



Policy Name:	COVID-19 Interim Policy on Visitors, Facilities Use, and Events		
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:	October 29, 2021
Responsible Office(s):	1) Facilities 2) Advancement	Contact(s):	1) Director of Operations 2) Director of Alumni Relations

I. Policy Statement

In an effort to continue to protect the health and safety of the Mercy College community during the COVID-19 pandemic and to prevent and control the spread of the virus, the College has implemented the following procedures in place for visitors to any Mercy College campus or location, as well as limitations on facilities use by external organization and organized events taking place on Mercy campuses involving Mercy and non-Mercy individuals, until further notice.

II. Visitors on Campus

A. General Restrictions for Visitors

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

All visitors to campus shall comply with the following guidelines:

1. **Proof of COVID-19 Vaccine.** Visitors must show proof of full COVID-19 vaccination before entering any Mercy College building or location. The only exceptions are:
 - Delivery-persons or other contractor/vendors on campus for a very limited duration.
 - Individuals on campus for admissions tours, which tours are limited to 10 individuals. *Proof of vaccine is required for tours of the residence halls.
2. **Masks.** Visitors are required to wear masks at all times while indoors and are encouraged to wear masks outdoors when social distancing is not feasible.
3. **Self-Screening.** Visitors shall refrain from coming to any Mercy campus location if they are experiencing any COVID-19 symptoms, have tested positive for COVID-19 in the past 14 days, or have been in close contact with someone who has COVID-19 symptoms or tested positive for COVID-19 within the last 14 days.
4. **Employee responsibilities.** Employees must meet their visitor at the designated entrance to the building where they will be meeting and escort them to and from the meeting space. All employees should consider meeting visitors via virtual

platforms as much as practicable, in order to limit the number of visitors to Mercy's campuses.

See Section IV below regarding limitations relating to College-related events.

B. Alumni Restrictions

Mercy College alumni must obtain an alumni identification card prior to accessing any of Mercy's indoor facilities. To obtain an alumni card, they must show proof of full COVID-19 vaccination. This request can be done online at: https://mercy.formstack.com/forms/alumni_campus_visit. They can contact the Office of Alumni Relations at alumni@mercy.edu or 914-674-7759 if they have any questions. Alumni must abide by the terms and conditions of the College's policies, including the Visitors Policy, and current COVID-19 gatherings and mask guidance.

C. Spectators at Athletic Event

Spectators at all Mercy College sporting events must abide by the following requirements:

1. For outdoor sports

- They must wear face masks whenever they go indoors, and outdoors when they cannot maintain social distancing.
- Mercy fans will be required to sit opposite the Mercy team bench; the opposing team's spectators will be required to sit opposite their team's bench.
- 6-foot social distancing is required, except between families or groups that came together.
- No one shall be permitted to stand by the fence abutting the field.
- Tailgating is not permitted.

2. Indoor Sports

- Proof of vaccination must be provided before entering the gym to spectate. No exemptions permitted for any visitor, including Mercy community members.
- Face masks must be worn at all times, regardless of vaccination status.
- Athletes are permitted up to 2 spectators each. Lists containing the names and contact information of the expected spectators must be provided to Mercy's Athletic Director by both Mercy and the opposing team prior to the game.
- Anyone present must have 6-foot spacing except those with whom they came.
- Mercy fans must sit opposite the Mercy bench; opposing teams will sit opposite their team's bench.

- Athletes from opposing teams who do not have proof of vaccination may submit a negative COVID-19 test for the same day as the game is being played.

D. External Groups

So that Mercy can remain focused on maintaining the health and safety of its College community, currently Mercy is not permitting groups external to Mercy to rent or utilize of any Mercy's facilities, except for certain circumstances which shall be approved by the President.

E. Safety Precautions

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

1. Wearing a face covering at all times while indoors and outdoors when social distancing is not feasible.
2. Complying with social distancing norms and other established safety guidelines while on campus.
3. Sanitizing hands upon entry to the campus.
4. Refraining from coming to campus if experiencing any COVID-19 symptoms.

F. Contact Tracing

All Mercy employees who receive visitors shall obtain their contact information and retain that information for two weeks in the event there is a positive case on campus. 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.

G. Disclaimer

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. While COVID-19 vaccines are widely available to those 12 and older, COVID-19, including its variants, still remains a significant threat. Mercy College continues to implement comprehensive safety measures to help to prevent and control the spread of COVID-19, which can be found on the College's website at: <http://www.mercy.edu/oncampus-plus>.

Despite the College's best efforts to control the spread of the virus, the College cannot guarantee a virus-free environment. As such, visitors to campus voluntarily assume full responsibility for any and all risks of illness or injury associated with their exposure to COVID-19, and completely absolve Mercy College, its trustees, officers, employees, agents, and contractors from any and all

legal or financial responsibility, including, but not limited to, any personal injury, disability, illness, damage or death from exposure to COVID-19, whether such exposure occurs before, during or after the visit at any campus of Mercy College.

III. Mask Usage for All Community Members

- A. **Outdoors:** masks are currently **not required while outdoors** on Mercy's campuses, though encouraged in large gatherings and/or where social distancing cannot be maintained.
- B. **Indoors: masks are required** inside all of Mercy's buildings in common spaces, including but not limited to the following areas:
 - 1. Classrooms
 - 2. Common spaces (i.e., hallways, bathrooms, elevators, cafeteria lines, bookstore, library, etc.)
 - 3. Health and Counseling Offices
 - 4. Visitors to offices or cubicles (including students) – masks may be removed only if all individuals are vaccinated and consent to mask removal.
 - 5. Meeting rooms
- C. **Indoors: masks *not* required in:**
 - 1. Individual offices
 - 2. Shared offices where occupants are fully vaccinated and all agree to mask removal

IV. On-Campus Organized Events

Mercy College reserves the right to limit any events, gatherings and meetings that will take place on any of its campuses. Currently the following limitations are in place on Mercy's campuses:

- A. For organized events of **less than 50 people**, attendees must be vaccinated, have an approved exemption, and/or be complying with the mandated weekly testing].
- B. For all organized Mercy College events (that are beyond ordinary student activities) **with 50 or more people**, whether indoors or outdoors, all guests must provide proof of vaccination. The event organizer is responsible for ensuring compliance with this requirement. They shall only ask for visual proof at the event, and may not retain paper copies of vaccination records.

- C. All indoor events **with 50 individuals or more**, except for athletics, must be expressly approved in writing by the Provost and the Vice President for Operations.
- D. Masks are not required for outdoor events, although the College recommends usage where there are crowds and social distancing cannot be maintained. Masks are required for indoor events except as otherwise set forth above, until further notice.

IV. Mercy-Related Catered Events

All Mercy College-related organized events run by the College, whether on Mercy campuses or off-campus where food is served, such as at a catering hall, park or conference center must be approved in advance in writing by the Provost and the Vice President for Operations and Facilities, and must abide by all pertinent rules, regulations and orders relating to the venue and activity.

V. Off-Campus Events and Activities

- A. All off-campus events relating to Mercy College business must adhere to any current local, state, and federal guidelines as well as any restrictions imposed by the business/entity in which the location is being operated.
- B. Business-related travel, including domestic, conference and international travel, may commence in accordance with all local, state and federal guidelines *and* with the approval of the area Vice President in writing in advance.

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

The College maintains the discretion at all times to modify this policy, including but not limited to, denying access to Mercy's campuses by visitors in order to maintain the health and safety of the College community in light of the ongoing Coronavirus pandemic.