



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

Revised July 1, 2021

Maintaining a Safe Workplace Guide and Policies

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INTRODUCTION

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

Mercy's Emergency Management Team and associated Task Force, which was created to respond to COVID-19, (described in Appendix A) will continue to play an integral role in ensuring all of the appropriate laws, regulations, orders, and guidelines relating to COVID-19 are followed to the greatest extent possible by the College.

At the time of its issuance, Mercy's plan aligns to and is consistent with federal, state and local guidelines, orders, and ordinances, including those of the municipalities in which our campuses and worksites are located. Mercy's plan follows recommendations from relevant agencies, including but not limited to, the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/>, the Environmental Protection Agency (EPA), and United States Department of Labor's Occupational Safety and Health Administration (OSHA), and the New York State, Westchester County and New York City Departments of Health.

Mercy also reiterates its commitment to complying with all local, state and federal laws prohibiting discrimination and retaliation in the workplace, providing reasonable accommodations under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and abiding by all relevant labor laws, as well as whistleblower laws.

Given the realities of this global pandemic, including the uncertainty with variants, even with the full availability of the COVID-19 vaccine, we anticipate that there will be cases of COVID-19 within our community and on campus. Despite our best efforts to control the spread of the virus, the College cannot guarantee a virus-free environment. At the time of the issuance of updates to this Guide, Mercy has determined, like other peer-institutions, that it will require all students taking classes and residing on-campus to provide proof of COVID-19 vaccination before the start of the Fall 2021 term and strongly encourages its employees and employees of its third-party vendors operating on campus to do the same.

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

WORKPLACE EXPECTATIONS & GUIDELINES

All Mercy College employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Mercy's *Maintaining a Safe Workplace Guide*. In affirming their commitment to playing a role in maintaining a community safe from COVID-19, all employees are required to periodically 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 (see Appendix B). Failure to adhere to *Mercy's Maintaining a Safe Workplace Guide*, including any updates thereto, the MavCare Pledge, as well as all other COVID-19 policies and procedures may result in disciplinary action, including but not limited to termination from employment, in accordance with all relevant policies, procedures, Handbooks and Collective Bargaining Agreements.

I. FULL RETURN TO CAMPUS

A. Employees

Beginning July 1, 2021, all Mercy College employees will resume the regular in-person schedule required for their position, except for employees who have received medical accommodations approved through the Office of Human Resources or have some other accommodation (including where office spaces are still under construction/re-configuration). Although not mandated for employees (with the exception of residential life staff and other staff who may be required pursuant to their job responsibilities, such as having to work in clinical and other locations, on or off-campus, for example), Mercy strongly encourages all employees to obtain the COVID-19 vaccine if able to do so. Mercy is asking all employees to participate in the COVID-19 Vaccination Intake Questionnaire to assist in determining how many of our employees are vaccinated, how many will not become vaccinated, and to assess what other safety precautions we need to put/keep in place. *See* Section 6 below.

Mercy will seek to maintain distancing and other safety measures, as discussed below. In some cases, employees will be working in different offices than previously assigned, to ensure 6-foot distancing between employees, as necessary where not all individuals are vaccinated or vaccination status of individuals coming into the space is unknown. Mercy will be utilizing plexiglass barriers to the same extent as was used during the 2020-2021 Academic Year.

Mercy will continue to monitor and adhere to all local, state and federal laws, ordinances, guidelines and requirements relating to COVID-19 and will assess, for example, whether it will be necessary to continue wearing face masks indoors and to conduct surveillance testing as the positivity rates in the community continue to decline and vaccination rates continue to go up.

Since we are still learning how well the COVID-19 vaccine protects people with weakened immune systems, people with weakened immune systems should speak with their healthcare providers to discuss the activities and precautions they may need to keep taking to prevent COVID-19 (even if they are vaccinated). The CDC currently recommends continued mask-wearing and physical distancing for people with weakened immune systems. The College community fully supports anyone who chooses to continue to wear masks.

