



GENERAL INSTRUCTIONS FOR ALL STUDENTS, FACULTY AND STAFF

This protocol is meant to facilitate the College's and CUNY's cooperation with public health officials to minimize the spread of infectious diseases that can be spread through casual contact, e.g., measles, mumps, chicken pox, rubella, tuberculosis, and H1N1 flu. The protocol does not apply to sexually transmitted diseases. 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 CUNY community, students and employees should follow this protocol. This protocol is a valuable tool for minimizing the spread of infectious diseases along with practicing proper hygiene, especially hand washing, covering coughs and sneezes, and staying at home when ill.

FOR STUDENTS

- ◆ To report your illness, immediately call **Health Services** at (212) 237-8053
Director of Health Services: Malaine Clarke

If Health Services is unavailable, call the **Office of Student Development** at 212-237-8052
Dean of Students: Wayne Edwards

If the Office of Student Development is unavailable, call the **Office of Public Safety** at (212) 237-8524
Director: Christopher Trucillo
- ◆ Provide as much information as possible - your name, complete contact information (phone #'s, email addresses, emergency contact information), classes, clubs, friends and/or faculty members, instructors, date and time of diagnosis, symptoms, treatment.

FOR FACULTY AND STAFF

- ◆ To report your illness, immediately call **Human Resources** at (212) 237- 8517
Employee Benefits Manager: Gloria Walker
Director of Human Resources: Christel Colon

If Human Resources is unavailable, call **Health Services** at (212) 237-8053
Director of Health Services: Malaine Clarke

If Health Services is unavailable, call the **Office of Public Safety** at (212) 237-8524
Director: Christopher Trucillo
- ◆ Provide as much information as possible - your name, complete contact information (phone #'s, email addresses, emergency contact information), friends and/or faculty members, date and time of diagnosis, symptoms, treatment.
- ◆ Inform your supervisor or department chair that you have contracted an infectious disease.

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 Director or the Director of Human Resources, as appropriate, with that information.

All personal information gathered, including medical information and the name of individual, will be respected to the fullest extent. Such information will be disclosed only on a need-to-know basis.

For questions about this protocol, contact
Shailendra Chainani, EHS Officer at (212) 237-8990 or Malaine Clarke, Director of Health Services at (212) 237-8053.