

COVID-19 INTERIM VISITOR POLICY

Revised, 1/25/2021

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 (including alumni) to any 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, or in the event of an emergency, to assist their 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 and guests 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.
- Visitors and guests 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.
- Employees must meet their visitor at the designated entrance to the building where they will be meeting and escort them to and from the meeting space.
- Departments should enter the required information for each visitor in the online Mercy Visitor Log 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 (see Appendix D-1) 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 past 14 days (or the past 10 days if the employee has not experienced any symptoms)?; (b) tested positive on a COVID-19 diagnostic test in the past 10 days?; (c) have experienced any new or worsening signs or symptoms of COVID-19—including a fever of 100.4 degrees F or greater, new cough, or shortness of breath—within the past 14 days?; and/or (d) visited a non-bordering state or another country for more than 24 hours within the past 10 days (and have not received two negative tests per NYS guidelines)? 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:
 - 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 who they met with.

Disclaimer

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. While COVID-19 vaccines are being distributed in a phased approach, they are not currently available to the general public, and there is no 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. Mercy College is implementing comprehensive safety measures to try and prevent the spread of novel coronavirus, which can be found on the College’s website at: <http://www.mercy.edu/oncampus-plus>.

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

APPENDIX D-1

MERCY COLLEGE Visitor Screening Form

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			
	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes but I have had no symptoms after 10 days <input type="checkbox"/>
	Have you tested positive on a COVID-19 diagnostic test in the past 10 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have you experienced new or worsening 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have you visited a non-bordering state or another country for more than 24 hours in the past 10 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes but I received two negative tests per NYS guidelines <input type="checkbox"/>

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 D-2

VISITOR LOG

Department heads must carefully consider the need for in-person meetings and invite visitors with legitimate business purpose selectively. All Visitors must sign in using the host department's sign-in log. The records must be retained and be readily accessible.

Date	Full Name	Affiliation	Cell Phone Number	E-Mail	Person Visiting / Room Number or Building / Reason for Visit	Time In	Time Out