



Protocol on Infectious Disease Notification

This policy establishes operational guidelines relating to the potential impact of an infectious disease on the Mercy College community. These guidelines may be updated or revoked at any time as other information becomes available from the Centers for Disease Control or other public health authorities.

Mercy College 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 Mercy College community, students and employees should follow this protocol. If a student or an employee is in doubt whether an infectious disease is covered, she/he should contact the Mercy College Health Office at 914-674-7255.

These incidents can be defined as any significant or dangerous campus situation posing an immediate threat to the health or safety of the Campus community.

Communicable Diseases of Concern include, but are not limited to:

- Chickenpox
- Influenza
- Mumps, Measles, Rubella
- Bacterial Meningitis
- Whooping Cough
- Tuberculosis
- Mononucleosis
- SARS (Severe Acute Respiratory Syndrome)

When students contact or become aware of another student's or employee's contact with an infectious disease that can be spread through casual contact, they should immediately report it to the Health Office. If the campus Health Office is unavailable, they should report it to the Associate Dean of Student Affairs (914-674-7662) or Campus Security (914-674-7225).

When employees contact or become aware of another employee's or student's contact with an infectious disease that can be spread through casual contact, they should immediately report it to the Health Office. If the campus Health Office is unavailable, they should report it to the Executive Director of Human Resources (914-674-7337) or Campus Security (914-674-7225).

Reporting should include as much information as possible, including name(s) of the individuals involved and all available contact information for the individuals involved: phone numbers, email addresses and

emergency contact information. For students, class information, clubs and activities, residence hall rooms and others that they may have been in immediate contact with, should be reported.

If a student or employee has seen a health care professional, they also need to report the date and time of their diagnosis and their treatment plan.

The Health Office staff, or a designee, is responsible for notifying the Westchester County Department of Health, New York City Department of Health, and/or the New York State Department of Health and other appropriate campus officials. If a member of the staff is unavailable, the Assistant Dean of Student Affairs should be contacted for cases involving students and the Executive Director of Human Resources is responsible for cases involving employees. Confidentiality of personal information, including medical information, and the name of the individual(s) must be respected to the fullest extent possible. Such information shall be disclosed only on a need-to-know basis to the extent permitted under applicable laws and regulations.

Helpful links:

- [NYC Dept. of Health](#)
- [NYS Dept. of Health](#)
- [Westchester County Department of Health](#)
- [Centers for Disease Control](#)
- [CDC Pandemic Information](#)
- [World Health Organization](#)
- [Dept. of Homeland Security](#)
- [New York State Department of Health Hotline 1-800-808-1987](#)