



# Employee Guide for Returning to the Workplace

Revised November 4, 2020

# Return to Work Guidelines

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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.

Mercy's Emergency Management Team (EMT) and associated Task Force, which was created to respond to COVID-19, (see 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 their issuance, Mercy's plans align to and are consistent with federal guidelines and with local orders, guidelines and ordinances of the State of New York and the municipalities in which our campuses and worksites are located. Mercy's plans follow recommendations from relevant agencies, including 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, and abiding by all relevant labor laws.

Given the realities of this global pandemic, 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.

**Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans 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 Returning to Work Guidelines. Prior to returning to any of Mercy's campuses, all employees will be 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 (see Appendix B). 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).

### **I. Phased-In Return to Campus**

#### **A. Phased Campus Staffing**

Mercy will phase-in the return of employees at our multiple campuses, in a coordinated process to ensure appropriate social distancing in accordance with all local, state and federal guidelines.

Mercy will assess staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated to employees through supervisors and managers, including deans and vice presidents.

The need to reduce the number of people on-site (density) to meet social distancing requirements will continue for some time. Support units that can effectively work remotely may be able to continue to do so until restrictions are eased for larger gatherings, as will be communicated by the College.

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. No unit or department is permitted to increase staffing levels beyond current needs to support critical on-site operations without approval from their respective dean or vice president. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, we will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Screening will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

#### **B. Reducing Density on Campus**

Departments at Mercy College will take a combination of the following approaches to maintaining required social distancing measures and reducing the population density within various buildings and workspaces. Once staff members have been instructed to return to work on-site, there are several options departments should consider in order to maintain required social distancing measures and reducing population density within buildings and workspaces.

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. Please refer to the College's [Telecommuting Guidelines](#) issued by the Office of Human Resources.

### **C. Transportation to/from Work**

It is likely that some employees will have 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 now to identify all potential options for a safe commute, such as a personal vehicle, ride-share services, or biking. If an employee has difficulty with transportation to work, they should discuss this with their manager and HR.

### **D. Visitors**

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 College campus or location until further notice. 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 employees and visitors must comply with the guidelines set out in the COVID-19 Interim Visitor's Policy (Appendix D) related to (1) Scheduling and Hosting Visitors, (2) Required Health Screening and Safety Precautions, and (3) Contact Tracing.

Employees must provide visitors in advance with a copy of the Visitor Screening Form (Appendix D-1). In addition, 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 should enter the required information for each visitor in the online Mercy Visitor Log on a daily basis.

### **E. Events and Gatherings**

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. Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or

part using available collaboration tools. Any necessary in-person meetings shall not exceed 50 percent of a room's capacity (or as otherwise limited by guidelines) assuming individuals can still maintain six-feet of separation, and face coverings should always be worn. Meetings should be as brief as possible to conduct the business at hand.

Any 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.

#### **F. Mail Services**

Mail Services will continue to operate on a limited schedule. During the academic year, delivery to the local post office will occur only on weekdays on which the College is open for business. Hours of operation will be posted weekly on the College's website. Contact the mail services office at 914-674-7300 with any questions. 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***

Current research indicates that opening the mail is a low risk activity. All incoming packages and mail will be handled in accordance with any guidelines issued by New York State and/or the CDC. Department heads may coordinate with the mailroom to designate a drop-off location for packages and mail, rather than delivery to individual offices. Employees may opt to pick-up packages, by appointment only, directly at the Tarrytown location.

Outgoing/Interoffice mail pick-ups will be coordinated through central drop boxes in each building as noted below. Please contact the mailroom to schedule pick-up for large items. Due to limited staffing and hours, the mailroom will no longer accept incoming or outgoing personal packages.

#### **Dobbs Ferry:**

- **Main Hall:** 2<sup>nd</sup> Floor, across from PACT
- **Mercy Hall:** 1<sup>st</sup> floor, across from room 26
- **Victory Hall:** 1<sup>st</sup> floor, near School of Business & 2<sup>nd</sup> floor near Communication and the Arts
- **Mahoney Hall:** by front door
- **Maher Hall:** by front door
- **Verrazzano Hall:** by 1st floor photocopier
- **Fed Ex:** FedEx box in parking lot near Speech & Hearing Clinic (by 5pm daily)

**Bronx:** TBD

**Manhattan:** TBD

## **G. Classroom Technology**

Mercy College is investing in new technology that will be deployed in its over 150 classrooms to provide maximum flexibility for teaching and learning. The technology will allow many classes that operate on-campus to also be livestreamed so that students may participate in classes from home if they prefer to do so, and in order to reduce on-campus density and ensure social distancing. In these cases, students will be together both in-person and 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 platform for online learning.

