

# Communicable Disease

# Appendix F (vii)

For purposes of this document the following definitions will be used:

- Level 1 – Sustained human-to-human transmission of a communicable disease (seasonal flu, emerging disease); Routine local operations not affected; possible international travel advisories, CDC recommends isolation of the ill
- Level II – Emerging disease with sustained human to human transmission at a local level (novel influenza); impacts routine operational capability; Public Health recommend social distancing, travel warnings, self-isolation for those with illness and persons with high risk (immune- compromised, pregnancy, asthma, morbidly obese)
- Level III – Unusually high local absenteeism (faculty, staff, students); Public Health recommendation to suspend schools & public gatherings; International travel restrictions

<b>Responsible Party</b>	<b>Level 1: Intense NMSU Planning and Preparation</b>	<b>Level 2: NMSU Implement Mitigation Strategies</b>	<b>Level 3: NMSU Actively Evaluating Suspension of Classes</b>
NMSU Emergency Plan Incident Response Level Criteria	Minimal immediate hazard to students, faculty and staff.  Can be resolved with minimal outside agency assistance.  Evaluating mitigation strategies for the perceived threat at hand	High immediate hazard to students, faculty and staff.  Requires coordination with outside agencies.	Significant percentage of students, faculty and staff infected or ill.  Requires substantial coordination with emergency operations centers.  Only essential employees report for duty
Communicable Disease Planning Committee	<ul style="list-style-type: none"> <li>• Assess threat and implement appropriate Level 1 Communicable Disease Response activities</li> <li>• Update continuity of operation plans</li> </ul>	<ul style="list-style-type: none"> <li>• Assess threat and implement appropriate Level 2 activities</li> <li>• Plan for recovery in post-communicable disease period</li> </ul>	<ul style="list-style-type: none"> <li>• Communicable Disease Planning Committee is released when CART is activated</li> </ul>

<p>Communicable Disease Steering Committee (Health &amp; Wellness Director, Campus Medical Director, EH&amp;S Exec. Director, Fire Chief, Police Chief, Biosafety Officer, News &amp; Media Relations Director)</p>	<ul style="list-style-type: none"> <li>• Advises CART of CD status and response activities to current level of threat – review CDRPlan</li> <li>• Recommend Medical Officer to CART</li> <li>• Joint review of plans with NMSU and Dona Ana County Health Department guidelines for on-campus mass dispensing site (POD).</li> <li>• MOUs to provide POD first responders.</li> <li>• Escalate communications (educational campaign, self-protection information, hand washing, promote seasonal flu vaccination, promote voluntary isolation of sick)</li> <li>• Select technical expert spokespersons for internal and media communications</li> <li>• Develop Level 2 communications</li> </ul>	<ul style="list-style-type: none"> <li>• Activates CART, if not already convened</li> <li>• Issue Level 2 communications (protocol for suspected cases, preparations for social distancing)</li> <li>• Develop Level 3 communications</li> <li>• Develop post-communicable disease communications (medical clearance, recovery)</li> <li>• Alert departments to report high volume absenteeism through Dean and VP level officials</li> </ul>	<ul style="list-style-type: none"> <li>• Issue Level 3 communications (self-protection, social distancing, etc).</li> <li>• Coordinate internal messages and news releases with Univ. Communications</li> </ul>
<p>Medical Incident Command : Health Center Director Medical Director Medical Emergency Services/Safety Officer</p>	<ul style="list-style-type: none"> <li>• Advises CART on distribution of medicines and vaccine (review ACIP/CDC and NVAC recommendations)</li> <li>• Gather information on number of suspected cases on campus and in Dona Ana County</li> <li>• Solidify Medical Reserve personnel designation</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Medical Incident Command (authority to make medical directives)</li> <li>• Coordinate with CART Command and update with new information</li> <li>• Coordinates response with NMSU Health Services and Dona Ana County Health Department.</li> <li>• Contact with CLC/DACo Office of Emergency Management (OEM) to evaluate need to activate Emergency Operations Center</li> <li>• Act as point of contact for Office of Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>• Gather number of cases on campus and in County; report to CART Command</li> <li>• Directs operations</li> <li>• Activation of Emergency Operations Center, if not already open</li> <li>• Advise CART Command routinely of updates</li> </ul>

