

**MINUTES OF THE
COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC)
DECEMBER 2, 2014 – ACADEMIC RESEARCH C, ROOM 110**

Attendees:

Chris Aerts, Renette Apodaca, Randy Bamford, Minerva Baumann, Greg Block, Johnny Carrillo, Jean Carsey, Kristian Chervenock, Connie DeBlicek, Ben Diven, Katrina Doolittle, JoAnne Dupre, Michael Jasek, Mary Jaspers, Sonja Koukel, Carlos Lobato, Lori McKee, Mike O'Larey, Ermelinda Quintela, Jon Webster

I. Call to Order

The December 2, 2014 meeting of the Communicable Disease Preparedness Committee (CDPC) was called to order at 3:00 p.m. by Dr. Katrina Doolittle. Introductions were held.

II. Minutes

The minutes of the September 9, 2014 CDPC meeting were sent to members by email, and comments, additions, and corrections were incorporated. The minutes of all committees that support Loss Prevention are included as part of the Loss Prevention and Control Committee report that is sent to NMSU President Carruthers.

III. Old Business

1. Continuity of Operation Plans (CoOP)

Dr. Doolittle called for all representatives to submit updated CoOPs, per university policy. CoOPs must be signed by the VP or Dean, and will be forwarded to Human Resources (HRS). The CoOP identifies personnel who will respond in an emergency or disaster recovery, and the position number will be uploaded into the HRS system. Dr. Doolittle will send the revised CoOP template to CDPC members. Send the updated CoOP form to Dr. Doolittle at EH&S.

2. Update from International Programs and Study Abroad (Kristian Chervenock)

Mr. Chervenock distributed a copy of the collaborative memo to the Provost from International and Border Programs and CDPC members concerning preparations for travelers in Ebola-affected areas. Mr. Chervenock described the processes for identifying and working with incoming international students, returning students, visiting faculty, and other university-associated travelers.

a) Any faculty, staff, student or administrator that travels internationally must document this with International Travel and Border Programs. The documents require approval from a supervisor, and then are reviewed by the Associate Provost. Dr. Menking will consult directly with anyone proposing travel to Ebola affected areas. No NMSU work travel to these areas has occurred to date. Response to the travel process has been very good. Over 99% of

travelers complete the required forms promptly, giving the office the ability to monitor where people are going.

b) Office of Education Abroad, formerly known as Study Abroad, works with outgoing students involved with semester/academic year exchange programs, short-term language programs, community service and research internships. Travelers in these programs will be identified, and urged to consider options other than Ebola-affected areas. A process is in place for monitoring exchange programs. For example, one student will be returning from Ghana, which is not currently affected by Ebola; the office stays in close communication.

c) International Scholar Services, through Mary Jaspers, will inform the university officials if any incoming international students are traveling from affected areas. Currently, there are none. In the spring, one traveler will arrive from Nigeria, which is not an Ebola-affected area. ISS also monitors visiting faculty and researchers. The office will add Mali as an Ebola-affected country.

d) Aggies Go Global, through Gary Lowe in ACES, works with outbound students on short-term internships, community service and research programs. The Aggies Go Global program communicates with the International Programs Office. Travel to affected areas is not encouraged; if proposed, the traveler will consult with Dr. Cornell Menking.

e) University Communications serves as the primary contact to the media to discuss the university policy. UComm has responded to a few inquiries.

f) Campus Health Center has created a Quick Facts document and an informational board with postings about Ebola. The Campus Health travel program informs students, faculty and staff of restrictions, warnings and outbreak advisories.

International and Border Programs, in collaboration with the CDPC and the Central Administration Response Team (CART) has completed an International Crisis Management Plan. This plan is now included in the All Hazards Emergency Operations Plan.

The number of travelers included in all these programs is large. In the Office of Education Abroad alone, about 450 students participate annually; Aggies Go Global has about 150 students; and faculty, staff, graduate students, and administrators that travel total more than 600. The total number is up to several thousand NMSU travelers each year. NMSU currently has about 1200 international students, and NMSU has placed an emphasis on recruiting more international students.

We have one example of an NMSU employee who traveled and returned from an Ebola-affected nation. It was not NMSU-related business, but the staff member did report to supervisors and consulted with Campus Health. The outcome and responses to communications was positive.

IV. New Business

1. Ebola Training and Preparedness at Campus Health Center (L. McKee)

Staff members at NMSU Campus Health Center are not likely to see patients with Ebola, but are preparing and training in case an event occurs. They have procured fluid resistant shoe covers, gowns, nitrile gloves, face masks with shields, “N95” disposable respirators, hair covers, GermX hand sanitizer, bleach wipes, absorbent pads to cover surfaces, and three HazMat suits. A training exercise was held on November 20 led by Dr. Ben Diven (NMSU Medical Director) and Dr. JoAnne Dupre (NMSU Biosafety Officer), and observed by Dr. Katrina Doolittle (EH&S Executive Director). Campus Health medical staff members practiced donning and doffing the equipment according to CDC guidance and written checklists.

