**NMSU COVID-19 Notification and Building Disinfection Process**

**NMSU Department**
- Receives notification of an employee tested positive
  - Call Aggie Health and Wellness to report the positive test result (575)646-7375
  - Contacts Facilities Operations to report where the employee has traveled for the disinfection plan

**Aggie Health and Wellness**
- Receives Notification and calls Facilities Operations
  - Discuss report and agree upon disinfection strategy
    - Yes
    - Close Building
    - Duplicates Building Closure email to MarCom, building monitor, and Operations Shop Supervisors
    - Contacts Custodial Manager to coordinate disinfection
  - No

**Facilities Operations**
- Receives Notification and agrees upon disinfection strategy
- Publishes Building Closure notice in hotline
- Sends notification to campus that the disinfection is complete
- Receives notification that disinfection is complete
- End

**Marketing and Communication**
- Notifies occupants of Building Closure
  - Coordinates work with current schedule

**Building Monitor**
- Notifies occupants of Building Closure
  - Coordinates work with current schedule

**Custodial Manager**
- Coordinates work with current schedule
  - Assigns task to the Disinfection team
  - Notifies Facilities Operations that disinfection is complete

**Custodial Team**
- Performs disinfection
  - Notifies Operations Leadership team that disinfection is complete
  - Receives notification that disinfection is complete