<p>Central Administration Response Team (CART)</p>	<ul style="list-style-type: none"> <li>• Provide budget for central supply and regular distribution of hand sanitizer</li> <li>• Ensure departments develop continuity of operations plans <ul style="list-style-type: none"> <li>➤ for academic functions</li> <li>➤ for administrative functions</li> <li>➤ for essential services</li> </ul> </li> <li>• Consider travel restrictions for university sponsored business, research, instruction based on current conditions</li> <li>• Declare Chief Medical Officer</li> </ul>	<ul style="list-style-type: none"> <li>• CART Command/CART activated as needed</li> <li>• Evaluate communicable disease effects; reevaluate response plan and priorities.</li> <li>• Review succession plan for NMSU leadership</li> <li>• Consider modification, postponement or cancelation of large social gatherings/activities</li> <li>• Consider modification of workplace schedules &amp; practices – Communicable Disease Social Distancing, including telecommuting (temporary work from home)</li> <li>• Allow for academic flexibility</li> <li>• Provide for redistribution of vaccines to other campuses (Grants, Alamogordo, Carlsbad)</li> <li>• Implement travel restrictions or prohibition, if applicable</li> <li>• Evaluate need to facilitate recovery of personnel on authorized travel, as needed</li> <li>• Consider alternate commencement location outdoors</li> </ul>	<ul style="list-style-type: none"> <li>• What functions will continue?</li> <li>• Consider short term suspension of classes and related evacuation of residence halls and housing</li> <li>• Consider further modification of work place schedules to maintain mission critical academic and business operations.</li> <li>• Consider suspension of experimental research</li> <li>• Essential functions continued via telecommuting</li> <li>• Plan for post-communicable disease recovery and resumption of normal NMSU operations</li> <li>• Plan for revised instruction calendar and completion of the session.</li> </ul>
<p>Auxiliary Administration-- Dining Services</p>	<ul style="list-style-type: none"> <li>• Review department plan for continuity of operations</li> <li>• Identify suppliers and alternates for Level 3 meals</li> <li>• Assess PPE needs and stock pile</li> <li>• Plan for delivery / pick up of Level 3 meals. Identify alternate suppliers.</li> <li>• Reinforce education on infection control to your areas</li> <li>• Establish MOU's for meals and alternate housing</li> </ul>	<ul style="list-style-type: none"> <li>• Order and stock Level 3 supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Level 3 meals to students and employees who remain on campus</li> </ul>

Business & Finance	<ul style="list-style-type: none"> <li>• Review department plan for continuity of operations</li> <li>• Reinforce education on infection control to your areas</li> </ul>		<ul style="list-style-type: none"> <li>• To allow staff to work from home, consider allowing off-campus access to financial planning, budgets and payroll information systems</li> </ul>
College Health & Social Services- School of Nursing, Social Work, Health Services	<ul style="list-style-type: none"> <li>• Review college continuity of operations plan</li> <li>• Provide point of contact with list of qualified staff for NMSU Medical Reserve</li> <li>• Essential personnel working in clinic treating ill need to be fit tested for N-95 respirators</li> <li>• Maintain PPE stockpile for 30-60 day duration</li> <li>• Reinforce education on infection control to your areas – using educational posters</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Reserve Corps continues receiving ongoing and just-in-time-training</li> <li>• Participate in Medical Reserve when activated</li> <li>• Coordinate with essential personnel</li> <li>• Continues education re: infection control in your area (educational posters)</li> </ul>	<ul style="list-style-type: none"> <li>• Activate telephone system to notify faculty, staff, and students to stay home if there are symptoms present</li> <li>• If classes are to continue, assure PPE available, hand soap in each work area, adequate air circulation, minimize personal contact</li> <li>• Continue working with essential personnel</li> </ul>
DACC Health Occupations	<ul style="list-style-type: none"> <li>• Review departmental continuity of operations plan</li> <li>• Provide list of volunteers for NMSU Medical Reserve and fit test those in high risk operations with N-95 respirators</li> <li>• Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Reserve Corps just in time training</li> </ul>	<ul style="list-style-type: none"> <li>• If activated, participate in Medical Reserve</li> </ul>