As always, Mercy will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

B. Students

In order to maintain the health and safety of the entire campus community during the ongoing COVID-19 pandemic and to prevent the spread of the virus, Mercy College students who attend classes in-person at any of our campuses as of Fall 2021 will be required to show proof of the COVID-19 vaccination prior to the start of the term. Only fully vaccinated students can attend classes, reside in on-campus housing, participate in athletics, study abroad, attend clinical and experiential rotations, and participate in other on and off-campus College-related clubs, activities and events. The only students excepted are those with a confirmed medical or religious exemption.

C. Visitors

In order to protect the health of the Mercy College community during the COVID-19 pandemic and prevent the spread of the virus, the College may maintain certain limitations on visitors to any College campus or location as needed. 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 operations. Other visitors are by appointment only. Access to residential housing shall be restricted as set forth in the COVID-19 Student Addendum.

All employees, students, alumni and visitors must comply with the guidelines set out in the COVID-19 Interim Visitor's Policy. (Appendix D) Departments are responsible for entering the required information for each visitor in the online Mercy Visitor Log, found in Mercy Connect under the Resources tab (for contact tracing purposes).

D. Events and Gatherings

The College reserves the right to limit what events and gatherings will take place on campus, and off-campus at College-related events, as well as numbers permitted in any particular gathering. The College's policy will continue to adhere to the local, state and federal COVID-19 guidance as it relates to gatherings and other College-related events, including strict adherence to guidelines relating to catered events. In addition, currently Mercy requires approval by the Vice President for Operations and Facilities, the Provost or the President for any indoor Mercy-related event with 100 or more attendees. Please see the College's webpage for current limitations on indoor and outdoor gatherings relating to Mercy College events and activities.

E. Off-Campus Work-Related Travel

Off-campus work-related travel may resume, as necessary and with approval from the department Vice President. The College administration reserves the right to prohibit travel to states or countries designated by Department of State or CDC as having a Level 3 or 4 travel advisory. Any and all travel guidelines in place by NYS and any local or partner rules on masks, distancing or vaccines must be adhered to when engaging in work-related meetings, activities events and travel off-campus.

F. Mail Services

Mail Services is operating on a full schedule (though that is subject to change). Hours of operation for the central mailroom in Tarrytown currently are 8:30 a.m. to 4:30 p.m. An appointment is not required, but we do ask that you call in advance before visiting the mail office. To make an appointment, or if you have any questions, please contact the mail services at 914-674-7300 or mailsvcs@mercy.edu.

To ensure the most expedient and secure delivery of mail and packages, use the shipping addresses outlined below.

General Mail Address:

Mercy College
555 Broadway
Dobbs Ferry, NY 10522

Shipping Address for Packages via UPS, FedEx, DHL, Amazon (All Campuses):

Mercy College Tarrytown Offices
828 South Broadway, Suite 102
Tarrytown, NY 10591

Mail Safety and Procedures

All incoming packages and mail will be handled in accordance with any guidelines issued by New York State and/or the CDC. Mail will once again be dropped off at individual offices. Central drop boxes can still be found at the following locations:

Dobbs Ferry:

- **Main Hall:** 2nd Floor, across from PACT
- **Fed Ex:** FedEx box in parking lot near Speech & Hearing Clinic (by 5pm daily)

Bronx: 1st floor, Room 1175

Manhattan: 3rd floor, Room 301

Due to continued limited staffing and hours, the mailroom will no longer accept incoming or outgoing personal packages.

G. Classroom Technology

Mercy College has invested in new technology that has been deployed in its over 150 classrooms to provide maximum flexibility for teaching and learning. The technology allows many classes that operate on-campus to also be livestreamed so that students may participate in those classes from home if they prefer to do so. In those classes students will be together, in-person or online, at their scheduled meeting time, with Zoom-based live lectures and interactive classroom discussions. In addition, the College has invested in a Zoom site license, which provides a Zoom license for every faculty and staff member. Mercy Online will continue to leverage the *Blackboard Learn* Learning Management System as the general platform for online learning.