Three scenarios for patient contact were discussed. In the most likely scenario, an ill person who had traveled from an Ebola-affected country would not enter the Campus Health Center, and instead would be directed to report to the side garden and wait for the Emergency Services response. “Stop” signs are posted on each door of Campus Health with this info and instructions to push the button to communicate with the NMSU police dispatcher. Campus Health has developed protocols with the local ambulance services and the hospital emergency rooms. Campus Health would call to alert emergency services of a suspected Ebola case. Dr. Diven or another medical professional would meet the patient and explain the precautions and procedures for transport to a hospital.

The drill engaged the medical staff members in donning and doffing the protective equipment, and allowed them to identify solutions to situations that might be encountered. The training generated several pages of recommendations, such as instructions for disinfecting rooms, and procedures in case a patient is vomiting or bleeding. The drill was a very effective way to answer questions from the staff. Campus Health was asked to provide the training record to EH&S for documentation of the drill and recommendations.

Dr. Doolittle commented that the recommendations will also be useful information to share with Greg Block, to prepare the staff in Housing to manage an event involving a suspected disease case. The procedures for Housing would be to call 911 for the patient, and then to have designated Housing staff that are trained and properly outfitted to assess the hazard in the area and conduct the recovery response.

Campus Health staff members are required to participate in annual safety training and emergency response drills. One of the items that will be evaluated by the state Loss Prevention and Control audit is annual safety training for all departments. Each unit should consider: were there injuries on the job in the last year? Were there repetitive patterns for those injuries, such as trip hazards? Are there hazardous materials or equipment that requires Hazard Communication and other training provided by EH&S? Housing staff participate in Facility Safety training and annual Blood-borne Pathogen Standard training. It is very important that the annual training requirements are identified for each department, and that staff are trained. CDPC members can contact Dr. Doolittle at EH&S or Lori McKee at Campus Health for guidance.

All NMSU units should review emergency plans and CoOPs to ensure that staff members know what to do in the event of a disaster; where/how do they evacuate? Is the phone tree up

to date? What is the chain of command? All these things should be reviewed annually with personnel in your department.

The state Loss Prevention and Control committee will audit in the spring, and training records will be assessed as part of the audit. As one of the largest employers, NMSU has a lot of departments with different functions and training needs. The state Loss Prevention and Control requirements call for annual safety training, but do not specify the content of the training, whether it needs to be pertinent to the whole university or to the specific work area. Until more specific guidance is given, the activities of this committee and the units represented here can be captured in the reports to Loss Control.

Campus Health staff will continue to conduct training and practice drills to remain proficient in the Ebola procedures and emergency plans. The response planning and training started in early September, and the Ebola information on the web site is up-to-date. Other NMSU units are encouraged to update plans as needed and practice at an appropriate level.

A question was asked about what the community colleges are doing to plan and prepare for Ebola, and whether main campus has a responsibility to provide training. Lori McKee responded that we have provided information and training to the Carlsbad campus because they have a health center. All the community colleges received the memo that was sent to all campus. None have called to request more information. The expectation is that the colleges will not see anyone presenting with an illness, because they don't have health care facilities. Travel for students and employees is centralized with International Programs, so main campus will be able to track this and communicate with community college officials.

2. Campus Health Center flu update (L. McKee)

No flu tests have been positive to date. NM doesn't usually see many cases until January or February, so it is still early. Campus Health conducted a flu shot clinic before Thanksgiving, and still has about 200 shots left, so will have another push in Corbett Center tomorrow. About 1300 employees received vaccinations earlier in the semester. Everyone should get vaccinated; the shot is not a live virus, and it is better to be immunized than not.

The precautions that have been put in place for Ebola are effective for flu season as well. Bottles of hand sanitizer, face masks for people who are coughing, brochures and info are available; "Cover Your Cough" signs are posted in the Campus Health Center. The signs and info are available from Campus Health and from the CDC website. If someone is visibly sick, they should go home. Directors of units can help contain illness by sending people home; sending them to the Health Center for treatment if needed. Information for flu season is available on the Campus Health website, emphasizing prevention and self-care. As the season advances, Campus Health will send out communications and reminders about hand-washing and prevention.

