



MISERICORDIA
UNIVERSITY

COVID-19 Emergency Preparedness Task Force Update April 7, 2020

Campus Access Protocols and Use of Personal Protective Equipment (PPE)

We hope this finds you and your family healthy. This communication is meant to remind each of us of the role we play in stopping the spread and maintaining the health and welfare of our campus community.

In the fight against the spread of COVID-19, the primary mitigation guideline recommended by the Pennsylvania Department of Health is to stay at home if you can. The Emergency Preparedness Task Force endorses this simple but effective response. The task force also recognizes that during this crisis, certain employees will still need access to campus buildings and facilities. The following guidelines have been developed out of a concern for the health and safety of the entire campus community. It is incumbent on all of us to recognize the seriousness of this situation and follow this guidance accordingly.

1. All campus buildings remain in **lockdown**. The only door open is at the East entrance to Mercy Hall (Science building side).
2. All persons entering campus must **check-in with Campus Safety** in one of two ways: (a) **in person**, or (b) **remotely**, by calling 570-674-6300. Check in upon arrival and departure from campus (whether in person or by phone) is required during every visit.
3. The following apply to those who check in with Campus Safety **in person**:
 - a. **Do not approach the Campus Safety desk** until you are given authorization by the desk Officer.
 - b. Access to Mercy Hall, McAuley, Walsh, and Insalaco Hall is available through this door only.
 - c. For **other locations** on main campus (and excluding Trocaire), a **Campus Safety Officer will respond** and provide access to the respective building. Practice social distancing recommendations in these situations.
4. Those who may check in **remotely** with Campus Safety are those who plan to enter **Passan Hall** and Annex, **Erwine Hall**, and the **Trocaire** building. All of these building can be opened remotely.
5. **All persons** entering campus buildings must do so **individually** and not with any others (partners, children, friends, etc.).
6. **All persons** on campus **must wear a protective mask or face covering** of some kind as recommended by the CDC. Face coverings must be worn in any place where you will be in close proximity to other people. Once you have entered your private work area or you are outside alone, masks may be removed, as long as distancing recommendations are being followed.
7. If you are **working closely** with another person, you must continue to practice social distancing keeping 6 feet between you, as well as wear **facial protection on at all times**.
8. Facial protection is also required if and when checking in with Campus Safety – both upon your arrival and departure from campus.
9. **Visits** to campus should be as **brief** as possible. Any extended stays are required to have prior supervisor approval.
10. **Requests to enter campus** must be made with at least **24-hours notice** to your respective Vice President, with email copy to the Director of Campus Safety and Security. Entry requests must receive final approval from your Vice President.
11. Those employees who have received prior approval because of their job function to enter campus according to a limited **repeated schedule** have received **travel** authorization documents signed by the University President. If you are not in this category, you must follow the procedure outlined in #9 above *each* time you request to enter any campus building or facility.
12. **Employees with** an approved repeated **on-campus schedule** are **not exempt** from the requirements regarding personal protective equipment (PPE) as stated above.