

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 campus Health Services office.

When **students** contract an infectious disease that can be spread through casual contact, they should immediately report it to the campus Health Services Nurse. If the Health Services Nurse is unavailable, they should report it to the Vice President for Student Development & Enrollment Management. If the Office of Student Development & Enrollment Management is closed, they should report it to the campus Public Safety office.

When **employees** contract an infectious disease that can be spread through casual contact, they should immediately report it to the Director of Human Resources, who is responsible for reporting it to the campus Health Services Nurse. If the Human Resources office is closed, they should report it to the campus Public Safety office. Employees should also inform their supervisor or department chair.

Please note the following information for Hostos Community College:

- **Health Services Nurse** – Alejandrina Pena
718-518-6542, alpena@hostos.cuny.edu, Room A-334C
- **VP for Student Development & Enrollment Management** – Nathaniel Cruz
718-518-4264, ncruz@hostos.cuny.edu, Room D-102H
- **Director of Human Resources** – Shirley Shevach
718-518-6655, sshevach@hostos.cuny.edu, Room B-215
- **Director of Public Safety** – Chief Arnaldo Bernabe
718-518-6888, abernabe@hostos.cuny.edu, Room C-030
- **Director of the Health and Wellness Center** – Fabian Wander
718-518-6567, fwander@hostos@hostos.cuny.edu, Room C-330
- **Environmental Health & Safety Director and Chair of CUNY Infectious Disease Committee** –
Diahann McFarlane
718-518-4349, dmcfarlane@hostos.cuny.edu, Room G-103

Reporting should include as much information as possible, including:

- names of the individuals involved
- all available contact information for the individuals involved:
 - phone numbers (e.g., cell, home, office)
 - e-mail address(es)
 - emergency contact information
- student information (if applicable):
 - classes
 - clubs
 - child/children in Childcare Center
 - friends and/or faculty members and their respective contact information

- 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 campus Health Services Nurse or the Director of Human Resources, as appropriate, with that information.

The campus Health Services Nurse is responsible for notifying the NYC Department of Health (as required), other appropriate campus officials, and the University Director of Environmental, Health, Safety, and Risk Management. If the Health Services Nurse is unavailable, the Vice President for Student Development & Enrollment Management is responsible for cases involving students.

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 campus Health Services Nurse is responsible for coordinating with NYC Department of Health, the campus Registrar and the VP for Student Development & Enrollment, for students, or the Director of Human Resources, for employees. Once contact tracking is complete, or if contact tracking is not required, the campus Health Services Nurse must document the tracking or the decision not to track.

For questions about this protocol, contact Diahann McFarlane, Environmental Health & Safety Director, at 718-518-4349.