related to COVID-19.

The screening questionnaire will be completed electronically via the Mavericks Safe app, which can be downloaded from the Apple App Store or Android Google Play store.

Mercy College will also be asking for adherence from all community members to the seven components of the MavCare Pledge:

1. Always Wear My Face Mask
2. Wash My Hands Frequently – for at least 20 seconds, especially after being in a public space, or use approved hand sanitizers when soap and water are unavailable
3. Clean and Sanitize my workspace
4. Observe distancing guidelines and Stay at least 6 Feet Apart from Others
5. Monitor My Health Every Day – including daily completion of the Mavericks Safe app questionnaire
6. Stay Home if I'm Sick or Exposed to Someone with COVID-19
7. Mavs will Help Mavs – I commit to be patient and courteous to others who may need support during this unusual time.

Any employee who tests positive for COVID-19 must contact their manager and/or supervisor as soon as practicable. Employees who test positive are asked to assist the College with contact tracing. A team of contact tracers is being trained on campus to notify any employee known to have been in close contact with an employee or student who has a confirmed case of COVID-19. To the extent practicable, the College will keep confidential the name of the infected person.

We also intend to monitor key metrics related to virus spread among campus constituents and in the larger communities from which our students, faculty, and staff are drawn. These include measures like the number of confirmed cases of COVID-19 among affiliates at each of our campuses, the results of daily self-screenings, and the ability of local healthcare providers to test and treat infections in the community.

POLICIES FOR EMPLOYEES AT MERCY

An employee who begins to demonstrate symptoms while at the workplace should separate themselves and leave campus immediately, notify their supervisor, and contact their healthcare provider for assessment and testing as determined by the provider.

During this time, the College's regular paid time off policies and practices are in effect. Employees who are required by order to quarantine due to COVID-19 are eligible for up to 14 days of sick time. These days do not impact the employee's regular sick bank. Employees should inform their supervisor and Human Resources of the need to apply these days to the time bank.

Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact the Human Resources Office at HR@mercy.edu.

Finally, we know this is a stressful time. We ask that everyone demonstrate a little bit of extra patience and kindness while on campus. Also, know that the Employee Assistance Program, the EAP, offered through Compsych is available free of charge to all employees. The EAP 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. You may contact the EAP by calling 800-327-1850 or visiting the Compsych website www.guidanceresources.com. Please note similar services are also available through your major medical services provider.

Thank you for your attention to this video. We hope it provides some helpful information to keep you and our community safe during this unprecedented time. For more information about COVID-19 and steps we are taking on campus, we are providing links to a number of informational videos. You can also always go to <http://www.mercy.edu/oncampus-plus> for more information about new policies and practices on campus.

APPENDIX E: Safety Procedures to Decrease COVID-19 Spread in Clinical Labs

| | | | |
|----------------------------------|--|-----------------------|----------------------|
| Policy Name: | Safety Procedures to Decrease COVID-19 Spread in Clinical Labs | | |
| Associated Form(s): | Health Attestation Form Online Lab Acknowledgement Form | Policy Number: | 2020-03 |
| Reviewed: | SHNS Dean | Approved: | July 27, 2020 |
| Approval Authority: | SHNS Dean | Adopted: | July 28, 2020 |
| Responsible Executive(s): | SHNS Dean | Revised: | NA |
| Responsible Office(s): | HP Program Offices | Contact(s): | HP Program Directors |

Purpose: To safeguard the health and well-being of students, faculty, staff and colleagues in clinical labs.

Policy Statement: The School of Health and Natural Sciences provides a written policy regarding universal precautions and environmental hazards for staff, faculty, and students to be applied at all times at all campus clinical labs. The intention is to have students return to the clinical lab environment as soon as possible to enhance academic success while complying with the CDC and NYS guidelines.

Notification of Policy:

- This policy will be communicated to all persons using lab spaces prior to the summer 2020 lab sessions or the beginning of the fall 2020 semester for students not on campus summer 2020. This policy will be clearly posted inside all lab spaces and on entrance ways. All changes to this policy will be communicated and posted to all persons using lab spaces.
- Receipt of this policy will be confirmed by a signed attestation form to be returned prior to the summer 2020 lab sessions or the beginning of the fall 2020 semester for students not on campus summer 2020. Anyone not returning or refusing to sign an attestation form will not be permitted to enter the lab.
- All persons using lab spaces will also be required to complete an online acknowledgement form prior to the summer 2020 lab sessions or the beginning of the fall 2020 semester for students not on campus summer 2020.

