



Protocol on Infectious Disease Notification

Notification Procedures Regarding Infectious Diseases

From time to time, CUNY students or employees may contract an infectious disease that can be spread through casual contact, or they may learn that another student or employee has contracted such a disease. ***In such circumstances, to ensure the health and safety of the entire CUNY community, students and employees must follow this protocol.***

Infectious diseases that can be spread through casual contact include measles, mumps, rubella (German measles), chickenpox, hepatitis A; meningococcal meningitis, tuberculosis, pertussis (whooping cough) or MRSA. ***If a student or an employee is in doubt whether an infectious disease is covered, they should notify the campus Health Services.***

Employees and students must immediately report a case of infectious disease that they learn of to their campus Health Services. If the campus Health Services is closed, they are to report it to the campus Public Safety office or the campus Chief Student Affairs Administrator (if a student has the infectious disease) or the Director of Human Resources (if an employee has the infectious disease.) Employees must also inform their supervisor or department chair.

Please note the following information for John Jay College:

Health Services Director

Malaine Clarke - 212-237-8052 or 212-621-4101, Rm. L67.00NB

Chief Student Affairs Administrators

VP Lynette Cook-Francis, Dean: Michael Sachs – 212-237-8100, Rm. L65.00NB

Director of Human Resources

Raj Singh - 212-237-8152, Rm. 612BMW

Office of Public Safety

Diego Redondo - (212) 237-8521, Rm. L2.61.04NB

Office of Risk Management Council Designee

Lindsey Kayman- 212-621-4117, Rm.L2.61.01NB

Students

Please 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.

Faculty and Staff

Please 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.

The campus Health Services Director is responsible for notifying the following;

- ***NYC Department of Health***
- ***Chief Student Affairs Administrator (if a student has the infectious disease)***
- ***Director of Human Resources (if an employee has the infectious disease)***
- ***CUNY's Medical Consultant***
- ***Director of Public Safety***
- ***Risk Management Council designee***

The Chief Student Affairs Administrator, or the Director of Human Resources will consult with the President to determine others to be alerted.

Disease Tracking

If tracking is required, the Health Services Director is responsible for coordinating with NYC Department of Health and the campus Registrar and Chief Student Affairs Administrator, or the Director of Human Resources. Once contact tracking is complete, or if contact tracking is not required, the Health Services Director must document the tracking or the decision not to track.

Following the resolution of the situation, appropriate individuals will meet to determine whether the incident was handled appropriately, lessons learned, and whether any further actions are indicated. Such actions may include reviewing basic infection control procedures with students, faculty or staff; meeting with Human Resources staff and/or with union representatives.