



LaGuardia Community College 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 a **member of the college community** contracts 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 Public Safety Office.

When a **child** in the campus Child Care Center contracts an infectious disease, the **Child Care Center designee** should report it to the campus Health Services Director and to the campus Chief Student Affairs Administrator. 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 to the Health Services Director and to the Chief Student Affairs Administrator. If the Health Services Director or Chief Student Affairs Administrator is unavailable, 911 shall be contacted.

The campus **Health Services Director or designee** 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 HEALTH-REPORTING@LISTSERV.CUNY.EDU.

Members of the campus 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 with that information.

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 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 Services Director must document the tracking or the decision not to track.

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 as allowed by the law.



Please note the following information for LaGuardia Community College:

Health Services Director:

Renee Fuseyamore, 718.482.5280, rfuseyamore@lagcc.cuny.edu, Room MB 40

Chief Student Affairs Administrator:

Bartholomew Grachan, Interim VP Student Affairs: (718) 482-5180, bgrachan@lagcc.cuny.edu Room C317F

James Salnave, Assistant Dean for Student Engagement: 718-482-5446, jsalnave@lagcc.cuny.edu, Room C317

Office of Public Safety:

James Grantham, 718.482.5555, jgrantham@lagcc.cuny.edu, Room M-145A

Reporting should include as much of the below information as possible:

- 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



Community College



Appendix A

EXAMPLES OF SOME REPORTABLE INFECTIOUS DISEASES (Not an All Inclusive List)

- Chickenpox
- Coronavirus (2019-nCoV illness)
- Ebola
- Hepatitis A
- Measles
- Meningococcal Meningitis
- MRSA
- Mumps
- Pertussis
- Rubella
- Tuberculosis