While Mercy does not have a specific “opt-out” option for 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).

## **H. Other Safety Practices**

Entry to buildings may be regulated and monitored. Employees may be required to show or swipe their Mercy identification card for entry to campus buildings. Employees may not hold or prop open exterior doors for any other person.

Employees should adhere to designated building access points, as well as any arrival and departure times designated to reduce congestion during typical “rush hours” of the business day. Employee arrival and departures may be staggered, as necessary, to reduce personal interactions at building access points and other high-traffic areas.

In addition, while on campus, employees should only travel to other offices or buildings as necessary to complete their job functions.

## **II. Monitoring Health and Containing Transmission of the Virus**

In accordance with relevant guidance, the College is instituting 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 summarize this guidance.

### **A. 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 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 shall not come to work in-person if they have any symptoms potentially related to COVID-19, as defined below.

The screening questionnaire will seek to determine whether an employee 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 in the past 14 days a state or country with a [NYS](#) or [U.S. State Department](#) travel advisory related to COVID-19. Per NYS Guidance, the College will review all screening activity on a daily basis.

The daily self-screening questionnaire is available to employees 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 available on Mercy’s website and show it upon arrival at a Mercy Campus.

At this time, according to the CDC, symptoms of COVID-19 include one or more of the following:

- Fever 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

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

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

If an employee has any symptoms, they must call their healthcare provider for an assessment of symptoms and/or COVID-19 testing as soon as practicable. Employees who feel ill should also notify their manager or supervisor per the College’s policy and not report to work. 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 self-quarantine. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.

- Clean high-touch surfaces daily.
- Continue monitoring their symptoms and call their health care provider if their condition worsens.

Employee leave and return to work options are described in section 4 below and in Appendix B.

### ***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 Programs in the Student Health Office 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 in the past 14 days.

Employees who test positive are expected to cooperate with the 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 employee or student and his/her contacts.

### ***4. Sick and Other Leave Options and Return to Work Guidelines for Employees***

Employees who test positive for COVID-19 or have COVID-19 symptoms and cannot work should refer to the College’s *Paid Time Off (PTO) and Leave Policy*, or contact the Office of Human Resources regarding all available leave options. Employees who are ordered to quarantine or isolate due by a Local Health Department (“LHD”) to COVID-19 are eligible for up to 14 days of sick time (Quarantine Leave). These days do not impact the employee’s regular sick bank. Employees who voluntarily traveled to a high-risk state (as defined by New York State) or country (as defined by the U.S. Department of State) are not eligible for paid sick leave or Quarantine Leave under NYS law. See Section A.1. above for links to current high-risk states and countries. In addition, under the College’s PTO and Leave Policy, employees must obtain advanced approval from their supervisor or manager before taking any vacation leave, including for time that may be needed to quarantine after returning from a high-risk state or country (in a non-work-related capacity).

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 leave options available under College policy and local, state and federal law, and when and under what circumstances an employee can return to work.

### ***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 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*.

In addition, certain individuals who are at higher risk for severe illness from COVID-19 may have concerns about returning to work. According to the CDC, individuals with certain conditions may have a higher risk for severe illness from COVID-19. Those conditions may include:

- Older adults (aged 65 years and older)
- Those who are pregnant
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Obesity
- Being immunocompromised

High risk employees who have concerns should refer to the College's [\*Policy on Reasonable Accommodations for Faculty, Staff and Students due to COVID-19 Pandemic\*](#) or contact the Human Resources Office at HR@mercy.edu. In addition, employees who believe a family member they are caring for may be at high risk for severe illness from COVID-19 or they have childcare issues due to COVID-19 may contact human resources regarding possible work modifications.

#### ***6. Monitoring Community Spread***

The Emergency Management Team will 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***

All daily screening results from Mavericks Safe app that the College receives will be tracked separately from any personnel records, and will be kept confidential except as otherwise required to be provided by law or public authority during the COVID-19 pandemic.