Physical Barriers and Guides:

- Proper ingress and egress of lab spaces will be implemented according to the CDC guidelines of social distancing. These will be identified and communicated to all persons using lab spaces.
- All persons utilizing clinical lab spaces will abide by any conspicuous markings placed on floors and tables to indicate 6 feet physical/social distances.
- Face shields, goggles, or separation screens, in addition to face masks, should be utilized where acceptable physical/social distancing is not possible.
- Wherever possible (or feasible) clinical lab spaces will be configured to allow for proper social distancing, eliminate high-density areas, and facilitate ingress and egress of lab spaces.

Students/Faculty/Staff (Social distancing/masks/wash hands):

- All persons will have their temperature checked by a person designated by each program prior to entering a lab space. Anyone with a temperature of 100.4 degrees or greater will not be allowed to enter a lab space and be directed to contact their primary care provider.
- All students, faculty, and staff must have appropriate PPE, as determined by each program, to enter the clinical lab.
- Face masks will always be worn while in the lab space as required by each individual program. Students will be instructed on the cleaning, replacement, and disposal of damaged or soiled PPE.
- Proper handwashing technique and/or the use of hand sanitizers is expected of all persons using lab spaces.
- Proper social distancing will be maintained during clinical lab sessions: at least six feet or more between individuals at fixed working positions unless this distance is unsafe due to nature of the work or the configuration of the workspace as determined by each program or if the six-foot distance is not feasible due to the requirements of specific activities performed in clinical labs.
- Student groups for lab sessions will be determined by each program. Student groups will remain the same, to the extent possible, during the semester to limit exposure.

Self-Monitoring:

- All persons using lab spaces will self-identify symptoms using the College's Mavericks Safe app.
- No one shall enter a lab space if they are experiencing any of the following symptoms:
 - New 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
- Persons that self-report as positive are responsible for notifying the College Health Office for purposes of notification to the appropriate department of health and lab closure (24 hour) and subsequent cleaning/disinfecting of lab space and the initiation of contact tracing.

Cleaning of Labs and Lab Closure:

- Clinical lab spaces must be cleaned in accordance with CDC guidelines at the beginning and end of each scheduled lab session as determined by each program.
- All persons using clinical lab spaces will wash hands with soap and water or use hand sanitizer frequently and in accordance with CDC guidelines.
- All items and equipment must be wiped down in between each use and at end of class with sanitizer wipes by students and in accordance with CDC guidelines.

- Additional attention should be directed towards high touch areas such as doorknobs, locker handles, faucet handles, counter tops, wipe bottles, etc.
- Mercy College cleaning staff must clean labs 7 nights per week, including floors and all high touch contact surfaces. All garbage must be emptied daily.
- Surfaces should always be clear of clutter and personal items such as laptops should be kept to a minimum and as needed for learning activities.
- Manikins will be cleaned by faculty and staff using appropriate cleaning materials.
- Programs that utilize linens such as bedsheets and towels are required to ensure the safe use and cleaning of these supplies.

Intentional opening and closing of lab:

- Clinical labs must be reserved on 25Live to facilitate contact tracing if necessary.
- If reservations are made by someone other than the course instructor, the reservation shall contain the instructor's name.
- Clinical labs must be opened and closed by the individual whose name is on the reservation.
- Each lab session instructor shall maintain a list of all people in the lab during the session.
- Reserving instructor must oversee the cleaning of the lab at the end of the session and then sign-off that it occurred using a cleaning log developed for this purpose, to be kept in each lab, indicating intentional and appropriate closing of the lab
- If the previous instructor did not sign off and appropriately close the lab, then the next instructor who reserved the room must first go through appropriate intentional closing procedure as if it had not been cleaned before opening their lab.
- Any open lab must abide by all above procedures and must adhere to all other task force policies and procedures.
- Students may not under any circumstances be in a lab that has not been signed out, intentionally opened, supervised, and closed.

