

Protocol on Infectious Disease Notification

From time to time, CUNY students or employees may contract an infectious disease that can be spread through casual contact. In such circumstances, which could impact the health and safety of the CUNY community, students and employees should follow this protocol. If a student or an employee is in doubt whether an infectious disease is covered, he/she should contact the Student Health Services office.

When students contract an infectious disease that can be spread through casual contact, they should immediately report it to the Executive Director of REACH Services. If the Executive Director of REACH Services is unavailable, they should report it to the Vice President of Student Affairs. If the Student Affairs office is closed, they should report it to the Executive Director of Public Safety and Security. When employees contract an infectious disease that can be spread through casual contact, they should immediately report it to the Assistant Vice President of Human Resources, who is responsible for reporting it to the Executive Director of REACH Services. If the Human Resources office is closed, they should report it to the Executive Director of Public Safety and Security. Employees should also inform their supervisor or department chair.

When a child in the campus Child Care Center contracts an infectious disease, the Child Care Center Director should report it to the Executive Director of REACH Services and to the Vice President of Student Affairs. If the Executive Director of REACH Services is unavailable and the Student Affairs office is closed, the Child Care Center Director should report it to the Executive Director of Public Safety and Security.

The campus Public Safety and Security office should report cases involving students to the Vice President of Student Affairs, cases involving employees to the Assistant Vice President of Human Resources, and cases involving a child in the campus Child Care Center to the Executive Director of REACH Services and to the Vice President of Student Affairs.

Please note the following information for City College of New York:

- Executive Director of REACH Services (Teresa Walker, 5920, twalker@ccny.cuny.edu, Marshak Science Building Room J-15)
- Vice President Student Affairs (Juana Reina, 7679, jreina@ccny.cuny.edu, Administration Building, Room 204)
- Assistant Vice President of Human Resources (John Siderakis, 7505, jsiderakis@ccny.cuny.edu, Shepard Hall Room 50)
- Executive Director of Public Safety and Security (Pat Morena, 7997, pmorena@ccny.cuny.edu, North Academic Center Building, Room 4/201)

Reporting should include as much information as possible, including:

- Names of the individuals involved (may be withheld for a child in Child Care Center)
- All available contact information for the individuals involved:
 - phone numbers (e.g., cell, home, office)
 - e-mail address(es)
 - emergency contact information
- Individual information:
 - classes (indicate if continuing education classes)
 - co-curricular activities including clubs and sports
 - any other campus contact (e.g., tutoring, campus jobs, work-study, camps)
 - residence hall room numbers
 - friends and/or faculty members and their respective contact information
 - does the individual have a child in the campus child care center
- The date and time of the following:
 - diagnosis and/or symptoms
 - treatment
 - campus notification

Members of the University community who become aware of a student or an employee who has contracted an infectious disease that can be spread through casual contact are also encouraged to contact the Executive Director of REACH Services or the Assistant Vice President of Human Resources, as appropriate, with that information.

The Executive Director of REACH Services, or designee, is responsible for notifying the NYC Department of Health and Mental Hygiene (as required), and other appropriate campus officials via e-mail or phone, and for notifying the University Director of Environmental, Health, Safety, and Risk Management and the University Director of Mental Health and Wellness Services via e-mail to healthreporting@mail.cuny.edu. If the Executive Director of REACH Services is unavailable, the Vice President of Student Affairs is responsible for cases involving students and the Assistant Vice President of Human Resources is responsible for cases involving employees.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need-to-know basis.

If contact tracking is required, the Executive Director of REACH Services, or designee, is responsible for coordinating with NYC Department of Health and Mental Hygiene, the campus Registrar and the Vice President of Student Affairs, for students, or the Assistant Vice President of Human Resources, for employees. Once contact tracking is complete, or if contact tracking is not required, the Executive Director of REACH Services, or designee, must document the tracking or the decision not to track.