### **B. Personal Safety Practices**

The College's success will be contingent upon how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented 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:***

Face masks or appropriate face coverings must be worn by all employees working 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, bathrooms, stairwells, etc.). Appropriate use of face masks or coverings is critical in minimizing risk to others near

you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing. A face covering is not required if you are working alone in a confined office space; however, a face covering is required when working in a partitioned work area in a large open environment.

**Mercy College will provide employees with a reusable face mask or face shield.**

**a. Acceptable face coverings**

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.

Bandanas, neck fleeces, and valve masks are not considered acceptable face coverings while at work.

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.

Individuals with disabilities may request a modification to the face mask requirement. Please see the College's COVID-19 Accommodations Policy.

**b. Use and care of face coverings**

**Putting on the face covering:**

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

**Taking off the face covering:**

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Never pull off from 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 washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before

first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.

- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

## ***2. Maintain Physical Distancing:***

To the extent practicable, it is required that individuals maintain a distance of at least 6 feet 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. Social distancing is an important measure to limit the spread of COVID-19 – it also helps prevent the spread of virus by infected people who may be asymptomatic and protects people at higher risk of getting very sick. Social distancing will be strictly enforced. Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.

The following guidelines are being introduced 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.
- Do not gather in groups that exceed 50% capacity of any room or meeting space (or as otherwise limited under local, state and federal guidelines).
- Stay out of crowded places and avoid mass gatherings.
- Replace handshakes with head nods and waves.
- 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.
- If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

The following guidelines pertain to specific spaces on campus. Please follow any limitations or guidelines specifically posted on campus:

- **Restrooms:** Use of restrooms should be limited based on capacity to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
- **Elevators:** No more than 50 percent occupancy is permitted in an elevator at a time. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol, upon departing the elevator.

- **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. All attendees should wear a mask or face covering while sharing space in a common room.
- **Entry, Hallways and Stairways:** The College may establish protocols to reduce bi-directional foot traffic or large gatherings in hallways, stairwells, elevators, entrances or other high-traffic areas. Employees must adhere to any such established guidelines and signage.

There may be certain limited circumstances (including but not limited to laboratory profession classes) where distancing 6 feet apart will not always be possible. In such cases, everyone must be wearing face coverings and limit the amount of time of the close contact.

### ***3. Hygiene, Cleaning and Disinfection***

#### **a. 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.

#### **b. 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.

#### **c. 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. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings. 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.

#### **d. Coughing/Sneezing Hygiene:**

If you are in a private setting and do not have on your cloth 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.

#### **e. Workstations**

To the extent necessary, Mercy will modify or reconfigure the number of workstations and employee seating areas and desks to ensure appropriate physical distancing. Employees should keep non-essential items stored in enclosed cabinets or drawers, rather than on desks.

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

#### **f. 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.

Mercy dining establishments will be configured to meet social distancing requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. 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. 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.

#### **g. Kitchenettes, Microwaves, Coffee Makers, Watercoolers and Water Fountains, etc.**

Office kitchenettes, microwaves, coffee makers and watercoolers have historically been gathering places for employees, and therefore present a risk for the transmission of COVID-19.

Employees may use these on a limited basis and must comply with the following guidelines:

- Limit occupancy or gathering in the area to one person at a time.
- Wear a face covering at all times while in these areas.
- Anyone waiting to use the area must following social distancing guidelines.
- Wash hands (or use hand sanitizer) immediately upon entering or exiting the area.
- Sanitize high-touch surfaces (like microwave handles or coffee machine buttons) immediately after usage.
- Employees may only use their own cups, plates, bowls or utensils (or similar instruments), or may use disposable items, and employees may not leave their cups, plates, bowls or utensils, etc. in such common areas.
- Water fountains will be limited to the touchless-fill option, only.

#### **4. *Other Safety Measures***

##### **a. Facilities**

Heating, ventilation and cooling systems are being reviewed and enhanced to increase outdoor air ventilation where possible. Filtration will be 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**

Neither the CDC nor NYS mandates testing of Mercy employees. Testing is recommended for individuals who were in close contact with persons positive with COVID-19. As such, we encourage 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, to reach out to their healthcare provider to determine the need to get tested for COVID-19. Should the employee's test be positive, we ask that you immediately inform the College's Director of Health and Wellness Programs and/or the Director of Human Resources, so that we can take precautionary measures such as contact tracing and cleaning in locations where the employee has been. Since Mercy faculty are considered essential personnel, they fit the state prioritization category for accessing testing. In the event they are unable to obtain testing, they should call the New York State COVID-19 Hotline at 1-888-364-3065 or visit the NYS DOH website <https://covid19screening.health.ny.gov/> to be screened for eligibility, and if eligible, have an appointment set up at one of the State's Testing Sites.