While Mercy does not have a specific on-camera “opt-out” option for those using video-conferencing technology (e.g., Zoom, Blackboard Collaborate), students and employees who have privacy concerns for various reasons, including but not limited to child privacy concerns, domestic or interpersonal violence or other family concerns, or homelessness, should seek an accommodation by contacting the Office of ACCESSibility (for students) or the Office of Human Resources (for employees). See *Mercy’s COVID-19 Privacy Statement*.

II. MONITORING HEALTH AND CONTAINING TRANSMISSION OF THE VIRUS

In accordance with relevant guidance, the College has instituted the following measures to maintain the health and safety of our community. Employees are also asked to sign-off on the MavCare Pledge in Appendix C, which summarizes this guidance.

A. COVID-19 Vaccinations

The COVID-19 vaccination is recommended by the Centers for Disease Control and Prevention (CDC) for anyone over the age of 12 years in order to prevent infection from and transmission of SARS-CoV-2 and its complications, including death, to friends, family and community. Getting vaccinated may also protect other community members, including those who are more vulnerable to serious COVID-19 illness (i.e. infants, young children, older adults and individuals with certain chronic health conditions).

As such, Mercy is strongly encouraging all of its employees who are eligible to receive the vaccine to do so. Proof of vaccination is required for residential life staff as well as other staff who may be required pursuant to their job responsibilities, such as having to work in clinical and other locations, on and off-campus, for example. Employees should check with their healthcare provider if they have any questions or concerns prior to getting the vaccine. Under New York State law, all employees are entitled to up to 4 hours of paid leave to obtain their vaccine, which does not count against the employee's regular sick leave bank. The College is asking all employees to submit proof of their COVID-19 vaccination on or before July 1, 2021 to the Office of Human Resources. Employees who are not vaccinated and/or do not plan to be vaccinated are asked to inform the College of that decision so that we are able to adequately assess the health and safety of the campus community.

While currently employees are still required to adhere to all safety measures stated in this Guide, including wearing masks in certain circumstances and maintaining appropriate social distancing, Mercy is assessing these mandates in light of the increasing number of vaccinated community members. Employees who do not submit proof of COVID-19 vaccine through the Office of Human Resources will be required to continue wearing masks, maintain 6-foot distancing, complete the daily COVID-19 screening, and participate in regular surveillance testing.

B. Symptom Monitoring and Reporting Requirements, Leave Policy, and Accommodations

1. Daily Symptom Monitoring

Employees reporting to work at a Mercy campus or other in-person location on behalf of the College must continue to conduct a self-health screening at home every day before reporting to work. While the Mercy SafeApp is no longer required, employees may still use it for diagnostic tool. The home screening questionnaire will seek to determine whether an employee has: (a) been in close contact—within 6 feet for at least 15 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)? If yes, have you had any symptoms within the last 10 days?; (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. Currently, according to the CDC, symptoms of COVID-19 include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle or body aches
- Headache
- Sore throat
- Fatigue
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

See CDC website for the most up-to-date guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Note that according to the CDC, people who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

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

If an employee has any symptoms of COVID-19, they must refrain from coming to work and call their healthcare provider for an assessment of symptoms and seek a COVID-19 test as soon as practicable. Employees who feel ill should also notify their manager or supervisor per the College's policy. If an employee is already at work and begins to feel sick, they must notify their manager or supervisor by phone or email, and go home or seek medical assistance immediately. Please see Section II.B.4.b below for more details about testing.

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and/or public health authorities, and isolate. See the CDC website for information on isolation: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>.

Employee leave for quarantining and isolation is available under New York State law. Please see Section 4 below.

3. Reporting and Contact Tracing

Any employee who tests positive for COVID-19 must contact their manager and/or supervisor, as well as Colleen Powers, FNP-BC, Director of Health and Wellness in the Office of Health and Wellness as soon as practicable. The College has a duty to immediately notify the state and local health

departments about the case if an employee tests positive and he/she has been on a Mercy campus two days from either the first day symptoms were experienced or the date of the positive COVID-19 test.

