

NMSU Communicable Disease Response Plan—Incident Level Responsibilities

This is an emergency response plan adopted on January 9, 2007 by the NMSU Communicable Disease Preparedness Committee. The actions listed below have been reviewed by the departments and entities listed. Any revisions should be directed to Katrina Doolittle, EH&S, kadoolit@nmsu.edu. This document incorporates good planning and response advice from various sources, including other universities, the CDC, public health officials, etc.

Responsible Party	Level 0 (Current Level) Pre-event assessment and planning	Level 1: Intense NMSU Planning and Preparation	Level 2: NMSU Preparing to Suspend Classes	Level 3: NMSU Suspends Classes for 4-8 weeks ★★★
Incident Response Level Criteria and Corresponding WHO Phase				
<i>NMSU Emergency Plan Incident Response Level Criteria</i>	<i>No current hazard to persons</i>	<i>Minimal immediate hazard to students, faculty and staff. Can be resolved with minimal outside agency assistance.</i>	<i>Endangers students, faculty and staff, and requires coordination with outside agencies.</i>	<i>Significant risk to students, faculty and staff and requires substantial coordination with outside agencies.</i>
<i>WHO Phase</i>	<i>Phase 3—Pandemic alert period</i>	<i>Phase 4—Elevated pandemic risk</i>	<i>Phase 5—Pandemic imminent</i>	<i>Phase 6—Pandemic period</i>
<i>Situation</i>	<ul style="list-style-type: none"> • Current situation • Human infections with a new subtype, but no sustained human-to-human spread 	<ul style="list-style-type: none"> • Small, highly localized clusters anywhere in the world with limited human-to-human transmission. • International travel advisories begin. 	<ul style="list-style-type: none"> • Large clusters, but still localized. • Public health authorities urge to prepare for social distancing • International travel warnings and passenger screenings begin • Disease characterized as having a high rate of transmissibility and/or mortality • Worried well begin to use resources • Trough between waves 	<ul style="list-style-type: none"> • Increased and sustained transmission in the general U.S. population. • Confirmation of a high rate of infectivity and/or mortality. • Immediately preceded by falling class attendance, students leaving campus and <u>local public health recommendations</u> to curtail/cancel public activities in NM. • Rising employee absenteeism . • International travel restrictions • Essential employees must report to work • Estimated 3000 residents remain on Las Cruces campus in housing

★★★Level 3: All Departmental continuity of operation plans are activated and essential personnel report to maintain essential functions

CART = Central Administration Response Team

EMS = Emergency Medical Service

N95 = Particulate respirator

POD = Point of Distribution – a site for the mass distribution of medicines

PPE = Personal Protective Equipment

Plan adapted from materials available at [http:// www.cshema.org/resource/pandemic_0306.htm](http://www.cshema.org/resource/pandemic_0306.htm)

Specific credit to University of North Carolina at Chapel Hill and Carnegie Mellon University Pandemic Flu planning

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Emergency Management and Policymaking Responsibilities				
Communicable Disease Planning Committee	<ul style="list-style-type: none"> ● Review CD Response Plan and submit to President and Admin Council ● Joint review of plans with NMSU and Dona Ana County Health Department ● Track preparedness tasks and accomplishments ● Identify essential functions and personnel campuswide ● Encourage departments to draft, update continuity of operation plans 	<ul style="list-style-type: none"> ● Assess threat and implement appropriate Level 1 Communicable Disease Response activities ● Initiates medical incident command to assess threat and advise CART 	<ul style="list-style-type: none"> ● Assess threat and implement appropriate Level 2 activities ● Activates CART, if not already convened ● Plan for recovery in post-communicable disease period 	<ul style="list-style-type: none"> ● Communicable Disease Planning Committee is released when CART is activated
Communicable Disease Steering Committee (L.McKee, B.Diven, L.DeRoos, K.Doolittle, J.Balog, D.Smith, A.Diaz, S.Lopez)	<ul style="list-style-type: none"> ● Revise policy for “Presidential Declaration of Emergency” ● Provide information & links for Communicable Disease Web Site ● Develop Level 1 Communicable Disease communications ● Joint review of plans with NMSU and Dona Ana County Health Department guidelines for on-campus mass dispensing site (POD). ● MOUs to provide POD first responders. 	<ul style="list-style-type: none"> ● Issue Level 1 communications to (educational campaign, self-protection information, handwashing, promote seasonal flu vaccination, university response) ● Select technical expert spokespersons for internal and media communications ● Develop Level 2 communications ● Review CD Response Plan with members of CART ● Alert and educate departments to report high volume absenteeism through Dean and VP level officials 	<ul style="list-style-type: none"> ● Issue Level 2 communications (protocol for suspected cases, preparations for social distancing) ● Develop Level 3 communications ● Develop post-communicable disease communications (medical clearance, recovery) 	<ul style="list-style-type: none"> ● Issue Level 3 communications (self-protection, social distancing, etc). ● Coordinate internal messages and news releases with Univ. Communications