3. Campus Health Center report on POD training (L. McKee)

POD is the term used for Point of Distribution sites for emergency treatment and/or prophylaxis in the event of an epidemic outbreak or communicable disease, or a threat to

homeland security such as an anthrax attack. NMSU has been working on this for many years with the state of NM and the emergency management department in Las Cruces to create a POD site at NMSU to take care of students, faculty, staff, and their family members. The planning is complete, and a drill will be held on February 18 to test the plan. The drill exercise will explain to participants how locations will be set up to distribute medications and/or immunizations through a walk-in location or drive-through mechanism. The locations for the POD sites are kept confidential as part of the security plan. The locations were chosen to be accessible, with nearby streets that can be blocked by police to direct traffic flow. The plan directs the operations to set up ten stations for distribution of prophylactics. Sick people would be triaged separately from the POD, and directed to medical services at a different location. Personnel resources such as nursing students, EMTs, fire and police personnel will be called to help. The February exercise will train staff on the set-up. A medical professional must be available to answer questions at each drug-dispensing site. Other personnel and volunteers are needed for flow-screening tables. Data from Human Resources can be used to identify the number of family members so that the POD site can obtain pre-packaged supplies in advance. The NMSU POD potentially can expand to serve the community; if so, the state will provide additional resources. The NMSU POD plan is recognized by the governor, and will include state emergency management personnel if implemented, in communication with other POD locations.

Members suggested the Co-Chair McKee send an email to Dr. Schultz to create a list of volunteers from Nursing, and also contact the pre-Pharmacy program.

4. Items from members: IT Compliance in ICT

Randy Bamford introduced Carlos Lobato, the IT Compliance Officer, to present an overview of issues regarding the protection of records under the requirements of HIPAA, FERPA and PCI DSS (*acronyms refer to the Health Insurance Portability and Accountability Act; Family Educational Rights and Privacy Act; and Payment Card Industry Data Security Standard, respectively*). Mr. Lobato explained that FERPA is a law that requires institutions to assure privacy of student data. In 2012, he called the U.S. Department of Education for guidance. The Privacy Technical Assistance Center gets many questions from universities across the nation, especially about digital data, and provides checklists to help institutions develop technical controls for data security, breaches, incidents, complaints and student privacy violations. Training is mandatory. IT-specific disaster planning and business continuity is required. For HIPAA, an IT-specific business continuity and disaster recovery plan must be in place and tested on a regular basis.

Using a risk-based approach to develop these controls, Mr. Lobato is prioritizing training at NMSU to give employees knowledge about safe-computing practices as well as the regulations for privacy of student data. Employees must be aware of FERPA to avoid violations of student privacy when handling or discussing student data. Health-related information must be protected under HIPAA as well as FERPA. As the IT Compliance Officer, Mr. Lobato is responsible for ensuring that NMSU conforms to all of the data privacy regulations and other federal and industry requirements that apply to IT. Most of our

communications involve information technology, using computers, laptops, tablets, smart phones, and cloud computing, with data privacy implications. Mr. Lobato will bring this perspective to the CDPC.

Mr. Lobato has a draft policy for continuity of operations, to include IT functions that are decentralized beyond the scope of ICT. ICT has a very robust disaster plan, and Mr. Bamford is in the process of updating the CoOP. At the same time, Mr. Lobato will coordinate with other units that manage data on separate servers, for example PSL and Police. These units need business continuity plans specific to each area, so Mr. Lobato will contact supervisors to ask about IT-specific disaster recovery plans.

Discussion was held on the importance of educating employees about disaster recovery and the ramifications for not protecting data. For example, faculty in research may have a need for data recovery plans, to avoid losing scientific data if lab notebooks are destroyed in a disaster. Many CDPC members are part of another committee that is implementing a system of mandated compliance trainings for all employees. This system will deliver trainings for IT compliance, the SAVE Act, FERPA and HIPAA data, and others, initially for new employees and annually, similar to the online system for Conflict of Interest. The system will provide notifications and reports for supervisors to ensure that employees complete the requirements.

Continuity of operations planning and the written CoOPs are important in succession planning. The CoOP is a big help during a disaster, and also when an employee leaves a position for normal reasons. Others need to know what has been built and what systems are in place to support the position and duties. A process may seem simple and straightforward, but not to a new staff member. We often take for granted the amount of information that is acquired through on-the-job training. Loss of this kind of knowledge can be avoided by developing a CoOP and other written documents. For example, EH&S has developed Standard Operating Procedures to provide consistent information about processes and operations. Many recommendations for loss prevention involve checklists to ensure information is communicated effectively. Orientation checklists can be developed internally to standardize what training is needed for new employees. During the Loss Control and Prevention audit in the spring, these kinds of checklists can provide important documentation.

In IT, Mr. Lobato has been working with the U.S. Department of Education to plan a one-day presentation at the end of February, which will be open to all employees. The presentation will be web-cast so that many can view from their own location.

The meeting was adjourned at 3:42 PM.

Next meeting is scheduled for March 10, 2015 at 3 PM.

These minutes constitute the record of the Communicable Diseases Preparedness Committee (CDPC) meeting on December 2, 2014 and were sent for comments, additions, and corrections to all members on January 6, 2015 with revisions incorporated.



Katrina Doolittle, Ph.D
Co-Chair CDPC Committee
Executive Director, Environmental Health & Safety

Prepared by:
JoAnne Dupre, Ph.D.
CDPC Secretary
Biosafety Manager, Office of
Research Compliance