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

4. Sick and Other Leave Options

Employees who test positive for COVID-19, have COVID-19 symptoms or have been exposed to someone who has tested positive for COVID-19 and cannot work should refer to the College's [*Paid Time Off and Leave Policy*](#), or contact the Office of Human Resources regarding all available leave options. Employees who are ordered to quarantine or isolate by a Local Health Department ("LHD") due to COVID-19 (to themselves or a family member) may be eligible for up to 14 days of paid sick time (Quarantine Leave). These days do not impact the employee's regular sick bank. Employees who voluntarily traveled to a high-risk country (as defined by the U.S. Department of State), or who are able to work remotely during the quarantine period are not eligible for Quarantine Leave.

According to current NYS Guidance, individuals who are fully vaccinated (defined as two weeks or more after final vaccination dose) do not have to quarantine after suspected or confirmed exposure to COVID-19 provided they are asymptomatic. An individual who is considered "recently recovered" from COVID-19 is also exempted from quarantine after exposure, but that exemption is only for the three-month period following their COVID-19 diagnosis.

Managers and supervisors should refer to the *Managerial Guidelines for Employees Returning to Work, Responding to COVID-19 Symptoms and Leave Options* in Appendix A for details regarding when and under what circumstances an employee can return to work after isolation and quarantine.

5. Reasonable Accommodations for Employees

Mercy College is committed to providing reasonable accommodations to allow qualified individuals the opportunity to participate in employment. Employees who have a medical disability that will impact their ability to perform the essential functions of their job, even in light of the availability of the COVID-19 vaccine, should refer to the College's *Reasonable Accommodations Policy for Employees*. Employees who continue to have childcare issues or other concerns due to the COVID-19 pandemic may contact human resources regarding possible work modifications.

6. Monitoring Community Spread

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

7. Data Privacy and Use of Data

Information and data obtained by the College in furtherance of protecting the College community relating to the COVID_19 pandemic, including but not limited to, daily screening results from Mavericks Safe app, results from surveillance testing and contact tracing, and all records relating to COVID-19 Vaccinations, will be tracked separately from any personnel records and will be kept confidential except as to further the College's legitimate business needs of keeping the community safe, or as otherwise required to be provided by law or public authority during the COVID-19 pandemic. For further details, please *see* the [College's COVID-19 Privacy Statement](#)

C. Personal Safety Practices

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

1. *Wear Face Coverings:*

Currently, face coverings are **not required** while **outdoors** so long as the employee is not in a public gathering.

Face masks or appropriate face coverings **must still be worn** by all employees working on-site when in the presence of others who are not vaccinated or where vaccination status is unknown, including in public settings where the vaccination status of others is unknown and other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, elevators, shuttles, bathrooms, stairwells, etc.). Mask-wearing is especially important when at gatherings or in crowds on campus.

A face covering is **not required** when you are:

- Eating;
- Working alone in a confined office space;
- At your desk in a communal office if you are vaccinated and 6 feet apart from other work desks (regardless of the vaccination status of others in the office); and
- In spaces where there are one or more other employees, including in meetings, if employees are vaccinated. In cases where 6 feet is not maintained and there is common areas used, there must be mutual agreement among all parties to not wear masks.

See the College's most Current Guidelines on Gatherings and Face Masks. Please also see the [CDC Guidance](#) regarding what are considered acceptable face coverings and the proper use and care of face coverings.

The College community respects those members of the community who choose to take extra steps to protect themselves and others from potential exposure by continuing to wear masks, or who may be unable to obtain the COVID-19 Vaccination or who decline for religious or personal reasons to do so.

Facemasks are available in the Office of Campus Safety for anyone who would like one. Face shields to may be provided, depending on availability, if an employee requests one through the Office of Human Resources related to a medical disability.