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Medical Incident Command : Health Cntr Director Medical Director Medical Emergency Services/Safety Officer	<ul style="list-style-type: none"> ● Assess PPE needs and stock 	<ul style="list-style-type: none"> ● Implement NMSU’s Communicable Disease Response Plan ● Coordinates response with NMSU Health Services and Dona Ana County Health Department. ● Advises CART of CD status and response efforts 	<ul style="list-style-type: none"> ● Gather information on number of suspected cases on campus and in Dona Ana County ● Advise CART 	<ul style="list-style-type: none"> ● Gather number of cases on campus and in County; report to CART ● Directs operations ● Consider activation of Emergency Operations Center ● Advise CART
Central Administration Response Team (CART)	<ul style="list-style-type: none"> ● Endorse NMSU Communicable Disease Response Plan ● Direct departments to develop continuity of operations plans <ul style="list-style-type: none"> ➤ for academic functions ➤ for administrative functions ➤ for essential services ● Assess PPE needs and stock 	<ul style="list-style-type: none"> ● If supplies, medicine and vaccine are limited, develop ethical and administrative guidelines for their distribution beyond essential personnel (review ACIP and NVAC recommendations) ● Endorse “NMSU Policy concerning study, travel and research in countries under US State Department Travel Warnings” ● Endorse “NMSU Communicable Disease Social Distancing Policy” 	<ul style="list-style-type: none"> ● CART activated ● Distribute PPE to members ● Evaluate communicable disease effects; reevaluate response plan and priorities. ● Review succession plan for NMSU leadership 	<ul style="list-style-type: none"> ● Authorize implementation of “NMSU Communicable Disease Social Distancing Policy” ● Plan for post-communicable disease recovery and resumption of normal NMSU operations ● Plan for revised instruction calendar and completion of the session.

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Responsibilities of Essential Departments and Units

These departments and units need Communicable Disease Continuity of Operation Plans ★★★ including verifying continuity of their supply chain

Auxiliary Administration-- Aramark Dining Services	<ul style="list-style-type: none"> • Develop department plan for continuity of operations • Identify essential personnel and inform them of their responsibilities • Identify suppliers and alternates for Level 3 meals • Assess PPE needs and stock 	<ul style="list-style-type: none"> • Plan for delivery of Level 3 meals. Identify alternate suppliers. • Train essential personnel on PPE • Essential personnel identified to need N-95 respirators must be fit tested 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Order and stock Level 3 meals to support students 	<ul style="list-style-type: none"> • Provide Level 3 meals to students and employees who remain on campus
Business & Finance	<ul style="list-style-type: none"> • Review department plan for continuity of operations • Identify essential personnel and inform them of their responsibilities • Assess essential personnel PPE needs and stock 	<ul style="list-style-type: none"> • Train essential personnel on PPE 	<ul style="list-style-type: none"> • Essential personnel receive PPE 	<ul style="list-style-type: none"> • To allow staff to work from home, consider allowing off-campus access to financial planning, budgets and payroll information systems
DACC Health Occupations	<ul style="list-style-type: none"> • Develop departmental continuity of operations plan • Provide volunteers for NMSU Medical Reserve • Assess PPE needs and stock 	<ul style="list-style-type: none"> • Train essential personnel on PPE • Essential personnel identified to need N-95 respirators must be fit tested 	<ul style="list-style-type: none"> • Medical Reserve Corps training 	<ul style="list-style-type: none"> • If activated, participate in Medical Reserve