##### **c. Random Surveillance Testing**

In order to mitigate the spread of the virus, beginning the week of October 26, 2020, the College implemented a program of COVID-19 surveillance testing. By testing a representative sample of the population the College is better able to address real-time trends and prevalence in order to make timely decisions on intervention and response. Each week, the College will randomly select for testing a group of faculty, staff, vendors and students at the Dobbs Ferry, Bronx and Manhattan Campuses. Employees will be notified of their selection by an email which will include details about registration

with our testing partner and how to sign-up for an appointment. Employees must register with our testing partner through a secured portal where they will be asked to provide certain health information details of their health insurance plan (if available). Such employee details entered into the portal will not be released to the College. The Office of Health and Wellness will, however, receive individual test results, which will remain confidential.

In the case of pooled testing, the College will cover the cost of collecting and testing of the initial sample; available employee health insurance will cover the cost of any necessary individual reflex test for samples in a positive pool. In the case of an employee without health insurance, the College will cover the cost of any necessary reflex test.

Any employee randomly selected for surveillance testing must comply with the request for testing, except: (1) employees working entirely remotely (as confirmed by HR and/or the area Dean/VP); (2) any employee who has tested positive for COVID-19 in the previous three months (such employee must provide proof of such positive test to [hr@mercy.edu](mailto:hr@mercy.edu) or [healthalert@mercy.edu](mailto:healthalert@mercy.edu)); or (3) any employee who provides appropriate documentation seeking an accommodation regarding testing through the Office of Human Resources.

Any employee who refuses to get tested may be denied access to Mercy campuses, and/or suspended from their duties without pay.

The College reserves the right to continue and/or modify testing (including surveillance testing) as may be needed to continue to ensure the health and safety of the campus community from COVID-19.

### **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 return 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 for Faculty, Staff and Students due to COVID-19 Pandemic* 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](http://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](mailto: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 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 return to work and begin 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 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

### **MANAGERIAL GUIDELINES FOR EMPLOYEES RETURNING TO WORK, RESPONDING TO COVID-19 SYMPTOMS AND LEAVE OPTIONS**

#### **I. Introduction**

As we prepare to return to work, Mercy College (“Mercy College” or the “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 and fill out a Self-Declaration Form related to Covid-19. These guidelines will change as needed to remain in accordance with all local health and legal requirements.

#### **II. Relevant Laws**

Mercy College adheres to the 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 as Westchester County and New York City move into Phase 4, and the College begins to re-open for the Fall 2020 term. 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.

#### **III. Screening Questions & Responses For Employees On-Campus, or Prior to Returning to Campus, Who May Be Exposed to COVID-19<sup>1</sup>**

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. Please contact HR regarding different State guidelines in the circumstance that an employee with COVID-19, or symptoms of COVID-19, is considered an “essential employee.”

##### **A. Self-Declaration**

Employees will be expected to answer certain questions and fill out a Self-Declaration Form (as described in Section II.A.1, above) on days when scheduled to be at or otherwise coming to any Mercy College location. Refusal of an employee to do so may result in discipline up to and including termination. The questions in the Self-Declaration Form include those outlined in Section B, below.

##### **B. Screening Guidelines**

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<sup>1</sup> Given the nature of the pandemic and the constantly-developing 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.

Screening Question	Applicable Self-Quarantine or Self-Isolation Period <sup>2</sup>
<p>1. Has the employee tested positive for COVID-19 in the past 14 days?</p>	<p>If YES, take the following steps:</p> <ol style="list-style-type: none"> <li>1. It is likely they have been ordered to isolate for 14 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.</li> <li>2. Determine leave/benefits available during quarantine. (See chart set forth later in this document).</li> <li>3. Determine the return-to-work requirements.               <ol style="list-style-type: none"> <li>a. If the employee is <b>exhibiting symptoms</b> of COVID-19, they should only return to work:                   <ul style="list-style-type: none"> <li>• at least 10 days since the symptoms started, <b>and</b></li> <li>• after the employee has been fever-free 3 days (without fever-reducing medicine), <b>and</b></li> <li>• <a href="#">after their respiratory symptoms</a> improve;</li> </ul> </li> <li>b. if the employee is <b>asymptomatic</b>, they should only return to work at least 10 days after the first positive test.</li> </ol> </li> </ol>
<p>2. Is the employee currently experiencing or have they experienced any of the following symptoms in the past 14 days (whether or not they tested positive for COVID-19):</p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<p>If YES, take the following steps:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Determine leave/benefits available during quarantine. (See chart set forth later in this document).</li> <li>3. Determine the return-to-work requirements.               <p>If the employee is <b>exhibiting symptoms</b> of COVID-19, they should only return to work:</p> <ul style="list-style-type: none"> <li>• at least 10 days since the symptoms started, <b>and</b></li> <li>• after the employee has been fever-free 3 days (without fever-reducing medicine), <b>and</b></li> <li>• <a href="#">after their respiratory symptoms</a> improve.</li> </ul> </li> </ol>