2. Maintain Physical Distancing:

It is still recommended by the CDC that individuals who are not vaccinated should maintain a distance of at least 6 feet (about 2 arms' length) from others at all times. To the extent necessary, Mercy will modify or reconfigure the number of workstations and employee seating areas and desks to ensure appropriate physical distancing until the vaccination status of employees becomes more clear. If any employee has a concern about their office spacing, they may discuss it with their supervisor, or contact the Office of Human Resources.

The following guidelines are to help ensure physical distancing and the safety of our community:

- Stay at least 6 feet (about 2 arms' length) from other people at all times, to the extent practicable where individuals are not vaccinated or where vaccination status of others is unknown. This is especially important in crowded settings.
- Do not gather in groups that exceed any current local, state and federal guidelines, or Mercy College guidelines. See current Mercy Gathering Guidelines.
- Avoid using other employees' phones, desks, offices and other work tools and equipment when possible. If avoidance is not possible, perform handwashing before and after contact and use available disinfectant or cleaning supplies to wipe down shared phones, workstations or equipment.
- Follow visual cues such as floor decals, colored tape, or signs that indicate where individuals should stand while waiting in line.
- Where feasible, meetings should still be held using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, Skype for Business, phone, etc.). Meetings can, however, take place in-person where employees are wearing masks or maintaining 6 foot distancing. If all attendees are vaccinated and they desire to meet unmasked, all attendees must mutually agree.

3. Handwashing:

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

4. Gloves:

According to the CDC, gloves are not necessary or recommended for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. Gloves should continue to be worn by employees who would ordinarily use them for their job tasks.

5. Cleaning/Disinfection/Hand Sanitizers:

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

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.

6. Coughing/Sneezing Hygiene:

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

7. Workstations:

Shared workstations must be cleaned and disinfected between users. The College will provide cleaning and disinfection materials for employee use.

8. Food and Beverage:

Generally

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then put it back on afterward.

If you are eating in your work environment (break room, office, etc.) and are unvaccinated, maintain 6 feet distance between yourself and others. Employees may not share food and beverages, unless they are members of the same household.

Shared Food

To minimize the risk of transmission of COVID-19, there should be no communal or sharing of food items among individuals in the form of buffets, potlucks, open food platters or the like. All gatherings with food must have individually packaged food items or be served by an attendant. Drinks should be limited to single individual bottle/can intended for one person.

Food Delivery

To keep the College community safe, food delivery personnel (with the exception of those related to our contracted vendors) may not go beyond the designated entry of any building to deliver to individual offices, classrooms, conference rooms, dorm rooms or other campus locations. Instead, employees and students must meet the delivery person at the designated entry to a particular building.

9. Other Safety Measures

a. Facilities

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

b. Testing

Surveillance Testing

Mercy College will continue to conduct randomized surveillance testing for unvaccinated employees and students on campus as needed. If selected, employees are required to participate unless they seek a disability accommodation.

Generally

COVID-19 testing is recommended in general for all non-vaccinated New Yorkers as a tool for stopping the spread of coronavirus. Anyone who experiences symptoms of COVID-19, or who has been in contact with someone who is experiencing symptoms or who has tested positive for COVID-19 should get tested, either with their healthcare provider or at any of the free testing facilities located nearby by contacting the New York State COVID-19 Hotline at 1-888-364-3065 or visiting the NYS DOH website at <https://covid19screening.health.ny.gov/>. Should the employee test positive, we ask that you immediately inform the College's Director of Health and Wellness and/or the Director of HR, so that the College can take precautionary measures such as contact tracing and cleaning in locations where the employee has been.

III. MENTAL AND EMOTIONAL WELLBEING

Mercy College understands that the COVID-19 pandemic has increased stress levels of employees, not just here but across the nation and the world. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to continue to work and are ready to discuss personal situations. Employees with concerns regarding their mental health should request additional resources from their manager or supervisor. They may also refer to the College's *Reasonable Accommodations Policy for Employees* if they have a pre-existing mental health condition that is exacerbated due to COVID-19. The Employee Assistance Program (EAP) offered through *Compsych* is available to all employees. *Compsych* offers a variety of services including mental health support during this stressful period. Phone or video counseling is available, and you can access this service using most smartphones, tablets and computers

with a camera. Employees may contact the EAP by calling 800-327-1850 or visiting the *Compsych* website www.guidanceresources.com Organization Web ID: HLF902. Mental health services are also available through major medical health insurance providers.