Environmental Health & Safety	<ul style="list-style-type: none"> <li>• Assist Dept Heads with their departmental CoOP</li> <li>• Follow PPE guidance from CDC</li> <li>• Develop on-line N-95 respiratory safety class</li> <li>• Re-Fit test EH&amp;S &amp; medical personnel for respirators</li> <li>• Maintain PPE stockpile for 30-60 day duration for EH&amp;S high risk personnel</li> <li>• Promote hand washing &amp; sneeze etiquette in Employee Safety training</li> <li>• Review cleaning procedures with custodial dept manager &amp; supervisors</li> <li>• Plan for increased volume of infectious waste</li> <li>• Reinforce education on infection control to EH&amp;S staff</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute PPE to EH&amp;S personnel at high risk</li> <li>• Identify minimum staffing required and schedule for essential functions</li> <li>• Introduce administrative controls for EH&amp;S operations to reduce exposure</li> <li>• Liaison with CD Steering Committee and CART to ensure implementation of NMSU CDR plan</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange for additional medical waste pickups</li> <li>• Update EH&amp;S Communicable Disease web site</li> </ul>
NMSU Fire Department	<ul style="list-style-type: none"> <li>• Review CoOP for any changes needed</li> <li>• Training of personnel specific to disease &amp; infection control</li> <li>• Maintain PPE stockpile for 30-60 day duration</li> <li>• Offer vaccinations to personnel (if available)</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute PPE</li> <li>• Liaison with NMSU Health Centers, EH&amp;S, Police and CART to ensure implementation of NMSU plan</li> </ul>	
Facilities & Services (includes Central Utility Services)	<ul style="list-style-type: none"> <li>• Review department plan for continuity of operations</li> <li>• Train housekeepers for hygiene and cleaning of personal contact surfaces (e.g., doorknobs)</li> <li>• Order /stockpile disinfecting housekeeping supplies</li> <li>• Assess PPE needs for essential personnel with high risk and keep 30-60 day duration stock available</li> <li>• Custodial identified to clean high risk clinical areas need appropriate PPE</li> <li>• Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel cleaning clinical facilities receive PPE</li> <li>• Intensive cleaning of medical facilities</li> <li>• Review POD Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• If POD is activated, provide appropriate resources</li> <li>• Change housekeeping procedures to prioritize essential personnel areas, remaining students/families, and cleaning of personal contact surfaces</li> </ul>

<p>Housing and Residential Life</p>	<ul style="list-style-type: none"> <li>• Review department plan for continuity of operations, identify essential personnel and inform and train them on plan</li> <li>• Communicate with students as appropriate: <u>All Students</u> – General communication with plan overview –Social distancing information – Information on infection control / flu preparation</li> <li>• Train all staff on hygiene, Level 3 plans, and symptom recognition</li> <li>• Intensive re-training of staff on all aspects of plan</li> <li>• Reinforce education on infection control to your areas</li> <li>• Essential staff practice with PPE</li> <li>• Develop plan to consolidate ill students</li> </ul>	<ul style="list-style-type: none"> <li>• North campus students asked to prepare to leave campus upon emergency closure</li> <li>• Essential personnel receive PPE (barrier protection)</li> <li>• Establish mass communication procedures</li> <li>• Vaccination based on CDC guidelines</li> <li>• Disseminate self-care education materials, patient caregiver guidelines</li> <li>• Communicate social distancing , illness plans (bulletin boards, list serves)</li> <li>• Consolidate ill students to create distance from well students</li> </ul>	<ul style="list-style-type: none"> <li>• Community management plans take effect</li> <li>• Prepare specified facilities to receive new residents</li> <li>• Support families, international students, and others who were unable to leave (continue to maintain facilities, provide appropriate activities, information distribution, etc.)</li> </ul> <p><i>Estimate 3000 residents remain on Las Cruces campus in housing facilities</i></p>
<p>Human Resources</p>	<ul style="list-style-type: none"> <li>• Review department plan for continuity of operations</li> <li>• Advise on HR aspects of “NMSU Communicable Disease Social Distancing ”</li> <li>• Inform campus of procedures for teleworking, social distancing and essential personnel</li> <li>• Discuss with departments plans for providing substitutes for essential personnel</li> <li>• Reinforce education on infection control to your areas</li> <li>• Consider flexible sick leave arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Remind campus wide essential personnel of their duties and responsibilities.</li> <li>• EAP directs employees to counseling services</li> <li>• HR &amp; NMSU Health Center – surveillance/tracking procedure for reporting of high volume absenteeism from classroom or workplace</li> <li>• Implement HR aspects of “Communicable Disease Social Distancing Policy”</li> </ul>	<ul style="list-style-type: none"> <li>• To allow work from home for HR staff, consider allowing off-campus access to HR information systems</li> <li>• Gather employee absenteeism data</li> <li>• EAP directs employees to counseling services</li> </ul>