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Environmental Health & Safety	<ul style="list-style-type: none"> • Develop department plan for continuity of operations • Identify EH&S essential personnel and inform them of their responsibilities • Develop N-95 respiratory safety class • Institute quantitative fit testing for N-95 respirators • Fit test EH&S & medical personnel • Develop PPE stockpile for 30-60 day duration • Develop one Emergency Management web site with one section devoted to Communicable Disease (response plan, links to Student Health Center, International Programs, HR, ect. web pages) 	<ul style="list-style-type: none"> • Develop PPE policy for essential personnel • Promote hand washing & sneeze etiquette in Employee Safety Awareness training • Review cleaning procedures with custodial dept manager & supervisors • Plan for increased volume of infectious waste • Expand Communicable Disease information of Emerg Management web site and ask ICT to establish link to emergency management web from myNMSU, 	<ul style="list-style-type: none"> • Distribute PPE • Identify minimum staffing required and schedule for essential functions • Introduce administrative controls for EH&S operations to reduce exposure • Liaison with NMSU Health Centers, Police, Fire and CART to ensure implementation of NMSU plan • Update Communicable Disease web site and request UComm to establish link from home page 	<ul style="list-style-type: none"> • Arrange for additional medical waste pickups • Update Communicable Disease web site
Fire & Emergency Services	<ul style="list-style-type: none"> • Develop departmental plan for continuity of operations • Train personnel on plan • Ensure current training of personnel in contagious diseases and PPE • Develop PPE stockpile for 30-60 day duration 	<ul style="list-style-type: none"> • Review plan for any changes needed • Intensive re-training of personnel on plan, practice with PPE • Training of personnel specific to disease • Offer vaccinations to personnel (if available) • Ensure all personnel are fit-tested on various respirators 	<ul style="list-style-type: none"> • Distribute PPE • Act as a point of contact for Office of Emergency Management • Liaison with NMSU Health Centers, EH&S, Police and CART to ensure implementation of NMSU plan 	

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Facilities Services (includes Central Utility Services)	<ul style="list-style-type: none"> • Develop department plan for continuity of operations • Identify essential personnel and inform them of their responsibilities • Needs assessment for housekeeping supplies • Assess essential personnel PPE needs and stock 	<ul style="list-style-type: none"> • Train housekeepers for hygiene and cleaning of personal contact surfaces (e.g., doorknobs) 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Review POD Guidelines 	<ul style="list-style-type: none"> • If POD is activated, provide appropriate resources • Change housekeeping procedures to prioritize essential personnel areas, remaining students/families, and cleaning of personal contact surfaces
Health & Social Services- School of Nursing, Social Work	<ul style="list-style-type: none"> • Develop departmental continuity of operations plan • Provide volunteers for NMSU Medical Reserve • Assess PPE needs and stock 	<ul style="list-style-type: none"> • Train essential personnel on PPE • Essential personnel identified to need N-95 respirators must be fit tested • Medical Reserve Corps training 		<ul style="list-style-type: none"> • If activated, participate in Medical Reserve
Housing and Residential Life	<ul style="list-style-type: none"> • Develop department plan for continuity of operations • Identify essential personnel and inform them of their responsibilities • Assess PPE needs and stock • Train essential employees on plan 	<ul style="list-style-type: none"> • Communicate with students as appropriate: <u>All Students</u> – General communication with plan overview –Social distancing information <u>North Campus</u> –Ask students to prepare to leave campus; depending on severity to plan on completely moving out or store items <u>South Campus</u> – Send information re: preparing for the flu/stockpiling essentials/etc. • Train all staff on hygiene, Level 3 plans, and symptom recognition • Essential staff practice with PPE • Intensive re-training of staff on all aspects of plan 	<ul style="list-style-type: none"> • North Campus students asked to prepare to leave campus within stated time frame • Essential personnel receive PPE • Establish mass communication procedures 	<ul style="list-style-type: none"> • Community management plans take effect • Prepare specified facilities to receive new residents • Support families, international students, and others who were unable to leave (continue to maintain facilities, provide appropriate activities, information distribution, etc.)

