



Policy Name:	COVID-19 Interim Visitor Policy		
Associated Form(s):	N/A	Policy Number:	2021-4
Reviewed:	Non-Academic Policy Review Committee	Approved:	June 9, 2021
Approval Authority:	President <i>Timothy L. Hall</i>	Adopted:	June 28, 2021
Responsible Executive(s):	1) VP Operations and Facilities 2) Chief Advancement Officer	Revised:	January 25, 2021
Responsible Office(s):	1) Facilities 2) Advancement	Contact(s):	1) Director of Operations 2) Director of Alumni Relations

## **1. Policy Statement**

In an effort to continue 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 College campus or location until further notice.

## **2. Visitors on Campus**

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

- Visitors shall refrain from coming to any Mercy campus location if they are experiencing any COVID-19 symptoms, have tested positive for COVID-19 in the past 14 days, or have been in close contact with someone who has COVID-19 symptoms or tested positive for COVID-19 within the last 14 days.
- All Mercy staff are required to enter the required information for each visitor in the online Mercy Visitor Log found in Mercy Connect under the “Resources” tab. This information may be used in the contact tracing process in the event of a confirmed case of COVID-19.
- 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.

## **3. Alumni**

- Mercy College alumni shall be granted access to the campus by obtaining an alumni identification card prior to accessing any of Mercy’s indoor facilities. They must contact the Office of Alumni Relations at [alumni@mercy.edu](mailto:alumni@mercy.edu) or 914-674-7759 to request an Alumni Card.
- Alumni must abide by the terms and conditions of the College’s policies, including the Visitors Policy, and current COVID-19 gatherings and mask guidance.

*The College maintains the discretion at all time to limit the duration and access to space by alumni in order to maintain the health and safety of the College community in light of the ongoing Coronavirus pandemic, including ensuring social distancing, mask-wearing and limiting density in certain spaces.*

## **4. Safety Precautions**

Campus visitors must comply with the College’s established personal safety practices, which currently include:

- Wearing a face covering at all times while indoors on any of Mercy’s campuses, except:
  - Where the visitor is vaccinated and visiting another individual who is vaccinated and agrees to mask removal while meeting and
  - When sitting 6 feet or more from another individual
- Complying with social distancing norms and other established safety guidelines while on campus.
- Sanitizing hands upon entry to the campus.

## **5. Contact Tracing**

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

## **6. 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 available to the general public, COVID-19, including its highly contagious nature and variant strains, still remains a threat. Mercy College continues to implement 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.