

## **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 Center.

When students contract an infectious disease that can be spread through casual contact, they should immediately report it to the campus Health Center Director. If the campus Health Center Director is unavailable, they should report it to the campus Chief Student Affairs Administrator. If the Student Affairs office 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 Center Director. 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.

When a child in the campus Child Care Center contracts an infectious disease, the Child Care Center Director should report it to the campus Health Center Director and to the campus Chief Student Affairs Administrator. If the campus Health Center Director is unavailable and the Student Affairs office is closed, the Child Care Center Director should report it to the campus Public Safety office.

The campus Public Safety office should report cases involving students to the campus Chief Student Affairs Administrator, cases involving employees to the Director of Human Resources, and cases involving a child in the campus Child Care Center to the Health Center Director and to the Chief Student Affairs Administrator.

Please note the following information for Kingsborough C. College:

- Health Center, Dorothy Gale, RN,BSN, 718-368-5684,  
[Dorothy.Gale@kingsborough.cuny.edu](mailto:Dorothy.Gale@kingsborough.cuny.edu), Room A108
- Associate Provost and Chief Student Affairs Officer,  
Dr. Sharon Warren Cook, 718-368-5563,  
[Sharon.WarrenCook@kingsborough.cuny.edu](mailto:Sharon.WarrenCook@kingsborough.cuny.edu), Room A216
- Director of Human Resources, Mickie Driscoll, 718-368-5436,  
[Mickie.Driscoll@kingsborough.cuny.edu](mailto:Mickie.Driscoll@kingsborough.cuny.edu) , Room A201
- Office of Public Safety Lieutenant, Richard Lazarini, 718-368-4800,  
[Richard.Lazarini@kbcc.cuny.edu](mailto:Richard.Lazarini@kbcc.cuny.edu), Room L202
- Office of Public Safety Lieutenant, Irene.Szczesny, 718-368-4800,  
[Irene.Szczesny@kbcc.cuny.edu](mailto:Irene.Szczesny@kbcc.cuny.edu), Room L202

Reporting should include as much information as possible, including:

- names of the individuals involved (may be withheld for a child in Child Care)
- 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 (indicate if continuing education classes)
  - any other campus contact (e.g., tutoring, campus jobs, or work-study)
  - co-curricular activities including clubs and sports residence hall room numbers
  - 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 Center Director or the Director of Human Resources, as appropriate, with that information.

The campus Health Center Director 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 Center Director is unavailable, the Chief Student Affairs Administrator 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 Center Director is responsible for coordinating with NYC Department of Health, the campus Registrar and the Chief Student

Affairs Administrator, 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 Center Director must document the tracking or the decision not to track.

**Infectious Disease Protocol Notification:**

<https://www1.nyc.gov/site/doh/providers/reporting-and-services/notifiable-diseases-and-conditions-reporting-central.page>