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Human Resources	<ul style="list-style-type: none"> ● Develop department plan for continuity of operations ● Identify essential personnel and inform them of their responsibilities ● Consider “Essential Personnel Policy” ● Assess essential personnel PPE needs and stock ● Revise/expand teleworking policy 	<ul style="list-style-type: none"> ● Advise on HR aspects of “NMSU Communicable Disease Social Distancing Policy” ● Inform campus of policies for teleworking, social distancing and essential personnel ● Discuss with departments plans for providing substitutes for essential personnel 	<ul style="list-style-type: none"> ● Essential personnel receive PPE ● Remind campuswide essential personnel of their duties and responsibilities. ● EAP directs employees to counseling services ● HR & NMSU Health Center – surveillance/tracking procedure for reporting of high volume absenteeism from classroom or workplace 	<ul style="list-style-type: none"> ● Implement HR aspects of “Communicable Disease Social Distancing Policy” ● To allow work from home for HR staff, consider allowing off-campus access to HR information systems ● Gather employee absenteeism data ● EAP directs employees to counseling services
Information & Communication Technologies (includes telecommunications)	<ul style="list-style-type: none"> ● Identify essential personnel and inform them of their responsibilities ● Review IT needs for increased telecommuting and distance learning ● Facilitate and support the development of distance learning. ● Assess essential personnel PPE needs and stock 	<ul style="list-style-type: none"> ● Review department plan for continuity of operations ● Plan for general information (non-health) call center ● Offer vaccinations to personnel (if available) ● Train essential personnel on PPE ● Essential personnel identified to need N-95 respirators must be fit tested 	<ul style="list-style-type: none"> ● Assure essential personnel receive PPE ● Assist with implementation of distance learning ● Work with UComm to disseminate information ● Act as back up to EH&S to make sure web pages are updated and CD information is efficiently disseminated 	<ul style="list-style-type: none"> ● Support distance learning ● Support general information (non-health) call center, if implemented ● If POD is activated, provide appropriate resources
International and Border Programs	<ul style="list-style-type: none"> ● Develop department plan for continuity of operations ● Identify essential personnel and inform them of their responsibilities ● Assess essential personnel PPE needs and stock 	<ul style="list-style-type: none"> ● Issue advisories for students, faculty and staff planning international travel ● Issue advisories for students, faculty, staff and visitors arriving from affected regions ● Review policies and procedures for recalling students from affected regions 	<ul style="list-style-type: none"> ● Essential personnel receive PPE. ● Advise, communicate with overseas students, faculty and staff 	<ul style="list-style-type: none"> ● Continue to advise, communicate with overseas students, faculty and staff. ● When possible, support overseas students, faculty and staff who are unable to return. ● Support international student, faculty and staff remaining on campus

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Provost, Office of	<ul style="list-style-type: none"> ● Develop departmental plan for continuity of operations ● Train personnel on plan ● Identify essential personnel and inform them of their responsibilities ● Support distance learning ● Lead drafting of “NMSU Policy concerning study, travel and research in countries under US State Department Travel Warnings” ● Assess essential personnel PPE needs and stock 	<ul style="list-style-type: none"> ● Lead drafting of “NMSU Communicable Disease Social Distancing Policy” ● Identify trigger and action points that prompt NMSU to <ul style="list-style-type: none"> ➤ curtail student activities ➤ curtail events ➤ suspend classes ➤ refund tuition or other financial contingencies, ➤ closure and evacuation of campus and student resident halls and housing 	<ul style="list-style-type: none"> ● Essential personnel receive PPE and are trained and fit tested (if using N-95) 	<ul style="list-style-type: none"> ● Implement “NMSU Communicable Disease Social Distancing Policy”
Police Department	<ul style="list-style-type: none"> ● Develop departmental plan for continuity of operations ● Train personnel on plan ● Ensure current training of personnel in contagious diseases and PPE ● Develop PPE stockpile for 30-60 day duration 	<ul style="list-style-type: none"> ● Review plan for any changes needed ● Intensive re-training of personnel on plan, practice with PPE ● Training of personnel specific to disease ● Offer vaccinations to personnel (if available) ● Ensure all personnel are fit-tested on various respirators 	<ul style="list-style-type: none"> ● Distribute PPE ● Training of Volunteers ● Act as a point of contact for Office of Emergency Management ● Assist NMSU departments with final plans to close offices and buildings ● Liaison with NMSU Health Centers, EH&S, Fire and CART to ensure implementation of NMSU plan 	<ul style="list-style-type: none"> ● Establish perimeters around designated facilities ● Institute ID/credentialing of critical NMSU personnel ● Activate Call Center to support JIC ● Alter crime responses to handle changes brought on by public health emergency ● Traffic Management ● Institute suspicious death investigation protocols ● Assist with implementation of People Tracker system ● Coordinate and deploy volunteers ● Assist with special duties at RSS site, POD site, convoy escorts, crowd management, PIO, etc.