<sup>2</sup> 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>3. Has the employee knowingly been in close or proximate contact 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>	<p>If YES <b>AND</b> the employee had such close or proximate contact for a <b>prolonged period of time</b><sup>3</sup> <b>AND</b> the employee then experiences symptoms (even if not COVID-19 symptoms), take the following steps:</p> <ol style="list-style-type: none"> <li>1. It is likely they have been ordered to self-quarantine for 14 days.</li> <li>2. 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.</li> <li>3. Determine the return-to-work requirements. If the employee is <b>exhibiting symptoms</b> of COVID-19, in addition to complying with the 14-day quarantine, they should only return to work: <ul style="list-style-type: none"> <li>• at least 10 days since the symptoms started, <b>and</b></li> <li>• after the employee has been fever-free 3 days (without fever-reducing medicine), <b>and</b></li> <li>• <a href="#">after their respiratory symptoms</a> improve.</li> </ul> </li> </ol>
<p>4. Has the employee knowingly been in close or proximate contact with someone who has tested positive for COVID-19 or who has or had the symptoms of COVID-19 in the last 14 days, and the employee is <b>asymptomatic</b>?</p>	<p>If YES, take the following steps:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Determine leave/benefits available during quarantine. (See chart set forth later in this document).</li> <li>• Determine the return-to-work requirements. The employee may return to work upon completing <b>14 days of self-quarantine</b>. if during the quarantine, that employee later develops COVID-19 symptoms, that employee should only return to work <ul style="list-style-type: none"> <li>• <b>at least 10 days from the onset of symptoms, and</b></li> <li>• if the employee has been fever-free for 3 days (without fever reducing medicine), <b>and</b></li> </ul> </li> </ul>

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<sup>3</sup> According to the CDC, “close contact” is defined as being within six feet of an infected individual and “prolonged” time is defined as at least 10-15 minutes. A person is considered infected for the period of time beginning 48 hours before the illness onset until the infected individual is isolated. Additionally, the local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

	<ul style="list-style-type: none"> <li>• <a href="#">after their respiratory symptoms</a> improve</li> <li>• 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.</li> </ul>
<p>5. 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"> <li>• The employee must be separated from others on College premises and sent home immediately.</li> <li>• The employee should return to work only upon completing at least 10 days of isolation from the onset of symptoms, and</li> <li>• If the employee has been fever-free for 3 days (without fever reducing medicine), <b>and</b></li> <li>• <a href="#">after their respiratory symptoms</a> improve</li> <li>• 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.</li> </ul>
<p>6. Has the employee travelled internationally or to a state subject to a NYS travel advisory in the last 14 days?</p>	<p>If YES, employee must quarantine for 14 days after such travel. Employees may be exempt from the 14 day quarantine requirement if they meet conditions 1-3 below:</p> <ol style="list-style-type: none"> <li>1. Have proof of a negative COVID-19 test taken no more than 3 days before arrival in New York,</li> <li>2. Quarantine for three days upon arrival to New York; <b>and</b></li> <li>3. On the fourth day in NY, get re-tested for COVID-19 and receive a negative PCR result.</li> </ol> <p>Employee must provide proof of the negative tests to <a href="mailto:healthalert@mercy.edu">healthalert@mercy.edu</a> and/or <a href="mailto:hr@mercy.edu">hr@mercy.edu</a> in order to be approved to return to campus.</p>

**IV. Guidelines For an Employee Who May Be Unable to Work**

Under the New York State Department of Health requirements, employees are required or eligible to shelter at home if they:

- (1) Are displaying symptoms of COVID-19 but do not have a diagnosis yet,
- (2) Have been diagnosed with COVID-19,

(3) Have been in close contact with an individual who is either displaying symptoms of COVID-19 or has been diagnosed with COVID-19,

(4) Are taking care of an individual who was either diagnosed with COVID-19 or advised to isolate due to COVID-19 concerns, and/or

(5) Recently traveled from somewhere outside the United States whether by air or on a cruise ship or river boat.