Cross Reference

- CDC Guidelines
- NYS Guidelines
- CDC – Symptoms List – <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC – General Business FAQ – <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>
- CDC – Colleges, Universities, and Higher Learning – <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

APPENDIX F: Clinical/Internship Placement Policies

| | | | |
|----------------------------------|---|-----------------------|---------------------------|
| Policy Name: | Clinical/Internship Placement Policies | | |
| Associated Form(s): | COVID-19 Waiver Form Deferral Form (if applicable) | Policy Number: | 2020-01 |
| Reviewed: | SHNS Dean SSBS | Approved: | |
| Approval Authority: | SHNS Dean SSBS Dean | Adopted: | |
| Responsible Executive(s): | Associate Deans | Revised: | N/A |
| Responsible Office(s): | Dean's Office of school under which student is completing clinical/internship placement | Contact(s): | Associate Deans of School |

Policy Statement

These policies were developed to guide students, faculty and staff related to the completion of clinical experiences. All programs will follow the guidance and regulations of state and local health officials, both in New York and in the state in which the clinical/internship is located. Accreditation requirements must be followed by individual programs and students. Program Directors/Chairs will oversee all accreditation expectations related to clinical rotations/internships.

Preparation for the Clinical/Internship Setting

1. All students will sign the Mercy College COVID-19 waiver form prior to the start of a clinical/internship experience. These forms will be retained in the program files.
2. Students who decide they do not want to begin a program required clinical/internship experience will sign the Clinical Deferral Form acknowledging the implications of their decision.
3. Students must complete COVID-19 training and provide proof of completion to the Program Director. The training module is located at: <https://mercy.digication.com/covid-19-training/home>
4. Clinical/internship sites may require medical clearance, N-95 mask fit testing, provision of own PPE, etc. Students should work with their program to ensure they complete all requirements to begin a clinical/internship experience.
5. Students are required to follow policies at clinical/internship sites which may include COVID-19 testing before and during the experience and/or 14 days of quarantine prior to beginning the experience.

Potential Clinical/Internship Interruptions

1. Programs should follow all clinical/internship policies and handle any student COVID-19 related illness on an individual basis.
2. Students who become ill with suspected COVID-19 symptoms during their clinical rotation/internship must report the illness by phone or email to their Mercy College instructor, clinical/fieldwork site (if required), the Mercy College health office and other college personnel as expected by College guidelines. Any student who becomes ill must leave their clinical site/internship placement immediately and contact their healthcare provider by phone for instructions to seek care.

- a. Any student who is ill must follow the guidelines of the clinical/internship site in terms of reporting their illness at the site.
 - b. Students must meet all requirements of the clinical/internship site prior to returning.
 - c. Students must provide documentation from their medical doctor showing clearance to return to the site.
 - d. The College clinical/internship coordinator will work with the site to determine if the student can return when cleared by a medical doctor or if a new site needs to be secured.
 - e. Completion of interrupted clinical/internship placements are program specific and students should work with their program to develop a plan for completion.
3. Grades of incomplete will be permitted when a student meets all guidelines as detailed in the academic catalog. Students must complete all required hours and other course requirements to be graded for the course. The timeframe for the incomplete may be adjusted for reasonable accommodations.

Exhibits/Appendices

1. COVID-19 Waiver Form
2. Deferral Form
3. COVID-19 Training website

APPENDIX G: Safety Procedures to Decrease COVID-19 Spread in Science Teaching and Research Labs

| | | | |
|----------------------------------|---|-----------------------|--|
| Policy Name: | Safety Procedures to Decrease COVID-19 Spread in Science Teaching and Research Labs | | |
| Associated Form(s): | Faculty/Student Attestation of policy receipt | Policy Number: | 2020-02 |
| Reviewed: | SHNS Dean | Approved: | July 27, 2020 |
| Approval Authority: | SHNS Dean | Adopted: | July 28, 2020 |
| Responsible Executive(s): | SHNS Dean | Revised: | NA |
| Responsible Office(s): | Natural Sciences Department and Veterinary Tech Program | Contact(s): | Natural Science Chair and Veterinary Tech Program Director |

Purpose: To safeguard the health and well-being of students, faculty, and staff and support safe operation of the science teaching and research labs.