IV. STATEMENT ON LIABILITY

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

V. ENFORCEMENT AND REPORTING

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

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

VI. SHUTDOWN

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

VII. CONCLUSION

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

APPENDIX A

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 Department of Health. This Maintaining a Safe Work Environment 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 2020 term that would ensure students have access to their courses, no matter what. These workgroups will continue to operate 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 focused on (1) Academics & Academic Technology, (2) Work Environment, Classrooms and Safety, (3) Student Spaces and Residence Halls, (4) Campus Events, Visitors & Transportation, and (5) Contingencies.

APPENDIX B
MANAGERIAL GUIDELINES FOR EMPLOYEES RETURNING TO WORK
AND RESPONDING TO COVID-19 SYMPTOMS

I. Introduction

Mercy College has prepared a Health and Safety Plan (the “Plan”) under which the health and safety of our employees and students are of the utmost priority. As part of the Plan, each employee must answer certain screening questions related to Covid-19. These guidelines will change as needed to remain in accordance with all local, state and federal health and legal requirements.

II. Relevant Laws and Policies

Mercy College adheres to federal and New York State Laws, New York State Executive Orders, orders of local municipalities, as well as guidance of the Centers for Disease Control, the New York State Department of Health, Westchester County Department of Health and New York City Department of Health and shall continue to be in constant and regular communication with these agencies. In addition, Mercy understands that it is also required to abide by all other relevant laws and regulations, including but not limited to the Occupational Safety and Health Act (OSHA), federal and state non-discrimination laws, the Americans with Disabilities Act, Section 504 of Rehabilitation Act of 1964, the Family Medical Leave Act, and all other applicable local, state and federal laws.

Pursuant to the screening questions below, the Office of Human Resources shall refer to the College’s [Employee Paid Time Off and Leave Policy](#) to determine what, if any, leave time should be extended to an employee as it relates to COVID-19.

III. Screening Questions & Responses for Employees On-Campus, or Prior to Returning to Campus, Who May Be Exposed to COVID-19¹

The following chart outlines the most common screening questions related to COVID-19 and corresponding guidelines for how long an employee will have to self-quarantine or self-isolate under legal guidelines. There is no discretion on the part of management concerning the applicable self-quarantine or self-isolation period.

Screening Question	Applicable Self-Quarantine or Self-Isolation Period²
1. Has the employee tested positive for COVID-19 in the past 10 days?	If YES, take the following steps: 1. It is likely they have been ordered to isolate for 10 days. If the employee is on campus, instruct them to immediately separate themselves from

¹ Given the nature of the pandemic and the ever-changing understanding of the Coronavirus, these guidelines may change without notice depending on developments from the CDC or other applicable governmental entities and local circumstances, such as a resurgence of the Coronavirus in our region.

² These guidelines come from the CDC Guidelines for isolation and quarantine: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