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Research and Graduate Studies	<ul style="list-style-type: none"> • Develop continuity of operations plan for research • Identify essential personnel and inform them of their responsibilities • Assess essential personnel PPE needs and stock • Review plans and impacts to animal care 	<ul style="list-style-type: none"> • Review research operations to identify current critical areas and support for maintaining those operations 	<ul style="list-style-type: none"> • Essential personnel receive PPE. • To allow staff to work from home, consider allowing off-campus access to information systems 	<ul style="list-style-type: none"> • Animal Care Facility and IACUC supports research animals
Student Affairs	<ul style="list-style-type: none"> • Develop departmental plan for continuity of operations • Identify essential personnel and inform them of their responsibilities • Assess essential personnel PPE needs and stock • Ask Fraternities and Sororities to plan for Communicable Disease 	<ul style="list-style-type: none"> • Ask students to plan for leaving campus if classes are suspended 	<ul style="list-style-type: none"> • Essential personnel receive PPE 	<ul style="list-style-type: none"> • Communicate with parents and families • Communicate with students/families remaining in Las Cruces • Communicate death notices

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Student & University Health Centers	<ul style="list-style-type: none"> • Develop departmental plan for continuity of operations • Identify essential personnel and inform them of their responsibilities • Assess PPE and N95 needs and inventory; order stocks • Create self-care information for students • Develop surveillance plan for individuals with acute respiratory illness • Update websites to include flu care information and CDC/DPH Health Advisories • Provide health education on flu prevention & infection control • Participate in community preparedness planning 	<ul style="list-style-type: none"> • Train personnel on COOP Plan for SHC/UHC • Promote/Give seasonal influenza vaccinations • Review PPE & N95 needs; inventory • Essential personnel receive N95 fit testing. (Aerosol-producing procedure will require an N95.) • Order self-care items and begin stockpile of essential supplies • Initiate web/communication health advisories • Develop surge care plan • Review SHC/NMSU plan with community OEM 	<ul style="list-style-type: none"> • Review/Modify (as needed) COOP Plan • Essential personnel use PPE and N95s. • Cough/Hand washing materials given to patients entering clinics • Intensive housekeeping of facilities (SHC/UHC) • Daily report suspected cases to Medical Incident Command & communication briefings • EAP/Counseling Center provides counseling services • Review guidelines for on-campus mass dispensing site (POD); prepare to implement • Publish self care instructions • Activate emergency communications plans for timely distribution of information • Activate surge care plan • Mobilize supplies and facilities for acute illness surge 	<ul style="list-style-type: none"> • Establish Medical Command Center • Cancellation of routine care operations- social distancing • Triage dispensing of flu care kits • Illness Surveillance- daily report to Incident Command • Provide health services to remaining students in NMSU residences, family housing and off campus housing • EAP/Counseling Center provides counseling services • Establish Aggie Care infirmary facility (Rentfrow Gym/SHC Conf Area) • Assist DPH/OEM with investigation of suspected cases and contact tracing. • Serve as alternate care site for OEM (if staffing, capacity, resources available)
University Communications	<ul style="list-style-type: none"> • Develop departmental plan for continuity of operations • Identify essential personnel and inform them of their responsibilities • Assess essential personnel PPE needs and stock 	<ul style="list-style-type: none"> • Obtain situational status briefing from Medical Incident Command • Draft internal and external announcements • Disseminate announcements using one or all of the following tools: all campus email, NMSU web site and phone hotline (6-1000) 	<ul style="list-style-type: none"> • Establish media relations center (or remote access) to handle ongoing media needs 	<ul style="list-style-type: none"> • Continue media relations using remote capabilities