Policy Statement: The health and well-being of students, faculty and staff are top priority. Safe operation of the teaching and research labs will require a coordinated effort amongst faculty, staff, students and SHNS and Mercy College administrators. The following document details safe laboratory policies during the COVID-19 pandemic.

Notification of Policy:

- This policy will be communicated to all persons using the science teaching and research labs prior to the beginning of the fall 2020 semester.
- Faculty receipt of this policy will be confirmed by a signed attestation form to be returned prior to the beginning of the fall 2020 semester. Anyone not returning or refusing to sign an attestation form will not be permitted to enter the labs.
- Students will receive training in the policy elements at the start of the semester and sign an attestation form collected by the course faculty.
- All persons using science teaching or research lab spaces will be required to review the Student Handbook COVID-19 Addendum and depending on the lab course, may be required to complete a waiver form prior to the beginning of the fall 2020 semester

Safety Policies

- All labs will keep occupancy as determined for each lab to allow for physical distancing.
- Students will not be permitted to congregate outside the lab rooms while waiting for classes to start.
- Students must allow prior class to exit before entering the lab.
- Students will place all personal items in a clean bag (provided) and designated container (or cabinet if available) during lab.
- Students will be expected to clean their hands with either soap and water or hand sanitizer at the beginning and end of each lab (and as appropriate during the lab session).
- Student groups will rotate weeks in lab to decrease the possibility of transmission. Students will be informed of their assigned campus lab days at the beginning of the term. Students cannot makeup labs by joining another lab group.

- Lab instructors will keep detailed seating charts and attendance to assist with COVID-19 contact tracing if necessary; students should occupy the same seat in the lab throughout the term unless otherwise instructed by instructor.
- Students will work individually, when feasible. Group work or working with a partner will be kept to a minimum and follow physical distancing and masking requirements.
- When possible, pre-lab and post-lab activities will be done online (i.e., Zoom or other online teaching tools) to minimize time spent in the physical lab.
- Students will be assigned a designated bench spot and designated equipment for the duration of the semester. 6 ft physical distancing markers on the lab floor must be adhered to unless the lab exercise requires movement to equipment in the lab.
- Labs that require students to work within 6-ft of each other, for example certain veterinary technology labs, may require students to complete a symptom checklist or other additional screening prior to entering the lab.
- Each lab exercise will undergo a risk assessment by faculty and lab instructors/personnel, prior to the start of the semester. A safety plan will be developed for each lab that will be clearly communicated to the faculty, staff, and students in writing and through discussion.
- All equipment/benches must be cleaned by the students at the end of each lab. The next student group must also clean the bench surfaces and equipment before use. When possible, disposable lab items will be used.
- Persons that self-report as COVID-19 positive after attending a course in a teaching or research lab are responsible for notifying Mercy College's Health Office at 914-674-7255 or healthalert@mercy.edu for purposes of lab closure (24 hour) and subsequent cleaning/disinfecting of lab space and the initiation of contact tracing.

Personal Protective Equipment and Other Resources Required for the Safe Operation of Labs

- All students and faculty will wear personal protective equipment (PPE) as required by the nature of the lab exercise.
- At a minimum, students and faculty will wear a personal face mask when in the lab. Additional PPE may be required by the nature of the lab exercises.
- Face coverings must be cleaned or replaced after use or when damaged or soiled. Any disposable PPE should be properly discarded after use.
- Appropriate PPE will be provided to the students when possible. PPE that is the responsibility of the student will be communicated to the student prior to the start of the semester.
- Faculty will instruct students and demonstrate the donning and doffing of PPE at the start of semester.
- Lab instructors and staff (including student workers) will be provided with appropriate PPE including a mask and face shield. Faculty may wear a face shield only when behind the podium and at least 6 ft. distance from students to assist hearing impaired students and faculty vocalization. When closer than 6 ft., faculty, lab instructors and staff must don a face mask.
- A plan for those who need a “mask break” will be communicated to students (e.g. go to designated area outside of building).
- Labs involving human and animal specimens must follow appropriate biosafety guidelines communicated by the faculty.

Promoting a Culture of Respect and Understanding of COVID-19

- Prior to the start of the semester, faculty and staff will complete training on the new safety guidelines.

