

**MINUTES OF
COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC)
APRIL 10, 2018 (approved 9/11/18)
ACADEMIC RESEARCH, ROOM 110 - LAS CRUCES, NM**

Attendees

Minerva Baumann *University Communications*, Johnny Carrillo *Fire & Emergency*, Jennifer Chandler *Information and Communication Technologies*, Connie DeBlieck *Nursing*, Abigail Denham *Human Resource Services*, Katrina Doolittle *Environmental Health Safety and Risk Management*, JoAnne Dupre *Research*, Kelly Hamilton *NMDA/SW Border Food Protection & Emergency Prep*, Lori McKee *Health & Wellness*, Mike O'Larey *Intercollegiate Athletics*, Tim Query *Faculty*, Michael Schmelzle *Intl Student Scholar Services*

I. Call to Order by Chair Doolittle, 3:01 p.m. with introductions of attendees

II. Minutes of September 12, 2017 were approved as presented.

Motion to accept the minutes with no modifications was made by Lori McKee and seconded by Mike O'Larey. Vote: In favor (12), Opposed (0), Abstain (0). Motion passed.

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

1. *Action: send signed CoOPs to HRS to confirm list of essential positions – K. Doolittle /A. Denham*

HRS has updated People Admin position management fields with a checkbox (yes/no dropdown) to identify essential positions and to enable reports. A complete list of essential positions will be sent to the CDPC Chair and periodically updated. Essential positions are those employees that have a role in operations that must continue during an emergency. The reports assist in business continuity when staffing changes occur. Faculty positions are managed differently, not through the People Admin system.

- **Action Item:** HRS will send a complete list of essential positions to CDPC Chair
- **Action Item:** CDPC Chair contact FS Operations for updated list of FS essential positions and forward it to HRS.

2. *Action: CoOP Safety Tip, coordinated with Emergency Action Plan (EAP) message – K. Doolittle*

Safety tip announcements are sent out every other week. Messages about updating the EAPs and CoOPs will be sent out in the beginning of fall semester, just before the fall safety initiative. Academic areas need to have a phone list and methods for communicating with staff to maintain departmental activities. Animal care areas are required by USDA to have detailed CoOPs.

- **Action Item:** (K. Doolittle) In fall, send out Safety Tip about EAP's and CoOPs

3. *Action: Plan next drill/tabletop exercise – K. Doolittle*

The SW Border Food Protection and Emergency Management Center can coordinate with many emergency management partners and has resources to develop exercises.

Recommend that we register with the state Department of Homeland Security and Emergency Management so that participants and statewide partners can obtain continuing education credits (CEUS). Planning takes 4-6 months to develop a compliant exercise with the state including the roles of controller, evaluator. The SWBFP Center can draft a concept and coordinate with CDPC for an October exercise.

- **Action Item:** (K. Hamilton) SWBFPEM Center to develop concept for a tabletop; (CDPC) coordinate at the September CDPC meeting for new administration to observe. A fall exercise will allow the new Chancellor to observe infrastructure and coordination between NMSU, NMDA and other state agencies.
- **Action Item:** (K. Doolittle, J. Carrillo) inform AVP-Facilities of planning, and invite participation of Central Administration Response Team (CART). The CART list has secondary and tertiary contacts who can be involved if the primary is not available.

4. *Updated CoOP submitted since last meeting*

Lori McKee has connected with DACC. The interim dean of Health & Social Services has responded with new representatives to CDPC. School of Nursing and other campus allied health units are a tremendous resource to have involved during a large-scale communicable disease event.

5. *Need updated CoOPs*

CoOps expire on a three year cycle, so many will need to update in the next six months. To complete the newer template, CoOP authors can obtain the position numbers from their unit's HR administrator.

- **Action item:** (K. Doolittle, L. McKee) develop an electronic form such as a PDF template that can be updated easily and routed for electronic signature.

The process of working through the CoOP within your unit is important for internal communications. EHSRM reviews their own CoOP annually so that everyone is familiar with the roles and expectations. F&S sends out a notice each year reminding employees in essential positions that they may be called to work and in what conditions they need to respond. These internal processes developed as a result of CoOP planning and awareness. Individual units are able to create methods that are effective for their functions.

After the HR process is in place, we can plan a drill for next summer to test a scenario that includes campus closure. Examples are extreme weather with utility outage, flooded building. These events test the list of contacts and effectiveness of communication methods, so each unit will be able to self-evaluate.

- **Action item:** (K. Doolittle, L. McKee) Send reminders to expired units listed in the agenda. Katrina will send first email, and then Lori will follow-up. Send out template (FS Operations developed) for annual notification of employees.