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Purchasing & Risk Management	<ul style="list-style-type: none"> Require business continuity plans as part of contracts that support essential functions Develop departmental continuity of operation plan 	<ul style="list-style-type: none"> Assist campus departments with their individual continuity of operation plans 	<ul style="list-style-type: none"> Review contracts that support essential functions to ensure COOP and impacts on NMSU essential services Verify continuity of supply chain 	<ul style="list-style-type: none"> Support emergency procurement
Responsibilities of other Officials, Units and Departments				
All Department Heads and Unit Directors	<ul style="list-style-type: none"> Develop departmental plan for continuity of operations Adopt a three-deep roster for successors to ensure continuity Instructional departments should consider developing distance learning and contingency plans for suspension of classes 	<ul style="list-style-type: none"> Influenza awareness training (symptoms and hygiene) Review /revise continuity of operations plans Review CD Response Plan with staff Report high volume absenteeism through Dean and VP level officials 	<ul style="list-style-type: none"> Monitor campus communications and disseminate information Prepare to activate continuity of operation plans Plan distancing measures/dispersement of PPE for essential personnel Report high volume absenteeism from classroom or workplace 	<ul style="list-style-type: none"> Activate departmental continuity of operation plans to maintain essential functions
Critical Interfaces With Other Entities				
Dona Ana Public Health Department (DA PHD)	<ul style="list-style-type: none"> Coordinate plans and preparedness POD planning and supplies Recruit for Medical Reserve Corps Plans for Joint Information Command 	<ul style="list-style-type: none"> Train Medical Reserve Corps 	<ul style="list-style-type: none"> Coordinate communications 	If vaccine or antivirals are to be distributed via POD: <ul style="list-style-type: none"> Supply volunteers Offer use of on-campus sites
City of Las Cruces	<ul style="list-style-type: none"> Review plans and service impacts for mass transit 			
LC Hospitals	<ul style="list-style-type: none"> Coordinate plans and preparedness; discuss alternate care plans, including residential congregate care Coordinate plans if PODs are established 			<ul style="list-style-type: none"> Alternate care facilities established Care for critically ill students

★★★Level 3: All Departmental continuity of operation plans are activated and essential personnel report and maintain essential functions

Plan adapted from materials available at [http:// www.cshema.org/resource/pandemic_0306.htm](http://www.cshema.org/resource/pandemic_0306.htm)

Specific credit to University of North Carolina at Chapel Hill and Carnegie Mellon University Pandemic Flu planning

2/8/2007 Last saved by Katrina Doolittle, Ph.D

NMSU Communicable Disease Response Plan—Incident Level Responsibilities

Responsible Party	Level 0 (Current Level) Pre-event assessment and planning	Level 1: Intense NMSU Planning and Preparation	Level 2: NMSU Preparing to Suspend Classes	Level 3: NMSU Suspends Classes for 4-8 weeks ★★★
DoH POD Resources, including limited dispensing of medicines to essential personnel	<ul style="list-style-type: none"> • Identify POD first responders and inform them of their responsibilities • POD first responders receive training • POD exercise? 	(POD means “Point of Distribution”—a site for the mass dispensing of medicines)	<ul style="list-style-type: none"> • Prepare to activate POD and provide appropriate resources 	If vaccine or antivirals are to be distributed via POD: <ul style="list-style-type: none"> • Activate on-campus mass dispensing site • POD first responders must report • Provide appropriate resources • Adjust procedures and notification if limited dispensing

★★★Level 3: All Departmental continuity of operation plans are activated and essential personnel report and maintain essential functions

Plan adapted from materials available at [http:// www.cshema.org/resource/pandemic_0306.htm](http://www.cshema.org/resource/pandemic_0306.htm)

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