- At the start of the semester, all students will receive lab safety training including a presentation on COVID-19 (e.g. how is it spread, what are the symptoms, etc.). This presentation will include a discussion of personal responsibility in minimizing the spread of the virus and the national and local practices necessary to achieve this (e.g. physical distancing, mask wearing).
- Lab safety training will include specific steps necessary to minimize spread of infection for each specific lab (as determined by pre-semester risk assessment).
- Behaviors that promote safety and decrease the possibility of transmission will be clearly communicated and expected by everyone in the lab. Consequences for not adhering to these behaviors will be clearly defined in the syllabus and discussed.
- Students will complete an assignment or quiz to reinforce the safety training. The SHNS developed training module is located at: <https://mercy.digication.com/covid-19-training-science-labs>
- To help minimize undue pressure for students to attend lab if they become sick during the semester, lab instructors are encouraged to provide reasonable alternatives as appropriate to the lab. A policy for missed labs must be included in the syllabi and discussed with students at the beginning of the semester.
- Lab faculty, staff, and students who begin to experience COVID-19 like symptoms while on campus must not enter the labs and then follow Mercy College COVID-19 policy.
- Students who need a learning accommodation due to COVID-19 (e.g., requests to take the lab remotely), must register with the Office of Accessibility who will collaborate with faculty to determine reasonable accommodations, if possible, for the lab.

CONFIDENTIAL INFORMATION AGREEMENT FOR CONTACT TRACERS

I understand that in the course of my work as an employee for Mercy College ("Mercy"), and in particular, as a voluntary Contract Tracer for the investigation coronavirus/COVID-19 cases at Mercy College, I will have access to confidential and personal information, including but not limited to, medical and health information ("Confidential Information") of students, faculty and staff. Confidential Information may be in any form, including but not limited to, verbal, email, text, telephone, on paper, contained in software, visible onscreen displays, in computer readable form, or otherwise.

I understand that I am legally required to keep all Confidential Information strictly confidential and shall not in any way disclose or disseminate Confidential Information except as authorized within the scope of my duty and responsibilities as a Contract Tracer for Mercy, which may include disclosure to a Local Health Department (LHD). I understand that I must comply with applicable local, state and federal laws, as well as Mercy College policies.

I further understand that Mercy is obligated to maintain the safety and security of its Confidential Information and that I am obligated to take appropriate measures to safeguard the confidentiality of any hard copy or electronic materials that contain Confidential Information. Such measures shall include: (i) installation and maintenance of appropriate virus and anti-cyber attacking software and implementation of passcodes; (ii) protecting against unauthorized access to or use of Confidential Information by persons not employed by Mercy, including those who may be physically present in the event I am working remotely from home or at another location other than at the College; and (iii) monitoring such procedures to ensure that no Confidential Information is disclosed to or misappropriated by unauthorized parties. I further promise to promptly advise the College in writing immediately of any unauthorized release/disclosure or misappropriation of Confidential Information and to take such actions reasonably requested by the College to limit, cease, or otherwise remedy such release/disclosure or misappropriation.

Upon termination of my affiliation with Mercy, or earlier if so instructed by Mercy, I will return to Mercy any and all copies of all materials containing Confidential Information. I understand that my failure to comply with this Confidential Information Agreement may result in the termination of my position as a voluntary Contract Tracer and, in certain circumstances, could result in my the termination of my employment with Mercy and/or civil or criminal legal penalties.

Acknowledgement shall be made by signing below, or electronically via Mercy Connect.

Employee Signature

Printed Name

Date

COVID-19 INTERIM VISITOR POLICY

In an effort to protect the health of the Mercy College community during the COVID-19 and prevent the spread of the virus, the College has implemented the following limitations on visitors to any Mercy College campus or location until further notice.

Visitors on Campus

Access to all Mercy College buildings is restricted to students, faculty, staff, designated vendors and service operators, and invited guests (including prospective students and families, board members, donors, partners, etc.) who are essential to our business model. Parents and families of residential students may be allowed on campus during move-in and move-out periods, as well as during emergency situations such as if a student is injured or ill, or needs to quarantine or isolate due to COVID-19, to assist students. All other visitors will be admitted by appointment only. All visitors to campus shall comply with the guidelines listed below.

