

MERCERSBURG ACADEMY

Policy: COVID-19 Campus Visitors

Overview

This policy is in effect for COVID-19 purposes and will terminate when the school announces a move to Level 0. (See below for policies in effect during different on-campus mitigation levels.)

When on campus, visitors have the status of guests, and are subject to all Mercersburg Academy policies and to all requirements that the school may impose on campus visitors. The school reserves the right to revoke the guest privileges of any visitors who fail to comply with school policies, as well as those visitors who fail to cooperate with school personnel or who object to the directives of school personnel.

All health and safety mitigation measures will apply to visitors. Masks, proper physical distancing measures, and personal hygiene protocols are required to be followed for all visitors. Visitors should come to campus with a mask; however, a mask will be provided if a scheduled visitor arrives on campus without one. If a visitor refuses to wear a mask, they will not be permitted access to campus and the visit will need to be rescheduled.

Visitor Check-In will be required at all levels. Visitors will be required to complete a health check questionnaire and undergo a temperature screening at the Visitor Check-In.

What constitutes a Visitor?

A visitor is:

- a. Any person who is not currently enrolled as a student
- b. Any person who is not a faculty or staff member of the school
- c. Any person who is not a family member currently living with a residential or non-residential faculty member

Examples of a visitor include:

- alumni
- contractor personnel or public/utility/cable/telephone employee
- local /regional /national guest speakers
- family and friends of employees living on campus
- on-campus babysitter/cleaning service or any other external services that happen in faculty homes

Exceptions:

- Parent coming to drop their student off or pick them up (while remaining in their vehicle)
- Any deliveries to campus that take 15 minutes or less (e.g.: FedEx, UPS, Dining Services deliveries)

- Dining Services employees
- Contracted housekeeping employees

Level 3

During level 3, visitors to campus will be limited to emergency services and visitor exceptions noted above. Parents of boarding students, family and friends of on-campus faculty, alumni, Mercersburg Borough and surrounding area residents, non-emergency contractor personnel, guest speakers, and non-priority personal services that residential faculty may employ (e.g., house cleaners or night-time babysitters), will not be authorized access to any campus buildings.

Level 2 (CURRENT LEVEL as of September 18, 2020)

During level 2, visitors to campus will be limited to emergency services and visitor exceptions noted above. Parents of boarding students, family and friends of on-campus faculty, alumni, Mercersburg Borough and surrounding area residents, non-emergency contractor personnel, guest speakers, and non-priority personal services that residential faculty may employ (e.g., house cleaners or nighttime babysitters), will not be authorized access to any campus buildings.

Level 1

Strict mitigation measures are in effect at this level. Visitor access will be monitored and may be limited.

Parents of Students

- All visitations and off-campus permissions for students will be processed through the Office of Student Life so we are aware of community members' contacts.
- Student off-campus travel will be limited to mitigate exposure.
- Parents will request visits through the Veracross portal.
- Parents will follow the visitor check-in policy detailed within this document.

On Campus and Dorm Faculty Visitors

- No more than four additional people permitted in faculty homes.
- Use external access doors (where applicable).
- Visitors will not have access to the dorm.
- For internal apartments:
 - Visitors MUST wear a mask to enter the dorm
 - Visitors must be escorted by the faculty/spouse to and from the apartment
 - Faculty member must wipe down all door handles and hard surfaces immediately after escorting the visitor through the dorm (entering and exiting)

Admission Visits, Alumni, Other Visitors

- Visitors must be scheduled by appointment unless the visitor is a spectator at a PGA event.
- The host of a visitor will be responsible for instructing the visitor of required pre-arrival, arrival, and post-visit procedures.

Guest Use of Campus Grounds

Use of the campus grounds (not including athletic fields) by residents of the borough of Mercersburg and surrounding areas is permitted.

External Groups

External groups, e.g., weddings or outdoor athletic tournaments, may be considered on a case-by-case basis and must be approved in advance by the Heads' Council.

Level 0

Visitor access will be determined at that time.

Note: each department that hosts visitors has a designated contact who manages visitor pre-arrival, arrival, and post-visit procedures.