Depending on the employee’s reason for being unable to work, an employee may be eligible for paid leave under New York State Sick Leave Laws, New York State Disability and the College’s Paid Time Off and Leave Policy; leave pursuant to FMLA or accommodation pursuant to the Reasonable Accommodations Policy; or benefits through State unemployment compensation benefits. When an employee is **unable to work**, use this quick reference guide to initially help determine the length of time an employee should shelter at home based on screening questions and whether the employee should be paid for that time at home.

**Generally this chart envisions scenarios when an individual is unable to work; however, there may be circumstances when remote work or work by other means may be an option. Managers and supervisors should work with employees in all scenarios below to see if some reasonable accommodation can be made to allow remote or other alternative arrangements.**

**All Policies noted herein can be found on the College’s Human Resources page in Mercy Connect: <https://lum-prod.ec.mercy.edu/web/home-community/employee-info-center>**

Reason Employee is Unable to Work	Isolation or Quarantine Period (time period employee will be off work)	Leave (Paid or Unpaid), or Other Accommodations Provided as Follows:	Documentation or other Requirements Before Returning
1. Employee experiencing symptoms of COVID-19 (see above) but no diagnosis yet.	Must isolate for 10 full days after symptoms start AND must have 3 full days of no fever (without fever reducing drugs) AND have improvement of respiratory symptoms before return to work.	<ol style="list-style-type: none"> <li>1. If isolation or quarantine is mandatory or under a precautionary order by a local health department (LHD), then employee may be eligible for 14 paid sick days under NYS Quarantine Leave.</li> <li>2. May be eligible for Disability Benefits.</li> <li>3. Employee may use available sick leave under the College’s Employee Paid Time Off (PTO) and Leave Policy where the employee has exhausted Quarantine Leave or does not qualify under the law.</li> </ol>	Require <i>Fitness-for-Duty</i> certificate signed by a treating physician before returning or negative test.

<p>2. Employee tests positive for COVID-19.</p>	<p>Must isolate for 10 full days if <b>asymptomatic</b>. If <b>symptomatic</b>, then must isolate for 10 full days after symptoms start AND must have 3 full days of no fever (without fever reducing drugs) AND have improvement of other symptoms before return to work.</p>	<ol style="list-style-type: none"> <li>1. If isolation or quarantine is mandatory or under a precautionary order by a LHD, then employee may be eligible for 14 paid sick days under NYS paid Quarantine Leave.</li> <li>2. May be eligible for Disability Benefits.</li> <li>3. Employee may use available sick leave under the College PTO and Leave Policy where the employee has exhausted Quarantine leave or does not qualify under the law.</li> <li>4. May be eligible for FMLA and/or a reasonable accommodation under College Policy.</li> </ol>	<p>Require <i>Fitness-for-Duty</i> certificate before returning or negative test</p>
<p>3. Employee advised by doctor via medical note to isolate/self-quarantine due to concerns related to COVID-19. See CDC guidelines for people who are at increased risk or may be at increased risk for severe illness due to COVID-19: <a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html</a></p>	<p>Employee should follow the doctor’s advice for the duration of the leave.</p> <p>Similarly, staff member maybe able to work remotely if asymptomatic.</p>	<ol style="list-style-type: none"> <li>1. If isolation or quarantine is mandatory or under a precautionary order by a LHD, then employee may be eligible for 14 paid sick days under paid NYS Quarantine Leave.</li> <li>2. May be eligible for Disability Benefits.</li> <li>3. Employee may use available sick leave under the College PTO and Leave policy where the employee has exhausted Quarantine Leave or does not qualify under the law.</li> <li>4. May be eligible for FMLA and/or a reasonable accommodation under College Policy.</li> </ol>	<p>Require <i>Fitness-for-Duty</i> certificate by a treating physician before returning or negative test before returning.</p>
<p>4. Employee just not feeling well.</p>	<p>For illness unrelated to COVID-19, employee should follow College’s PTO and Leave Policy.</p>	<p>Employee may use available leave under College’s PTO and Leave Policy and other</p>	<p>N/A</p>

