

From: [Ricardo Rel](#)
To: [Lori McKee](#)
Subject: CNN: Coronavirus may not be mutating, but experts say there is still potential for danger
Date: Thursday, June 4, 2020 12:29:52 PM

Coronavirus may not be mutating, but experts say there is still potential for danger
Covid-19 is not mutating, health experts say, but that doesn't mean it's not dangerous.

Read in CNN: <https://apple.news/AyH2B57ILSKiEnmi3U7IOTw>

Shared from [Apple News](#)

Sent from my iPhone

From: [Carol MacDonald](#)
To: [Judi Voelz](#); [Lori McKee](#)
Subject: Coronavirus Policy
Date: Thursday, July 30, 2020 10:16:08 AM
Attachments: [image001.png](#)
[Coronavirus Policy.docx](#)

Hi Dr. Voelz and Lori,

Please review the draft Coronavirus Policy and feel free to add and delete. It's separate from the telehealth and staff self-monitoring policy, and it was already incomplete in draft form. I want to make sure we include everything. Please add any categories needed.

Thanks,
Carol

Carol MacDonald, RN, BSN, MBA
Nurse Supervisor
Aggie Health & Wellness Center
PO Box 30001 MSC 3529
Las Cruces, NM 88003
(575) 646-3459

No Challenge; No Change
Know Challenge; Know Change

COVID-19 Information: <https://nmsu.edu/coronavirus/>
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>



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From: [Gena Jones](#)
To: [Melissa Chavira](#)
Cc: [Lori McKee](#); [Katrina Doolittle](#)
Subject: COVID 19 Myths & Fact Sheet
Date: Tuesday, July 7, 2020 4:12:44 PM
Attachments: [COVID Myths \(2\) 7-6-2020.pdf](#)

Melissa,

Attached is the COVID-19 Myths & Facts sheet provided by the HR & EHSRM Tiger Team.

Thank you.
Gena Jones

From: [Tim Nesbitt](#)
To: [Lori McKee](#)
Subject: Covid 19 testing
Date: Friday, June 5, 2020 12:18:52 PM

Hey Lori:

I hope you are doing well. I know you must be up to your wits end with all this stuff going on.

I have a semi-personal question to ask you. I sit on a bank board here in town and the president of the bank is wondering about Covid 19 testing all employees of the bank prior to reopening the lobby to the public. In your experience can you tell me the options for collecting samples and which testing methods produce the fastest results?

Sorry to bug you but you are the only one I could think of to ask.

Thanks Lori'

Tim

From: [Stephen Lopez](#)
To: [Melody Munson-Mcgee](#)
Cc: [Lori McKee](#)
Subject: COVID CART meeting
Date: Monday, August 3, 2020 5:02:15 PM

Hi Melody,

During the scheduled time this Wednesday for the COVID CART meeting, Lori and I will be at Garcia Hall working on testing the out-of-state students who have signed up for a nasal swabbing. ☺
Would it be possible for me to record my update in a brief video and send it to you so you can play it for the Team in lieu of my physical appearance?

Thanks,

Stephen

Stephen Lopez
Chief of Police
New Mexico State University Police Department
PO BOX 30001 / MSC 3187
Las Cruces, NM 88003-8001
(575) 646-3311
police@nmsu.edu

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From: [Julia Barello](#)
To: [Lori McKee](#); [Luis Campos](#); [Luis Cifuentes](#)
Cc: [Sheri Pettit](#); [Ruth Johnston](#); [Timothy Dobson](#); [Enrico Pontelli](#)
Subject: Covid in Devasthali Hall
Date: Thursday, July 30, 2020 1:27:26 PM
Attachments: [image001.png](#)

Hi Lori,

Thank you for your quick response today. As a department head with responsibility for a 54,000 square foot building and to hundreds of students/faculty/staff; a member of the Climate Survey Action Team focusing on our community's trust in the skills of our executive leadership; and a participant in this summer's preparatory activities I'd like to offer some unsolicited feedback. As I have often seen in my 27 years at NMU, plans are made at the administrative level without full knowledge of how they will function once implemented where the ostensibly real work of the institution occurs – in the classroom. As I've told my faculty/staff/graduate students today, we are lucky that this incident occurred today and not when undergraduates are in our building so that we can test out NMSU's preparedness regarding covid plans, and adjust our plans accordingly.

