



Environmental Health Safety & Risk Management

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Reporting of COVID-19 and Notifications

OVERVIEW

Per the NMSU Employee and Administrative Protocols for Return to Campus – Fall 2020, all individuals will call the NMSU Aggie Health & Wellness Center for protocols to follow in the event of a positive case of COVID-19, a known exposure to COVID-19, or a suspect case of COVID-19. This document provides additional guidance in the event of an NMSU person confirmed positive for COVID-19.

PROCEDURE REPORTING COVID-19 AT NMSU

The health and safety of New Mexico State University's students, faculty and staff are a top concern for all university leadership. If a person is confirmed positive for COVID-19 and had been on campus at any time 48 hours prior to the onset of symptoms or COVID-19 positive test result, the Supervisor and/or [Aggie Health & Wellness Center](#) (575-646-1512) or email to David Carbajal at davidcar@nmsu.edu must be notified immediately.

When NMSU is notified of a person with confirmed COVID-19, the following steps will be taken to maintain the health and safety of the campus community. Please note that throughout this process, the identity of the COVID-19 positive person shall never be disclosed.

NOTIFICATION

Aggie Health and Wellness Center (AHWC) will coordinate with all applicable departments to complete the following actions:

1. The affected person or department supervisor will provide to AHWC the following information about the COVID-19 positive NMSU person:
 - a. Name
 - b. Phone Number
 - c. Banner ID
 - d. Department
 - e. Supervisor name and contact info
2. AHWC will contact the affected person and provide public health guidance (see Appendix A - COVID-19 Guidelines for NMSU)
3. AHWC will work with the affected department head/supervisor to identify individuals who have been in close contact with confirmed COVID-19 person.
 - a. For known interaction while on campus, close contact is defined by the CDC as the following:
 - i. Individual who has had close contact, less than 6 feet for a prolonged period of time. At this time, CDC recommends 15 minutes or longer as a prolonged period of time.
 - ii. Other factors CDC recommends to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the

- iii. individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).
4. AHWC will notify individuals who were in close contact, and provide them with public health guidance (see **Appendix A- COVID-19 Guidelines for NMSU**).
5. The affected department head/supervisor will consult with either AHWC or EHS&RM to identify which facilities and areas needing disinfection.
 - a. Enhanced cleaning and disinfection will be deployed to areas occupied by the positive test person from 48 hours prior to the onset of symptoms or positive test result. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
 - b. Phone notification to Facilities & Services or local facilities manager is needed to rapidly initiate enhanced cleaning and disinfection. If disinfection occurs outside normal business hours, building closure will not be needed. Follow up confirmation of cleaning should be communicated via email with copy to AHWC.
 - c. If the building must be closed during regular operational hours, coordination and notification to the building occupants and campus would be required. In addition to building closure signs posted at each entrance, a notice is sent to occupants of building and others to inform of any delay or change in building operation. See **Appendix B- NMSU COVID-19 BUILDING DISINFECTION PROCESS FLOWCHART**
 - d. If the building can be disinfected, prior to regular scheduled time for occupancy, no notice is required.
 - e. Please reference NMSU COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols. Facilities & Services staff will be following these protocols after notification of a confirmed case of COVID-19.

COVID-19 POSITIVE CASE LOCAL NOTIFICATION TEMPLATES AND GUIDANCE

- Appendix A: AHWC Notification to Individuals with positive test for COVID-19 and their direct contacts
- Appendix B: NMSU COVID-19 Building Disinfection Process
- Appendix C: Template for Building Notification — Cleaning and Disinfection
- Appendix D: Template for Building Notification — Building Reopened after Enhanced Cleaning

RESOURCES FOR THIS DOCUMENT:

- [Public Health Recommendations for Community Related Exposure](#)
- [CDC Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility](#)
- [NMSU Employee and Administrative Protocols for Pandemic](#)

Appendix A: AHCW Notification to Individual

COVID-19 Guidelines for NMSU

Symptom and Time-Based Method for Returning (NM Department of Health)

Revised August 28, 2020

You are receiving these guidelines because you or a person you have been in close contact with recently received a positive test result for COVID-19

If you are:

- **Asymptomatic (no symptoms of illness) and had a negative coronavirus test result** – resume activities as normal but continue to take precautions per public health orders and monitor for symptoms
- **Asymptomatic and received a call that your test was positive** – stay home and self-isolate immediately for a full 10 days (after the date your specimen was collected that resulted in a positive test). Monitor your temperature twice a day and watch for development of symptoms listed below. If you stay asymptomatic for the full 10 days, you may resume normal activities on day 11. **If you developed symptoms during self-isolation** you may resume normal activities when at least 10 days have passed since symptoms first appeared and at least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) and your symptoms have improved.
- **Symptomatic and waiting for your coronavirus test results** – stay home until you receive results and monitor for symptoms
- **Symptomatic and had a negative coronavirus test result** – stay home for any illness and return to normal activities once you are completely symptom free for 1 day (24 hours) has passed without fever (and without the use of fever reducing medications)
- **Symptomatic and received a call that your test was positive** - stay home and self-isolate immediately for a full 10 days (after the date your specimen was collected that resulted in a positive test). You can resume normal activities after you have been completely symptom free for at least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) and your symptoms have improved.

What to do if you had a positive case in your department

- Positive employee should report it to the Aggie Health & Wellness Center by contacting the Aggie Health and Wellness Center at campus_health@nmsu.edu, entering a self-report at <https://covid19.nmsu.edu/self-report/> or by calling 575-646-7375 and reporting to a contact tracing personnel. Notify your supervisor.
- The identified designated section or building will receive enhanced cleaning and disinfecting if an individual who regularly enters the building tests positive. Normal operations may return after the enhanced cleaning and announcement by your supervisor/department head.
- You can continue to work unless you are notified that you were identified as a contact (by the contact tracing team). If you were identified, you must self-isolate at home for 10 days, get tested, and follow the guidelines above.

COVID-19 Symptoms (symptoms may appear 2-14 days after exposure to the virus)

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When to seek emergency medical attention (call 911 or call ahead to your local emergency facility)

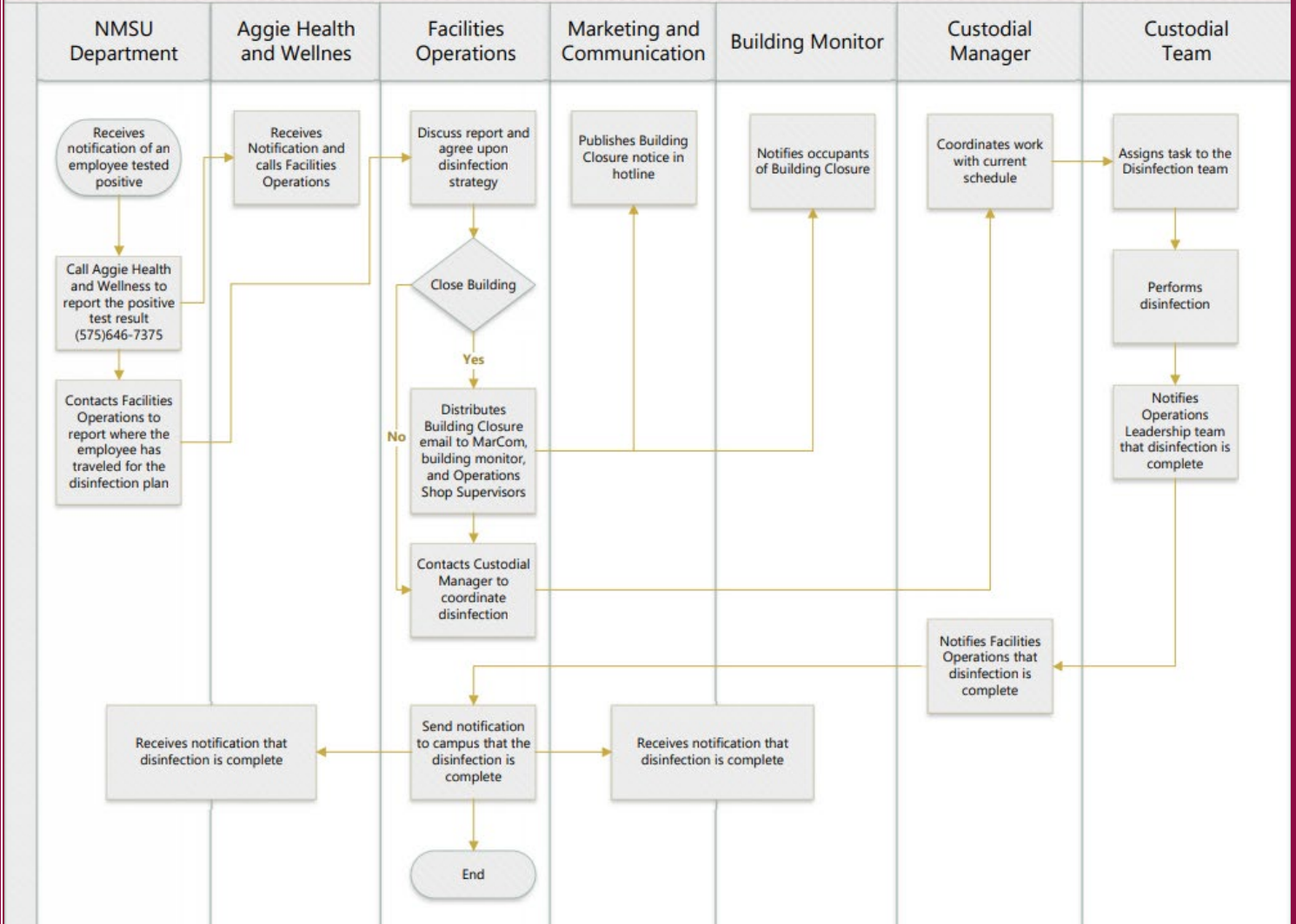
- Trouble breathing
- New confusion
- Inability to wake or stay awake
- Persistent pain or pressure in the chest
- Bluish lips or face