<p>Information &amp; Communication Technologies (includes télécommunications)</p>	<ul style="list-style-type: none"> <li>• Review department plan for continuity of operations</li> <li>• Review IT needs for increased telecommuting and distance learning</li> <li>• Facilitate and support the development of distance learning.</li> <li>• Plan for general information (non-health) call center</li> <li>• Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with implementation of distance learning</li> <li>• Work with UComm to disseminate information</li> <li>• Act as back up to EH&amp;S to make sure web pages are updated and CD information is efficiently disseminated</li> </ul>	<ul style="list-style-type: none"> <li>• Support distance learning</li> <li>• Support general information (non-health) call center, if implemented</li> <li>• If POD is activated, provide appropriate resources</li> </ul>
<p>International and Border Programs</p>	<ul style="list-style-type: none"> <li>• Review department plan for continuity of operations</li> <li>• Issue advisories for students, faculty and staff planning international travel</li> <li>• Issue advisories for students, faculty, staff and visitors arriving from affected regions</li> <li>• Review policies and procedures for recalling students from affected regions</li> <li>• Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li>• Advise, communicate with overseas students, faculty and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to advise, communicate with overseas students, faculty and staff.</li> <li>• When possible, support overseas students, faculty and staff who are unable to return.</li> <li>• Support international student, faculty and staff remaining on campus</li> </ul>
<p>Provost, Office of</p>	<ul style="list-style-type: none"> <li>• Develop /review departmental plan for continuity of operations with lines of succession and identify essential personnel and inform them of their responsibilities</li> <li>• Provide education on infection control to your areas</li> <li>• Support distance learning</li> <li>• Identify trigger and action points that prompt NMSU to <ul style="list-style-type: none"> <li>➤ refund tuition or other financial contingencies,</li> <li>➤ closure and evacuation of campus and student resident halls and housing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Implement “NMSU Communicable Disease Social Distancing Policy” including telecommuting where possible for academic instruction</li> <li>• Direct academic departments on student absenteeism and allowed make up (to keep ill from attending class)</li> <li>• Allow for academic flexibility</li> </ul>	

Purchasing & Materials Management	<ul style="list-style-type: none"> <li>• Require business continuity plans as part of contracts that support essential functions</li> <li>• Review departmental continuity of operation plan</li> <li>• Procure and stockpile consumable supplies for health &amp; hygiene, if budget given by BO</li> <li>• Work with Facilities &amp; Services to procure additional housekeeping supplies used for disinfection</li> <li>• Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li>• Review contracts that support essential functions to ensure COOP and impacts on NMSU essential services</li> <li>• Verify continuity of supply chain</li> </ul>	<ul style="list-style-type: none"> <li>• Support emergency procurement</li> </ul>
Police Department	<ul style="list-style-type: none"> <li>• Review CoOP for any changes needed</li> <li>• Intensive re-training of personnel on plan, practice with PPE</li> <li>• Review PPE stockpile, need supplies for a 30-60 day duration</li> <li>• Training of personnel specific to disease &amp; infection control</li> <li>• Offer vaccinations to personnel (if available)</li> <li>• Ensure all personnel are fit-tested on various respirators</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute PPE</li> <li>• Training of Volunteers</li> <li>• Act as a point of contact for Office of Emergency Management</li> <li>• Assist NMSU departments with final plans to close offices and buildings</li> <li>• Liaison with NMSU Health Centers, EH&amp;S, Fire and CART to ensure implementation of NMSU plan</li> <li>• Alter dispatch protocols</li> <li>• PoD management</li> </ul>	<ul style="list-style-type: none"> <li>• Establish perimeters around designated facilities</li> <li>• Institute ID/credentialing of critical NMSU personnel</li> <li>• Activate Call Center to support JIC</li> <li>• Alter crime responses to handle changes brought on by public health emergency</li> <li>• Traffic Management</li> <li>• Institute suspicious death investigation protocols</li> <li>• Assist with implementation of People Tracker system</li> <li>• Coordinate and deploy volunteers</li> <li>• Assist with special duties at RSS site, POD site, convoy escorts, crowd management, PIO, etc.</li> </ul>
Research and Graduate Studies	<ul style="list-style-type: none"> <li>• Review research operations to identify current critical areas and support for maintaining those operations</li> <li>• Review continuity of operations plan for research and impacts to animal care</li> <li>• Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li>• To allow staff to work from home, consider allowing off-campus access to information systems</li> <li>• Update continuity of operations plan for research and impacts to animal care</li> </ul>	<ul style="list-style-type: none"> <li>• Animal Care Facility and IACUC supports research animals</li> <li>• Ensure continuity of operations plans are implemented for animal care</li> </ul>