Scheduling and Hosting Visitors

- All visitors, including guests of Mercy students, faculty and staff, must be pre-scheduled by close of business the day before their visit by completing a Visitor Form that will inform Mercy College Campus Safety of their arrival, unless there are extenuating circumstances.
- Visitors will be required to present a completed Visitor Screening Form to gain entry to a campus location. Employees who invite a guest to visit the College should provide their visitors with a copy of this policy and the Visitor Screening Form in advance of their visit.
- Unannounced visitors or visitors who do not have a Visitor Screening Form will be asked to wait at the entrance to the building until their appointment on campus can be verified and they fill out the visitor form.
- Staff or Faculty 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.
- Departments shall maintain their own visitor logs on a daily basis. This information may be used in the contact tracing process in the event of a confirmed case of COVID-19.

Required Health Screening and Safety Precautions

- Visitors must complete a Health Screening Form prior to or at the time of the visit that will seek to determine whether the visitor has: (a) been in close contact – within 6 feet for at least 10 minutes – with anyone while they had COVID-19 or symptoms of COVID-19 during the last 14 days, (b) tested positive on a COVID-19 diagnostic test in the past 14 days, (c) experienced any signs or symptoms of COVID-19 – including fever of 100.4 degrees F or greater, new cough, or shortness of breath – in the past 14 days, (d) visited a state or country with a NYS or US Department of State travel or health advisory in the past 14 days.

Visitors who answer “yes” to any of the above questions will not be permitted at any Mercy College campus or location.

- Campus visitors must comply with the College’s established personal safety practices, which include, but are not limited to the following:
 - Wearing a face covering at all times while on campus.
 - Complying with social distancing norms and other established safety guidelines while on campus.
 - Sanitizing hands upon entry to the campus.

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 to inform the College when they were on campus and with whom they met.

Disclaimer

The novel coronavirus, or COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine or cure for COVID-19. COVID-19’s highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic (i.e. not showing symptoms) for a period of time, or may never become symptomatic at all. Because of its highly contagious and sometimes “hidden” nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease. COVID-19 is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

There is a risk that, by visiting a Mercy College campus, visitors to a campus (“visitors” or “you”) could contract COVID-19. By choosing to visit a Mercy College campus, Mercy College does not assume any liability or risk associated with the actual or potential exposure to COVID-19, and visitors hereby assume any and all such risk.

Mercy College has implemented various preventive measures aimed to reduce the risk of the spread of COVID-19 among visitors, students, and employees. Further information can be found at Mercy College’s Coronavirus webpage: <http://www.mercy.edu/oncampus-plus>.

However, Mercy College does not guarantee or warrant against the risk of infection. Visitors shall abide by screening and safety precautions in place, as noted above, while on a Mercy College campus.





None of the information provided herein is intended as medical advice. This Notice and Disclaimer is intended as a warning to visitors of the risk of contracting COVID-19, and a disclaimer of Mercy College’s liability and the liability of our employees therewith.

Thank you for visiting Mercy College!

We are excited to welcome you to our campus. Due to enhanced safety and visitation protocols, we ask that our guests complete this brief form, which will be kept on file by the College. We are working very hard to maintain a safe and inviting atmosphere on our campuses. To that end, all visitors agree to:

1. Wear a mask or face covering while on campus.
2. Maintain close proximity to the individual, office, or event they are visiting.
3. Maintain social distancing and keep 6 feet apart from non-family members, whenever possible.
4. Notify the College if you develop signs of or have a positive COVID-19 test within 14 days of a visit to Mercy College by emailing: healthalert@mercy.edu.

