

LaGuardia Community College **Protocol on Infectious Disease Notification**

The following is LaGuardia Community College's (LaGCC) "Protocol on Infectious Disease Notification." The protocol is meant to facilitate the College 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, 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 College community, students and employees should follow this protocol. If a student or an employee is in doubt whether an infectious disease is covered by this protocol, he/she should contact the LaGCC Health Services Center.

When students contract an infectious disease that can be spread through casual contact, they should immediately report it to the College Nurse, and stay at home and limit contact with others. If the College Nurse is unavailable, they should report it to the Associate Dean for Student Affairs. If the Student Affairs office is closed, they should report it to the College 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 College Nurse, and they should stay at home and limit contact with others. If the Human Resources office is closed, they should report it to the College Public Safety office. Employees should also inform their supervisor or department chair.

Please note the following contact information for the College:

- Nurse (Elizabeth Carde, 718-482-5280, lizcr@lagcc.cuny.edu, Room MB40)
- Associate Dean for Student Affairs (Michael Baston, 718-482-5290, mbaston@lagcc.cuny.edu, Room C317)
- Director of Human Resources (Diane Darcy, 718-482-5080, dianed@lagcc.cuny.edu, Room E408)
- Director of Campus Public Safety (Edward Sisco, 718-482-5559, eds@lagcc.cuny.edu, Room E116)

Reporting should include as much information as possible, including:

- names of the individuals involved
 - person with infectious disease
 - persons with whom the infected person came into contact
 - supervisor(s) of infected person(s)
- 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
 - clubs
 - 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 College 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 College Nurse or the Director of Human Resources, as appropriate, with that information.

The College Nurse is responsible for notifying the NYC Department of Health (as required), the Vice President for Institutional Advancement, other appropriate LaGCC officials, and the University Director of Environmental, Health, Safety, and

Risk Management. If the Nurse is unavailable, the Associate Dean for Student Affairs 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 (tracking those possibly infected) is required, the College Nurse is responsible for coordinating with NYC Department of Health, the College Registrar and the Associate Dean for Student Affairs, for students, or the Director of Human Resources, for employees. Once contact tracking is complete, or if contact tracking is not required, the College Nurse must document the tracking or the decision not to track.

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 more information, call or visit the LaGCC Health Services Center at 718-482-5280, Room MB40. Additional and ongoing information can be received at the following websites: LaGCC, www.lagcc.cuny.edu, CUNY, www.cuny.edu, New York City, www.nyc.gov, New York State Department of Health, www.nyhealth.gov, and Centers for Disease Control and Prevention, www.cdc.gov.

If you have questions regarding this protocol, please contact Ramone Segree, Vice President for Institutional Advancement, 718-482-5010, rsegree@lagcc.cuny.edu, Room E-508. Thank you for your attention to this and for following these procedures.

11/13/09