

**MINUTES OF
COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC)
SEPTEMBER 12, 2017
ACADEMIC RESEARCH C, ROOM 110
LAS CRUCES, NM**

Attendees

Katrina Doolittle, Environmental Health & Safety
Jeffrey Tim Query, Faculty Senate
Johnny Carrillo, Fire & Emergency
Lori McKee, Health and Wellness
Matthew Crouse, Housing/Auxiliary Operations
Kathy Agnew, Human Resources Services
Abigail Denham, HRS Employment & Comp Services
Michael Schmelzle, Intl Student Scholar Services
Stephen Lopez, Police Department
JoAnne Dupre, Research Integrity & Compliance
Tre Diaz, SW Border Food Safety & Defense Center

I. Call to Order by Chair Doolittle, 3:03 p.m. Introductions and welcome to attendees

II. Minutes of December 13, 2016 were approved.

A change was made on page 2 to expand the acronym “FLSA” to “Fair Labor Standards Act”. Moved and seconded to approve the minutes of December 13, 2016 with this revision. Vote: In favor (11), Opposed (0), Abstain (0). Motion passed.

III. Old business – Continuity of Operations Plans (CoOP)

1. Updated CoOPs submitted

The meeting agenda has a summarized list of the current CoOPs for various NMSU units. Several are pending AVP signatures. The list is tracked manually by the chair, and there is not yet an electronic process for collecting updates. For succession planning, the electronic folder will be shared with the Co-Chair and the Emergency Planning Committee.

- **Action Item:** Co-Chairs will identify a records manager and plan for updating CoOPs.

2. Discussion

- CoOPs should be updated every 3 years, and upon changes to personnel in essential positions. In most cases, the designation is tied to the position, not the individual.
- People Admin can be used, with the addition of an information field, to create a report of essential positions and contact information. Position descriptions should contain a statement that identifies it as essential to operations. HR can coordinate with the CDPC Chair(s) to create a comprehensive list, so that contact information can be readily available to Emergency Management when needed.
- For faculty in research areas, Principal Investigators communicate with the Dean to determine the positions that are essential to the operations. For example, animal care facilities that are inspected by USDA are required to have a Continuity of Operations plan to ensure animals are fed and receive medical care during an emergency. Other types of research may depend on data storage or emergency power to maintain critical functions.

The person coordinating the CoOP should have knowledge of internal processes and interdependencies for the unit. Personnel in essential positions are those who have access to the facilities and the information to carry out necessary activities. Some examples to consider are burst water pipes outside of regular hours, or a weather-related event that affects many locations campus-wide, or a communicable disease outbreak affecting a large number of staff.

- A reminder was given to use caution in identifying essential positions. An exempt employee such as a building monitor may have knowledge of internal processes but is not highly compensated, and so that position may not be the appropriate person to designate to work extended hours in an emergency or dangerous situation.
 - All police and fire personnel are essential positions, and will be available in such situations. Other essential positions are found in offices that can identify where people are and how to reach them, for example, administrators in Student Services, Human Resources. Auxiliary administration is very interconnected and inter-dependent to maintain processes for students such as housing and food services, coordinating with the food vendors, emergency services and others. When staffing levels change, re-examine the CoOP to ensure that contacts for essential positions and external partners are correct.
 - For faculty in teaching departments, a CoOP is usually not needed. In the event of a major event or long-duration disaster that would cause us to implement the CoOP processes, the Central Administration Response Team (CART) determines the response to emergency situations and communicates to faculty and relevant units.
 - Ideas for reminder communications about the purpose for updated CoOPs: send targeted messages to DACC and other units that have had staffing changes in essential positions; look for best practices from universities such as in Houston after hurricane flooding; send a general Hotline announcement/Safety tip; inform Admin Council, to reach SVPS and AVPs in offices that have had changes.
 - Updated resources for CoOP: new form, and a guidance worksheet to help develop the plan, has been posted on the Emergency Planning webpage.
 - Ideas for drill/tabletop exercise: scope and number of attendees depends on scenario; can focus on CoOP evaluation; possibly a natural disaster such as tornado, or heavy rain/flooding throughout campus. Aim for a working session so people can look at their plan, in Dec or Jan.
- **Action items:** (1) CoOP Safety Tip, coordinated with Emergency Action Plan message (K. Doolittle); (2) Plan next drill/tabletop exercise (S. Lopez and others).

IV. New Business

1. Processing of Essential Personnel listed on CoOPs – Kathy Agnew
 - **Action Item:** CDPC Chairs will send pages from CoOP with position numbers to HRS; HRS can provide a list of positions which have identified “essential” as a special requirement, and of those, which ones are vacant. Moving forward, Katrina can send just the page(s) from the CoOP that list the essential positions (with position number).
 - Will check if CART members have “essential” identified in position descriptions. Note: job descriptions should not list “CART”. The Chancellor designates CART members.
2. Recent incidents – Lori McKee

- a. Needle-stick protocol: an emergency services employee was exposed to blood through a needle-stick during a mutual-aid event, and NMSU received a call from a local hospital for the legal procedure to follow for source testing. As a result, NMSU has created a “Blue” form for this purpose, modeled after the form used by the city and county, and has clarified that Dr. Voelz, the Health & Wellness Medical Director, serves as the Designated Infection Control Officer (DICO) for coordination with the hospitals. A protocol for Workers’ Comp care is in place, and now it is helpful to have a form that is familiar to our community partners.
 - b. Aggie Health & Wellness followed up with a local physician after a student self-declared a case of tuberculosis to an instructor. The physician confirmed that the student had misunderstood and was not infected. Had this been an active non-treated infection, Department of Health would be notified for follow-up testing of other students. Faculty and staff can be reminded to call the campus health center or EH&S to evaluate any report of contagious disease. The CDPC membership is so large for this reason, so many people across campus are informed and active to help protect student’s health.
 - c. CDC has noted cases of mumps in football players at San Diego State and elsewhere in California. NMSU does not require immunizations for incoming university students. Orientation events can help provide a message reminding students that college-age students are often due for booster immunizations, and that they should obtain their shot records if possible to keep track of their immunizations for measles-mumps-rubella (MMR) and other available vaccinations.
3. Updates from Health and Wellness Center – Lori McKee
- a. Flu vaccine is available now. Broad advertising will begin in October. Last year, we had a late flu season, beginning in Feb and continuing through April. Announcement was sent last week that employees, dependents and retirees can get their shots through Southwest Pharmacy clinics at Aggie Health & Wellness and the Albuquerque center.
 - b. AHWC lost one medical provider, and hasn’t filled the position yet. Due to this short staffing, same-day appointments will be triaged based on urgency.
 - c. Counseling walk-ins are seen immediately. Will post for another counselor position.
 - d. The annual Compliance training module has an Emergency Preparedness section that lists behaviors of concern and counseling resources, to help faculty and staff identify needs and solutions.
4. Updates
- Co-Chairs will share duties for managing CoOPs.
 - EH&S will pick up Risk Management. General Counsel is looking at webpage information and student health insurance issues.
 - Loss Prevention Loss Control audit will not occur this year. The State’s focus right now is on educating, such as providing the Insurance 101 seminar to help people understand the state risk pool, and forming a community of practice to highlight institutional programs. The first is in Albuquerque, and NMSU will participate as our program progresses. Our contact with the state has changed frequently in recent years.
5. Update from members - None

Next meeting is scheduled for December 12, 2017 - may be used for the tabletop exercise.

Adjourned at 4:02 pm.