

## **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 Director. If the campus Health Services Director is unavailable, they should report it to the campus Chief Student Affairs Officer. 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 Executive Director of Human Resources. If the Office of Human Resources 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 Services Director and to the campus Chief Student Affairs Officer. If the campus Health Services 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 Executive Director of Human Resources, and cases involving a child in the campus Child Care Center to the Health Services Director and to the Chief Student Affairs Officer.

Please note the following information for Baruch College:

**Health Services Director (for student information only):**

David D'Souza, MD – 212-420-2392 (direct) 212-420-2882 (Health Services at Mount Sinai Beth Israel) [david.d'souza@mountsinai.org](mailto:david.d'souza@mountsinai.org)

**Baruch College Student Health Center**

138 East 26th Street, Main Floor (between Lexington and 3rd Avenues) New York, NY 10010  
Phone: 646-312-2040

**Chief Student Affairs Officer**

Art King, Vice President for Student Affairs & Dean of Students  
646-312-4570  
[art.king@baruch.cuny.edu](mailto:art.king@baruch.cuny.edu)  
NVC 3-175

**Executive Director of Human Resources**

Andrea Caviness  
646-660-6596  
[andrea.carviness@baruch.cuny.edu](mailto:andrea.carviness@baruch.cuny.edu)  
D2-212

Office of Public Safety

Tel: 646-660-6000

E-mail: [Public\\_Safety@baruch.cuny.edu](mailto:Public_Safety@baruch.cuny.edu)

Location: 151 E 25th - Library Building

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

In incidents involving students, the Vice President of Student Affairs or his designee will work with the Health Services Director and 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](mailto:healthreporting@mail.cuny.edu).

In incidents involving employees, the Executive Director of Human Resources 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](mailto:healthreporting@mail.cuny.edu).

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 Director is responsible for coordinating with NYC Department of Health and Mental Hygiene, the campus Registrar, and the Chief Student Affairs Officer, for students, or the Executive Director of Human Resources, for employees. Once

contact tracking is complete, or if contact tracking is not required, the campus Health Services Director must document the tracking or the decision not to track.