Student Affairs	<ul style="list-style-type: none"> <li>• Ensure students have access to health education on flu prevention &amp; infection control</li> <li>• Review departmental plan for continuity of operations</li> <li>• Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li>• Ask students to plan leaving campus if classes are suspended</li> <li>• Assist with family notification</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with parents and families</li> <li>• Communicate with students/families remaining in Las Cruces</li> <li>• Communicate death notices</li> </ul>
Campus Health Centers	<ul style="list-style-type: none"> <li>• Provide health education on flu prevention &amp; infection control</li> <li>• Train personnel on COOP Plan for SHC/UHC</li> <li>• Promote/Give seasonal influenza vaccinations</li> <li>• Review PPE &amp; N95 needs; inventory</li> <li>• Essential personnel receive N95 fit testing. (Aerosol-producing procedure will require an N95.)</li> <li>• Order/stockpile self-care items and essential supplies</li> <li>• Initiate web/communication health advisories in collaboration with EH&amp;S/Ucomm</li> <li>• Expand Communicable Disease information on web site</li> <li>• Develop vaccination &amp; surge care plans</li> <li>• Review SHC/UHC plan with OEM and DOH</li> <li>• Complete MOUs for vaccination PODS of CDC identified groups</li> <li>• Develop telephone and patient care triage protocols</li> <li>• Develop self-care, patient/care giver guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Activate Medical Command Center</li> <li>• Review/Modify (as needed) COOP Plan</li> <li>• Just in time training for Medical Reserve</li> <li>• Actively provide self-care instructions via patient visits, web, Hotline, media</li> <li>• Essential personnel receive PPE and N95s</li> <li>• Telephone and flu clinic triage implemented</li> <li>• Daily report suspected cases to Medical Incident Command &amp; communication briefings</li> <li>• EAP/Counseling Center provides counseling services</li> <li>• Review guidelines for on-campus mass dispensing site (POD); prepare to implement</li> <li>• Activate emergency communications plans for timely distribution of information</li> <li>• Provide vaccination based on CDC guidelines (if available)</li> <li>• Activate surge care plan</li> <li>• Mobilize supplies, facilities, and staff for acute illness surge</li> <li>• Intensified facility cleaning/waste disposal by Facilities &amp; Services staff</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Medical Command Center</li> <li>• Cancellation of routine care operations-social distancing</li> <li>• Triage dispensing of flu care kits</li> <li>• Illness surveillance- daily report to MIC</li> <li>• Essential personnel report to work</li> <li>• Daily report cases to Incident Command</li> <li>• Provide health services to remaining students in NMSU residences, family housing and off campus housing</li> <li>• Establish Aggie Care satellite facility (if students have been consolidated based on illness)</li> <li>• Provide residential visits for ill students</li> <li>• Assist DOH with investigation of suspected cases and contact tracing.</li> <li>• EAP/Counseling Center provides counseling services</li> </ul>