Before entering the campus, we ask that you review the health screening questions below. If you answer any of these questions in the affirmative, we ask that you refrain from visiting with us today – we will be happy to set up an online meeting with you as an alternative.

| CHECK YES or NO FOR THE BELOW QUESTIONS | | YES | NO |
|---|--|-----|----|
|  | Have you been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID-19 or symptoms of COVID-19 during the last 14 days? | | |
|  | Have you tested positive on a COVID-19 diagnostic test in the past 14 days? | | |
|  | Have you experienced any signs or symptoms of COVID-19 (including fever of 100.4 degrees F or greater, new cough, or shortness of breath) in the past 14 days? | | |
|  | Have you visited a state or country with a NYS or US Department of State travel or health advisory in the past 14 days? | | |

Date of visit: _____ Full Name: _____

Name of Office/Person Visiting: _____

Affiliation/Reason for Visit: _____

Cell Phone: _____ Email: _____

Signature: _____

Signature of Parent (if visitor is under 18): _____

By signing this document, you acknowledge that you are voluntarily visiting a Mercy College campus and agree to adhere to the visitation guidelines described in this document. While rigorous safety protocols are in place, Mercy College cannot stop the spread of COVID-19 and visitors assume all responsibility for their individual health. Please wear a mask and follow all social distancing cues while on-campus. Enjoy your visit!

APPENDIX J: Communications Plan

Communications During the Coronavirus: Communications Plan as of August 2020

Key:

Communication to Faculty/Staff – BLUE

Communication to Students – YELLOW

Communication to Faculty/Staff/Students – GREEN

| Date | Status | Action | Audience |
|-----------------------------|---------------|---|--|
| Thursday 5/28/20 | Completed | Communication on fall reopening to registered and undecided students | Registered and Undecided Students |
| Friday 5/29/20 | Completed | Town Hall update on Task Force Groups | Faculty/Staff |
| Thursday 6/4/20 | Completed | Communication to BOT on fall reopening messaging | BOT |
| Tuesday 6/9/20 | Completed | Communication from T. Hall to Faculty/Staff/Students on fall reopening | Faculty/Staff/ Students |
| | Completed | Communication to residential students | Residential Students |
| Wednesday 6/17/20 | Completed | Inside Maverick newsletter distributed | Faculty/Staff |
| Wednesday 6/17/20 | Completed | Mavericks Making a Difference distributed | Community members/Friends/ Donors, Alumni |
| Wednesday 6/24/20 | Completed | Finalize communication materials and “OnCampus Live” webpage | Internal |
| Thursday 6/25/20 | Completed | FAQs posted to website based on approved content | Internal |
| Thursday 6/25/20 | Completed | Reopening “OnCampus Plus” Plan Communication outreach - 9:00 a.m. – “OnCampus Plus” webpage goes live - 9:30 a.m. - Email from President Hall to Faculty/Staff/Students | Faculty/Staff/ Students |
| Thursday 6/25/20 | Completed | Town Hall to discuss reopening plans 3:00 – 4:00 p.m. | Faculty/Staff |

| | | | |
|-----------------------------|-----------|--|---|
| Wednesday 7/1/20 | Completed | Inside Maverick newsletter distributed | Faculty/Staff |
| Week of 7/6/20 | Completed | Update website with revised FAQs and content | Website |
| Thursday 7/9/20 | Completed | Email reminder about webinar of 7/14 | Continuing Students |
| Friday 7/10/20 | Completed | Mav Digital newsletter distributed | Community members/ Friends/ Donors, Alumni |
| Tuesday 7/14/20 | Completed | Webinar to discuss reopening plans | Continuing Students |
| Tuesday 7/14/20 | Completed | Finalize Back to work training video | Internal |
| Wednesday 7/15/20 | Completed | Email on Reopening Plans/Employee Guide to Returning to the Workplace, Pledge and Training Video | Faculty/Staff |
| Wednesday 7/15/20 | Completed | Inside Maverick newsletter distributed | Faculty/Staff |
| Friday 7/16/20 | Completed | Athletics Department EEC and NE-10 Conference update | Faculty/Staff/Students |
| Week of 7/20/20 | Completed | Follow-up email regarding Return to Work details | Faculty/Staff |
| Thursday 7/23/20 | Completed | Town Hall update, reopening, employee handbook, training video, etc. | Faculty/Staff |
| Thursday 7/23/20 | Completed | Updated website with revised FAQs and content | Website |
| Wednesday 7/29/20 | Completed | Inside Maverick newsletter distributed | Faculty/Staff |
| Week of 8/10/20 | Completed | Email on new Mavericks Safe App | Faculty/Staff |
| | Completed | Submission of reopening plan to New York State | New York State |