IV. New Business

1. Recent incidents- update on Health and Wellness Center - Lori McKee

Hawks are active on campus, swooping down on pedestrians near Zuhl. Announcements have been sent out on NMSU message boards, and warning signs are up. There were two injuries in the last week and many more close calls. Last year 13 injuries were reported, involving talon scrapes to scalp and one injury with stitches, cuts from the hawk's wings, impact blow to the head. Warning signs were posted and University Communication sent a message immediately after the first injury this semester, reminding people to avoid the area or carry an umbrella.

This could be a unique tabletop exercise. We could invite Game and Fish to educate about why we have this problem and what to expect or do about it. The hawks are protected while nesting, and would likely return to their nesting site if we attempt to relocate them. EHS&RM has been tracking the hawk attack dates each year; usually starting in April, the nesting and attacks continue in to August. Last year, the umbrella project did not work as well as hoped because the donated umbrellas were taken and not replaced. It was noted that people may not see the warning signs by Rentfrow Gym if they walk a different way through the parking lot. Messages need to continue in various ways, including chalk messages on the sidewalk to inform people to avoid the zone under the trees.

- **Action Item:** (F&S) Chalk paint, barriers on sidewalk to keep people away from trees

Influenza activities at Health & Wellness Center: Flu season was active this spring, after students returned from winter break. Most of the flu vaccine had been given out in the fall, at Campus Health and around town, based on CDC recommendations to begin vaccinations early. However in NM, cases historically occur in Dec-Jan-Feb. Next year, Campus Health may decide to delay advertising until November; since immunity wanes over time, the antibody response is not as strong by the time the flu viruses arrive in NM. The vaccine last year effectively targeted only about 10% of the cases; vaccinated people tend to have less symptoms. None of the patients seen by CHC needed hospitalization. All flu diagnosis kits were used, in the hundreds, with over 50% positive rate. Locally, there were about 18 deaths in El Paso, in elderly, children, and middle-aged adults. Campus Health buys the amount of vaccine doses they anticipate for certain groups on campus such as athletics and high-risk students. The local hospitals and public health groups offer free vaccination clinics, and people can also visit pharmacies, primary care providers and medical clinics, which stock larger amounts.

2. Updates from Members

Food safety awareness: EHSRM and Campus Health provided guidance to a campus food preparation group when a server reported a skin wound to their supervisor. State food regulations have specific criteria to cover wounds that are below the waist, or to exclude servers from food handling areas until medically cleared. The incident was resolved without any risk of illness to anyone involved.

Members are reminded that any concern from faculty, staff, students will be evaluated by Campus Health, since health events affect students, employees, and the community. If there is any doubt about a situation or condition, refer to the Health Center. There will be no cost for the visit, only for medication and lab tests if needed.

Safe food handling is a recent initiative by Department of Health. Food service establishments are expected to provide training in sanitation requirements. Several NMSU websites such as NMDA, SWBFP and others include information and resource links for food protection and safety training.

Notifications like this are an indication that safety messaging is effective. The employee or supervisor may not remember the details given in the initial training, but they know who to call when there are questions about a situation. Campus safety messages about communicable disease reach people who need awareness of their potential for exposures, such as students that are in close housing, or are reproductive-age, in contact with animals. It is important to provide visible reminders that the staff at Environmental Health and at Campus Health Center are available to assist and evaluate when needed.

Vaccination and medical services offered by NMSU:

- With the current requirement for freshmen to live in the dorms, Campus Health has a presence at orientation to remind students to keep track of their vaccination records or visit Campus Health to update immunizations. NMSU does not have a requirement for proof of immunization, because this could deter enrollment. Most traditional students are up-to-date on their immunizations if they were vaccinated in their early teens. Older students may be due for booster immunizations. No recent reports of mumps or meningitis at universities. Campus Health Center would assist state public health officials in the event of an outbreak.
- For incoming international students, there is a requirement for TB testing. Campus Health uses a sensitive blood test, which reduces the need for chest x-rays to rule out active infections.
- For outbound international travel with Study Abroad, the approval process includes a physical for students and vaccine recommendations based on the location of travel. Right now, there is a shortage of yellow fever vaccine, so people are advised not to travel to areas with outbreaks.
- **Action item:** (K. Doolittle, J. Dupre) follow up with International Programs (R. McSherry, A. Palumbo) on the processes for health, insurance, export approvals
- Hepatitis B vaccine is required for employees and researchers whose work tasks involve potential exposure to blood or body fluids. The supervisor identifies the positions that have exposure, and the department is responsible for costs of vaccination. Campus Health Center provides the combination Hep A/Hep B.
- Tetanus vaccination is required for all researchers who have contact with animals. Campus Health provides the TDaP vaccination. Rabies pre-exposure immunization and testing is required for work with certain animal species. These services are funded by the office of Research Compliance and require training and enrollment through EHSRM.

Next meeting – September 11, 2018

Adjourned at 4:02 pm.