What I learned today is this:

1. The chain of command and information regarding active Covid 19 on campus is not in place.
2. Aggie Wellness staff do not have the information to direct callers appropriately, even though they are the first place we are told to call.
3. FS staff do not have the appropriate information to direct callers. Telling me I have to speak with Aggie Wellness first; right after Aggie Wellness told me I have to speak with Facilities first is not functional.
4. If you know to look for the Ready Plan, it is five clicks to get to enhanced cleaning. That indicates to me that this information is buried pretty deeply.
5. The Ready Plan, while thoroughly massaged is not useful in a time sensitive situation. I worked with four people today, three administrators and one staff member to find the information that you forwarded– and we could not find it, readily. You could dismiss us as not knowing the plan well enough, or you might consider the possibility that the people who write procedures are not the best people to assess whether those plans are legible and navigable to the hundreds of people who haven't spent months developing, writing and editing them.
6. The Ready Plan guidance that you forwarded only provides information for what to do once a positive result has been received. What guidance do you provide for situations when we have a highly symptomatic individual, from El Paso, from a large family, and with two teenagers who had contact with a number of people? Should we just wait the seven days so no one needs to engage in the enhanced cleaning process? That will

support what many in the community think is going on, NMSU is trying to save money and risking people's health in the process.

7. Would you suggest that I notify the four staff from Facilities and Services who handled the furniture this individual was using, or should I wait until we get a definitive test result in 3-5 days before I tell them, so they can tell their colleagues, friends and family that they may have been exposed?
8. The lack of attention to preemptive action in cases when there is a high probability of exposure leads me to wonder whether in the administration's active metrics studying any one has considered the impact of exponential exposures.
9. Could you please direct me to the page in the Ready Plan that lets me know I have the right as a Department head to close a building and close down twenty people's research programs, so I can get in and clean equipment?
10. Most shockingly and irresponsible was the comment made by the head of HR at yesterday's Climate Survey Action Team meeting when I asked what the status was on tracking people's presence in spaces for purposes of contact tracing, and was told that "faculty and staff will be asked to just jot down a list of who they meet with each day."

I have wholeheartedly participated in the effort to ensure that students can return safely to campus but today has underscored that NMSU is not prepared for the return of students. There is no plan for how to control open interior spaces; there is no method for tracking people's movements; no way to log who is in a building at what times, and now that I understand that we have no mechanism for how to take action UNTIL there is a positive test result in hand I realize that this is a failed endeavor.

Best wishes and good luck,

Julia

Professor Julia M. Barello

Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University

575-646-2728

From: Lori McKee <lomckee@nmsu.edu>
Date: Thursday, July 30, 2020 at 11:37 AM
To: Julia Barello <jbarello@nmsu.edu>, Luis Campos <campos1@nmsu.edu>, Luis Cifuentes <lacifuen@nmsu.edu>
Cc: Sheri Pettit <spettit@nmsu.edu>, Ruth Johnston <ruthj@nmsu.edu>, Timothy Dobson <tdobson@ad.nmsu.edu>
Subject: RE: Covid in Devasthali Hall

Dr. Barello

Thank you for contacting us regarding your concerns. [Information on the cleaning and reporting can be found on pages 18-21 of the NMSU Ready Report which is linked below.](#) The buildings, including Devasathli Hall are scheduled for enhanced cleaning and disinfecting daily beginning at 4:00 am each morning M-F and on weekends if the building is occupied. This includes all shared spaces, classrooms, lobbies, etc. All staff should be trained to NOT report to work if they are exhibiting any symptoms of illness and should monitor and perform self-checks and seek medical guidance or testing if needed. In the case you are describing, no one has been notified until your email today. The work order desk is not the place to request this service. Please be assured that each building is being serviced daily based on the approved activities in the areas. The employee should not return to work until receiving test results and until all symptoms of any illness have resolved for 3 days. You should be receiving a separate notification of the cleaning schedule that has been performed in this building from Tim Dobson. If you have further questions, please do not hesitate to reach out. Thanks. LM

https://ready.nmsu.edu/NMSU_Ready_072820.pdf



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COVID-19 Information: <https://nmsu.edu/coronavirus/>
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

Lori McKee, MBA
Executive Director of Health & Wellness
PO Box 30001 MSC 3529
Las Cruces, NM 88003
(575) 646-8306

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From: Julia Barello <jbarello@nmsu.edu>

Sent: Thursday, July 30, 2020 11:10 AM

To: Luis Campos <campos1@nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Luis Cifuentes <lacifuen@nmsu.edu>

Cc: Sheri Pettit <spettit@nmsu.edu>

Subject: Covid in Devasthali Hall

Hi Luis and Lori,

I am a mere 2.5 hours into the problem below, but believe that I am not getting appropriate support from NMSU. 36 people have been in the building since this researcher was there. Six (4 FS employees, 3 Art staff) handled furniture that this person was sitting in. Numerous other people spoke with this person, though all were masked and 6' distant.