	<p>others and send them home immediately or, if they are calling in, instruct them to stay home.</p> <ol style="list-style-type: none"> 2. Determine leave/benefits available during quarantine. 3. Determine the return-to-work requirements. <ol style="list-style-type: none"> a. If the employee is exhibiting symptoms of COVID-19, they may return to work: <ul style="list-style-type: none"> • 10 days since the symptoms started, and • If the employee has been fever-free 3 days (without fever-reducing medicine), and • After other symptoms improve. b. If the employee is asymptomatic, they may return 10 days after the first positive test.
<ol style="list-style-type: none"> 2. Is the employee currently experiencing or has experienced any of the following new or worsening symptoms in the past 14 days (whether or not they tested positive for COVID-19): <ul style="list-style-type: none"> • Fever (100.4 degrees F or higher) or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea 	<p>If YES, take the following steps:</p> <ol style="list-style-type: none"> 1. If the employee is on campus, instruct them to immediately separate themselves from others and send them home immediately or, if they are calling in, instruct them to stay home. 2. Determine leave/benefits available during quarantine. 3. Determine the return-to-work requirements. <p>If the employee is exhibiting symptoms of COVID-19, they may return to work:</p> <ul style="list-style-type: none"> • 10 days since the symptoms started, and • After the employee has been fever-free 3 days (without fever-reducing medicine), and • after their respiratory symptoms improve.
<ol style="list-style-type: none"> 3. Has the employee been in close contact—within 6 feet for at least 15 minutes or more over a 24-hour period--with someone who has tested positive for COVID-19 or who has or had the symptoms of COVID-19 in the last 14 days? 	<p>If YES AND the employee is experiencing symptoms, take the following steps:</p> <ul style="list-style-type: none"> • It is likely they have been ordered to self-quarantine for 10 days. • If the employee is on campus, instruct them to immediately separate themselves from others and send them home immediately or, if they are calling in, instruct them to stay home. • Determine the return-to-work requirements. If the employee is exhibiting symptoms of

COVID-19, in addition to complying with the 14-day quarantine, they should only return to work:

- At least 10 days since the symptoms started, **and**
- After the employee has been fever-free 3 days (without fever-reducing medicine), **and**
- After other symptoms improve.

Options to reduce quarantine

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

After stopping quarantine, the employee should

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to [prevent the spread of COVID-19](#).

Quarantine is NOT required for:

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been [fully](#)

	<p><u>vaccinated</u> against the disease and show no symptoms.</p>
<p>4. Has the employee shown up to work symptomatic or developed COVID-19 symptoms at work?</p>	<p>If YES, take the following steps:</p> <ul style="list-style-type: none"> • The employee must be separated from others on College premises and sent home immediately. • The employee should return to work only upon completing at least 10 days of isolation from the onset of symptoms, and • If the employee has been fever-free for 3 days (without fever reducing medicine), and • After their respiratory symptoms improve • OR upon receipt of a negative COVID-19 test result. Note that in this case, it does not matter if close or proximate contact with an infected individual can be identified.
<p>5. Has the employee travelled internationally for more than 24 hours within the past 10 days?</p>	<p>While not required to be disclosed, all unvaccinated international travelers who have not recovered from COVID-19 in the past 3 months are recommended to get tested 3-5 days after arrival in New York, consider non-mandated self-quarantine (7 days if tested on day 3-5, otherwise 10 days), and avoid contact with people at higher risk for severe disease for 14 days, regardless of test result.</p>

APPENDIX C

MAVCARE PLEDGE

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

1. Wear My Face Mask Where Required

Mavs commit to wearing a face covering (or other appropriate safety gear) while indoors on campus in common spaces and under circumstances where I do not know if everyone may be vaccinated. I will respect all community members who wear masks regardless of vaccination status.

2. Wash My Hands Frequently

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

3. Clean and Sanitize

All employees will be required to clean and sanitize their workspaces and common spaces throughout the day, between shifts and at the close of each day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones and keyboards. Cleaning supplies will be provided to employees by the College. Classrooms will be cleaned on an enhanced schedule by facilities.

4. Stay at Least 6 Feet Apart Where Required

Unvaccinated Mavs will follow physical distancing guidelines requiring individuals to maintain at least 6 feet of separation from others where required.

5. Monitor My Health Every Day

Before coming to campus, members of the Mercy community commit to conducting symptom monitoring daily. COVID-19 signs and symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat or a new loss of taste or smell. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.

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

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

7. Mavs Will Help and Respect Mavs

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

APPENDIX D

COVID-19 INTERIM VISITOR POLICY

REVISED 6/28/2021

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.

1. 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.

2. 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 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.

3. 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.

4. 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.

5. 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.