***This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you**

Appendix B: NMSU COVID-19 Building Disinfection Process

NMSU COVID-19 Notification and Building Disinfection Process

July 2020



- 1) Buildings and/or specific areas where a COVID-19 positive person spent time will be assessed. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
- 2) The scope of cleaning will be implemented based on the risk of potential contamination as determined by facilities operations lead in collaboration with the affected department head/supervisor on a case-by-case basis. EHS&RM is available to consult as needed.
 - a) Identify which facilities need disinfection based on the traffic patterns and areas occupied by individuals test positive.
 - b) Enhanced cleaning and disinfection will be deployed to areas occupied by the positive test person from 48 hours prior to the onset of symptoms or positive test result.
 - c) If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
- 3) Department will communicate the scope of cleaning to facility operation lead or supervisor responsible for cleaning.

Appendix C: Template for Building Notification – Cleaning and Disinfection

(Building name) will be closed today for cleaning

An individual who regularly enters (building name) has tested positive for COVID-19. As a result (identify designated section or entire building) of (building name) will be closed for enhanced cleaning and disinfecting.

Crews are working to have the building return to normal operations by (date/time.)

(Or if you do not have clarification of a return date/time.)

Crews are working to have the building return to normal operations as soon as possible. An announcement will be made about the building's reopening when more information is available.

NMSU has notified the appropriate public health agencies and any directly affected individuals are notified of the situation and provided guidance to take necessary precautions.

NMSU continues to follow all established protocols for COVID-19, including the closing and cleaning of facilities, social distancing for individuals, providing facilities for frequent hand washing, and requiring those in the workplace to wear face coverings.

For the latest updates on the NMSU system's response to the COVID-19 pandemic, visit <https://nmsu.edu/coronavirus/>.

Appendix D: Template for Building Notification - Building Reopened after Enhanced Cleaning

(Building name) now reopen after completion of enhanced cleaning

(Building name) is now reopened for normal operations following an enhanced cleaning protocol. The cleaning was arranged after an individual who regularly enters the building had tested positive for COVID-19.

NMSU has notified the appropriate public health agencies of the situation. Additionally, any directly affected individuals have been provided guidance to take necessary precautions.

NMSU continues to follow all established protocols for COVID-19, including the closing and enhanced cleaning of facilities (<https://safety.nmsu.edu/covid-19-health-safety-resources/>), social distancing for individuals, providing equipment and resources for frequent hand washing, and requiring those in the workplace to wear face coverings. For the latest updates on the NMSU system's response to the COVID-19 pandemic, visit <https://nmsu.edu/coronavirus/>.