University Communications	<ul style="list-style-type: none"> <li>• Develop or review departmental continuity of operations plan with three-deep roster for successors and identify essential functions and personnel</li> <li>• Draft internal and external announcements</li> <li>• Disseminate announcements using one or all of the following tools: all campus email, NMSU web site, Everbridge and phone hotline (6-1000)</li> <li>• Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li>• Establish media relations center (or remote access) to handle ongoing media needs</li> <li>• Obtain situational status briefing from Medical Incident Command</li> </ul>	<ul style="list-style-type: none"> <li>• Continue media relations using remote capabilities</li> </ul>
All Department Heads and Unit Directors	<ul style="list-style-type: none"> <li>• Develop or review departmental continuity of operations plan with three-deep roster for successors and identify essential functions and personnel</li> <li>• Instructional departments planning for distance learning where possible</li> <li>• Build capacity to conduct essential operations temporarily through “work from home” and obtain approvals to do so</li> <li>• Instructional departments consider plans for student absenteeism and allowance for make up</li> <li>• Review influenza awareness and mitigation strategies with staff (symptoms, self-isolate if ill, hygiene and increased cleaning common areas)</li> <li>• Report high volume absenteeism through Dean and VP level officials</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor campus communications and disseminate information</li> <li>• Plan to implement social distancing and other mitigation strategies</li> <li>• Prepare to activate continuity of operation plans – review with staff</li> <li>• Work out student absenteeism and allowed make up (to keep ill from attending class)</li> <li>• Allow for academic flexibility</li> <li>• Report high volume absenteeism from classroom or workplace through Dean and VP level officials</li> </ul>	<ul style="list-style-type: none"> <li>• Implement “NMSU Communicable Disease Social Distancing” including telecommuting where possible</li> <li>• Activate departmental continuity of operation plans to maintain essential functions</li> </ul>
Dona Ana Public Health Department (DoH)	<ul style="list-style-type: none"> <li>• Train Medical Reserve Corps</li> <li>• Review NMSU plans</li> <li>• Authorize MoU’s</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate communications</li> <li>• Provide POD supplies for vaccination</li> </ul>	<p>If vaccine or antivirals are to be distributed via POD:</p> <ul style="list-style-type: none"> <li>• Supply volunteers</li> <li>• Offer use of on-campus sites</li> </ul>
LC Hospitals			<ul style="list-style-type: none"> <li>• Alternate care facilities established</li> <li>• Care for critically ill students</li> </ul>

DoH POD Resources, including limited dispensing of medicines to essential personnel	(POD means “Point of Distribution”—a site for the mass dispensing of medicines)	<ul style="list-style-type: none"> <li>• Prepare to activate POD and provide appropriate resources</li> </ul>	<p>If vaccine or antivirals are to be distributed via POD:</p> <ul style="list-style-type: none"> <li>• Activate on-campus mass dispensing site</li> <li>• POD first responders must report</li> <li>• Provide appropriate resources</li> <li>• Adjust procedures and notification if limited dispensing</li> </ul>
All Department Heads and Unit Directors	<ul style="list-style-type: none"> <li>• Develop or review departmental continuity of operations plan with three-deep roster for successors and identify essential functions and personnel</li> <li>• Instructional departments planning for distance learning where possible</li> <li>• Build capacity to conduct essential operations temporarily through “work from home” and obtain approvals to do so</li> <li>• Instructional departments consider plans for student absenteeism and allowance for make up</li> <li>• Review influenza awareness and mitigation strategies with staff (symptoms, self-isolate if ill, hygiene and increased cleaning common areas)</li> <li>• Report high volume absenteeism through Dean and VP level officials</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor campus communications and disseminate information</li> <li>• Plan to implement social distancing and other mitigation strategies</li> <li>• Prepare to activate continuity of operation plans – review with staff</li> <li>• Work out student absenteeism and allowed make up (to keep ill from attending class)</li> <li>• Allow for academic flexibility</li> <li>• Report high volume absenteeism from classroom or workplace through Dean and VP level officials</li> </ul>	<ul style="list-style-type: none"> <li>• Implement “NMSU Communicable Disease Social Distancing Policy” including telecommuting where possible</li> <li>• Activate departmental continuity of operation plans to maintain essential functions</li> </ul>