

Communicable Disease Preparedness Committee

June 4, 2019

Facilities Services Large Conference Room, Las Cruces, NM

Call to order: 2:04 pm by CDPC Co-Chair Katrina Doolittle

I. Introductions / Attendees:

Minerva Baumann, Andy Bowen, Josie Carmona, Johnny Carrillo, Tom Dean, Conni DeBlicke, Katrina Doolittle (Co-Chair), JoAnne Dupre, Carol MacDonald, Lori McKee (Co-Chair), Michael Schmelzle, Ophelia Watkins,

II. Minutes - September 11, 2018

- Discussion of tabletop exercises: two held with administrators this year: January (scenarios), and May (international terrorism scenario involving students, and employees and family).
- Vote to accept; unanimous in favor; approved with no modifications.

III. Old Business - Continuity of Operation Plans (CoOP)

1. Essential employees. This is still a manual process; Chair Doolittle communicates with Human Resource Services to identify positions from the CoOPs and they record in Banner (except faculty).
2. Updated CoOPs (see agenda for CoOPs received and needed).
 - Chair Doolittle sent reminders that updated CoOPs are needed every three years. She reviewed 15 this FY. She can send the last copy of CoOP on file to assist with updating.
 - New Dean of Students Anne Goodman, starts 7/15. The CoOP update can be a simple listing of employees and contact methods. If the unit will be involved in essential functions during emergencies, then the CoOP should be much more detailed. Important protocols such as procedures regarding a student's death should be clearly communicated when personnel change.
 - Still needed: identify someone to assist and take over the CoOP records and make electronic .
3. Example memo (hand out) from Facilities Operations: Notification of Essential Personnel
 - Memo is distributed to essential employees annually basis to communicate responsibilities and guidance. Thank you to Tim Dobson for sharing.

IV. New Business

1. Immunizations - Lori McKee
 - Measles cases are increasing, and present in almost every state in the U.S. The first case in New Mexico was identified in May 2019. As we prepare for a possible event, recall that NMSU does not check immunization records as a requirement for enrollment . Of peer institutions, all except three (NMSU, Univ of Idaho, UNM)

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require some immunizations, either the full panel recommended by the CDC, or meningitis vaccination for those living in residence facilities, or measles/mumps/rubella (MMR) and others as required by the local school system. Aggie Health and Wellness recommends immunizations based on guidance from the American College Health Association (ACHA): influenza, MMR, meningococcal, and Tdap (tetanus, diphtheria and pertussis). Many incoming students have the immunizations from their high school requirements. However, NMSU does not record this info and, in the event of an outbreak, would not be able to identify and notify those who are not immunized (religious, medical, philosophical l exemptions), To provide a recommendation to NMSU leadership, this committee should consider whether to create an immunization program with requirements for students to present documentation prior to enrollment or attending classes.

Questions and considerations:

- Who would check records and enforce the process? Many colleges use the admissions checklist to set the requirement, and then rely on campus health center to verify the records and maintain a file. Others require the student to visit campus health first, and then have the confirmation sent to admissions. Either way, we don't want the health process to hinder the admissions process. Lori notes it would take at least one full-time employee to verify the records. Also consider international students who may not have records or be able to access them in English.
- What has been done so far? Aggie Health & Wellness has created an information sheet (hand out) and requests that students bring their shot record for the first visit so that the records can be kept on file. Previous CDPC discussions about flu and meningitis noted that such records can be useful to notify contacts after an ill student shows symptoms in class or a dorm.
- Comments: many are surprised to learn that we don't have a requirement for immunizations, since several states around us require some shots by law. In Texas, high schools send a form with the transcript that shows the immunization records were verified, and Admissions can use a Banner code to mark the requirement as complete NM public schools require the basic immunizations, we will check to see how to implement this information.. Non-traditional students and international students will be another challenge.

ACTION ITEMS: Josie Carmona can provide a copy of the matriculation forms and immunization fields available in Banner. Carol MacDonald will review Las Cruces public school immunization tracking process.

More discussion on immunizations:

- Waivers: some language is available to recommend that students who request non-medical exemptions (for religious or personal reasons) are counseled by health services, and in the event of an outbreak they are required to leave campus.
- Consider the Chancellor's recent comment that University of Georgia has funding for anyone who needs immunization but does not have resources to pay; can we find a similar source of funding? The DOH provides immunization clinics and

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vaccinations are free for under 18 years of age or considered preventative by health care plans.

- Requirement for employees? Info from a poll of CSHEMA Director's Round Table (included 30 public and private universities of all sizes, across the country) indicates that no institutions require employees to be immunized. The focus is on students due to group housing and classrooms, and higher susceptibility from behaviors involving close contact. More than 75% require all students to have immunizations before enrollment. Maybe explore employees at a later date; but for now focus on students.
- Note that the requirement is for enrollment, not admissions. This could be a problem for international students who are admitted and arrive ready to enroll and then discover this requirement prevents their registration with immigration. Need to communicate requirements early.
- Many prospective students are admitted that end up not coming here, so the solution should focus on informing students about the requirement for enrollment.
- Consider starting with a smaller scope, such as limiting to first year students and those residing in residence halls.

ACTION ITEM (KDD, contact Natalie): Look at the data: find out how many incoming first year student come from NM schools, or a surrounding state with similar immunization requirements (MMR, Tdap, Varicella, Meningitis, the communicable diseases that spread easily).

ACTION ITEMS (LM, contact NM DOH): sources of funding for shot clinics?

Plan for next meeting on July 9, 2:00 pm; compile findings into a white paper before August 15 Loss Prevention meeting.

To consider: will we accept non-medical waivers?

Allowing individuals to declare they have not had shots would give us the contact info in Banner to notify them in case of an outbreak, while not delaying admissions.

ACTION ITEM (Josie): send NM public schools requirements and allowable exemptions; also procedures used by EPCC and UTEP.

ACTION ITEM (all members) conduct an information search, contact counterparts at other institutions

- Is there an immunization requirement?
- At what point are students required to present shot records?
- Who evaluates the documents?
- How are you managing immunization records?
- Is there a form? By admissions or another office? In Banner?
- Which immunizations? MMR or the four for communicable diseases (MMR, Tdap, Varicella and Meningococcal)

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Recommendation, so far: for first-time entry to university, implement as an educational outreach this year and aim for the requirement in Fall 2020. Inform international students early so they are able to upload/submit records before they travel.

- System-wide, including extension; consider online learners, who may or may not be on campus.

Adjourn: 3:25 pm

Next meeting July 9, 2019 – 2:00 pm

These minutes constitute the record of the meeting on June 4, 2019 and were sent for comments, additions, and corrections to all members on July 3, 2019 with revisions incorporated.

Prepared by:

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