

April 4, 2022

**MANHATTAN COLLEGE**  
**OFFICE OF CONFERENCE SERVICES**  
**SUMMER 2022 COVID PROTOCOLS (OVERNIGHT CLIENTS)**

The health and safety of the Manhattan College community and campus visitors continues to be the highest priority. As of the date above, the following are protocols all overnight guests are required to abide by.

- Upon check-in all overnight guests will need to show proof of:
  - Full vaccination, which includes a booster
    - Acceptable forms include a vaccination card (hard copy or digital photo)
  - Photo ID
    - Acceptable forms include a driver's license, passport or school ID
- When indoors, masks must be worn at all times unless seated and actively eating.
- When entering identified campus locations (residence hall lobbies, dining hall, Kelly Commons, etc), signage will be posted and overnight guests will be required to swipe their Conference Services issued ID card, attesting to not having any symptoms at the point of entry.
- Visitors will be expected to adhere to all campus COVID-19 related protocols shared by Manhattan College. A failure in compliance will be reported using the Visitors Campus Health & Safety Violation form. Each report will be reviewed and could lead to possible campus eviction.
- Visitors who develop symptoms or realize health related issues during their stay, must report such to their on-site program Director or leadership team member. All such individuals will then be required to take a COVID-19 Antigen Rapid test. COVID-19 Antigen Rapid tests will be available for purchase through the Office of Conference Services at a predetermined cost to the client, or the client may choose to supply its own COVID-19 Antigen Rapid tests.
- It is the responsibility of the client to immediately notify the Office of Conference Services management staff of each COVID-19 POSITIVE occurrence.
- In the event of a POSITIVE test result, guests must isolate as soon as possible or within 24 hours. If a guest lives locally (within 25 miles of campus), and has the means to return home they must isolate off-campus.
- If a guest tests POSITIVE and is unable to return home for isolation, the College will provide an on-campus isolation room based on single occupancy (one person per room, two people per suite, sharing a bathroom). Isolation rooms are limited and availability will be evaluated at the time of request.
- If a guest is required to isolate on-campus, the client is responsible for:
  - Daily virtual or phone wellness checks
  - Ensure meal ordering
  - Meal pickup (from Locke's) and delivery (outside suite door) at designated times
- A valid and working email address is required for each overnight guest, as outlined on the housing chart. Clients are responsible for ensuring any overnight guests are

complying with and actively participating in Manhattan College's contact tracing program.

- If the guest and/or his/her program management decides the individual needs to leave campus following initial check-in, the guest and program will NOT be subject to refunds or credits for the balance of the stay.
- All visitors in isolation accommodations who stay beyond their scheduled program departure date, will be evaluated for rooming availability and will be charged for the additional housing accommodations and meals through final departure. Management staff must also stay for this duration of time, if beyond the end of the program date.

Clients will receive up-to-date COVID-19 protocols prior to your program arrival.

These protocols are subject to change and revision based on Manhattan College, New York City, New York State and Federal mandates on COVID-19 related matters.

Clients are responsible to ensure pre-arrival, that their guests are all in compliance with Manhattan College COVID-19 protocols and policy. **Failure to comply with Manhattan College policies regarding its Standard Code of Conduct or these COVID-19 related protocols will be subject to having guest accommodations revoked and the individual(s) being asked to leave campus.**

**Guests leaving campus accommodations due to their failure to comply with such policies and protocols will not be eligible for refunds or credits to their prepaid stay.**