		leaves that may be available by law.	
5. Employee knowingly in close contact with someone who tests positive of COVID-19 (If employee develops their own symptoms or tests positive, see above for isolation period).	Must quarantine for 14 days after last exposure with the individual who tested positive.	<ol style="list-style-type: none"> <li>1. If isolation or quarantine is under a mandatory or precautionary order by a LHD for <b>themselves and/or their minor dependent child</b>, employee may be eligible for 14 paid sick days under NYS Quarantine Leave law.</li> <li>2. May be eligible for Paid Family Leave (PFL) and/or FMLA.</li> <li>3. Employee may use available leave under the College's PTO and Leave Policy where the employee has exhausted other leave options or does not qualify under the law.</li> <li>4. May be eligible for Pandemic Unemployment Assistance (PUA)</li> </ol>	Negative test or temperature and symptoms check
6. Employee caring for individual advised by doctor to isolate due to COVID-19 concerns when individual is high risk.		<ol style="list-style-type: none"> <li>1. If isolation or quarantine is under a mandatory or precautionary order by a LHD for <b>their minor dependent child</b> with COVID, employee may be eligible for 14 paid sick days under NYS Quarantine Leave law.</li> <li>2. May be eligible for PFL or FMLA if a family member.</li> <li>3. May use available leave under the College's Paid Time Off and Leave Policy and/or leaves under any laws.</li> <li>4. May be eligible for Pandemic Unemployment Assistance (PUA).</li> </ol>	N/A
8. Employee traveled internationally or to a state considered under NY order to be "high	14 days after return from travel, unless employee has met the conditions for an	Not eligible for paid sick time or NYS Quarantine Leave. May only be permitted to use available vacation leave under	Require Fitness-for-Duty certificate by a treating physician before returning or negative test.

risk” and requiring quarantine (for purpose other than being work-related).	exemption described in Section III, B above.	the College’s PTO and Leave Policy if approved in advance prior to the trip by the employee’s manager or supervisor.	
9. Employee is caring for child due to school or daycare closure from COVID-19.	N/A	<ol style="list-style-type: none"> <li>1. May use available paid time off (under NYC and Westchester Leave Laws).</li> <li>2. Employee may work with HR and supervisor to determine if teleworking is a viable option if employee able to work.</li> <li>3. May be eligible for Pandemic Unemployment Assistance (PUA).</li> </ol>	
10. Employee is at increased risk or may be at increased risk for severe illness from COVID-19.		Employee may be eligible for a reasonable accommodation and should refer to the College’s COVID-19 Accommodations Policy.	
11. Employee is fearful to come to work or may be at increased risk for severe illness from COVID-19 but has not submitted medical documentation indicating that they have a disability which prevents them from performing the essential functions of their job.	N/A	Employee is not entitled to a reasonable accommodation. Nonetheless, the supervisor and HR should engage with the employee to determine what if any modifications might be made to allow the employee to perform their essential job functions. Such arrangements might include plexiglass barriers, enhanced PPE, teleworking, defined leave of absence, flexible work schedule, etc.	

To learn more about Accommodations and Rights under the law, visit the Equal Employment Opportunity Commission (EEOC) updated FAQ page related to COVID-19, which can be found at <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws#D.6>, the NYS DOL website <https://dol.ny.gov/>, and the New York State FAQ page which can be found here: <https://coronavirus.health.ny.gov/home>

## **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. Always Wear My Face Mask**

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

#### **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**

Mavs will follow physical distancing guidelines requiring individuals to maintain at least 6 feet of separation from others. In addition, Mavs will take other precautions like avoiding gathering in groups, sharing equipment, and shaking hands.

#### **5. Monitor My Health Every Day**

Before coming to campus, members of the Mercy community commit to conducting symptom monitoring daily using the Mavericks Safe app. 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 local urgent care center. 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 Student Health Office. Reporting will facilitate contact tracing and will follow other guidance about isolation or quarantine.

#### **7. Mavs Will Help 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

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 must be verified as set out below. 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 the Visitor Log 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. Visitors will receive an email after the Visitor Log Form is completed with a link to the Screening Form as well as a copy of this policy. They are instructed to complete within 24 hours 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 visit to campus can be verified and they fill out the visitor screening 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 keep the required information for each visitor in a log. 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) 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](mailto: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.

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](mailto: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!