Is it asking too much to have the building cleaned BEFORE more people come in to work? Or do we need to wait 3-5 days for the test results while letting the research activities continue, and inviting the subcontractors and FS staff come in to continue the commissioning process as they are scheduled to do?

I would like the building closed immediately, and disinfected today so we can get about the business of building NMSU into a Research 1 institution. The current process of FS saying I have to go to Aggie Wellness, and Aggie Wellness directing me to FS is not functional and will not solve this problem.

Regards,

Julia

Professor Julia M. Barello

Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University

575-646-2728

From: Julia Barello <jbarello@nmsu.edu>

Date: Thursday, July 30, 2020 at 9:38 AM

To: Timothy Dobson <tdobson@nmsu.edu>, Enrico Pontelli <epontell@cs.nmsu.edu>

Subject: need Devasthali disinfected

Good morning Tim,

I have a researcher who has acute Covid symptoms and is getting tested right now. She was working in Devasthali on Saturday and came in contact with a number of people. Because I was unable to find any guidance on what steps to take via the Ready Plan, I called Aggie Wellness and spoke to two people there, neither were able to give any assistance until the test comes back, and regarding my request for cleaning services, directed me to FS. No phone number, no person to talk to, just call FS.

Called the workorder desk, spoke to Eric, who called Leslie, who called me and told me that you had sent a memo instructing them to tell people to start with Aggie Wellness. I assume you can see the problem here.

So I have two issues:

First, I need someone to disinfect specific parts of Devasthali Hall, if not the entire building. I would prefer that happen soon.

Second, why is there not a cohesive plan and guidance, which is in place and supported at all levels, distributed to anyone in a supervisory role explaining what to do in situations like this? Or better yet, on the home page of the Ready Plan?

From my perspective, this is a blessing in disguise because it allows me to see just how prepared NMSU is for having students return to campus.

That said, I will take my concerns directly to the executive leadership, but I would like to get a cleaning scheduled asap, and bouncing between circle Aggie Wellness and FS won't get that done. Please let me know how to move forward.

Best wishes, I hope you and your family are staying safe,

Julia

Professor Julia M. Barello

Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University

575-646-2728

From: [Julia Barello](#)
To: [Luis Campos](#); [Lori McKee](#); [Luis Cifuentes](#)
Cc: [Sheri Pettit](#)
Subject: Covid in Devasthali Hall
Date: Thursday, July 30, 2020 11:09:45 AM

Hi Luis and Lori,

I am a mere 2.5 hours into the problem below, but believe that I am not getting appropriate support from NMSU. 36 people have been in the building since this researcher was there. Six (4 FS employees, 3 Art staff) handled furniture that this person was sitting in. Numerous other people spoke with this person, though all were masked and 6' distant.

Is it asking too much to have the building cleaned BEFORE more people come in to work? Or do we need to wait 3-5 days for the test results while letting the research activities continue, and inviting the subcontractors and FS staff come in to continue the commissioning process as they are scheduled to do?

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Regards,

Julia

Professor Julia M. Barello

Academic Department Head
Professor of Art
Regent's Professor
S.P. and Margaret Manasse Research Scholar
College of Arts and Sciences
New Mexico State University
575-646-2728

From: Julia Barello <jbarello@nmsu.edu>

Date: Thursday, July 30, 2020 at 9:38 AM

To: Timothy Dobson <tdobson@nmsu.edu>, Enrico Pontelli <epontell@cs.nmsu.edu>

Subject: need Devasthali disinfected

Good morning Tim,

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Best wishes, I hope you and your family are staying safe,

Julia

Professor Julia M. Barello

Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University
575-646-2728

From: [Ruth Johnston](#)
To: [Julia Barello](#)
Cc: [Lori McKee](#); [Luis Campos](#); [Luis Cifuentes](#); [Sheri Pettit](#); [Enrico Pontelli](#); [Timothy Dobson](#)
Subject: Covid in Devasthali Hall
Date: Friday, July 31, 2020 4:52:11 PM

Julia,

Thank you for providing your candid feedback. We value your input as we continue to try to improve our communication and our processes. As managing the impact of the pandemic is new to all of us, and as we test our processes and procedures, we learn from the issues and concerns and adjust.

We've made changes this week to the NMSU Ready website, in part thanks to the input that you and others provided. Our team created a [table of contents page](#) for the plan to help users navigate to relevant sections more quickly. We also added a "Helpful Resources" section on this page, which includes a prominent button for reporting a positive COVID-19 case to the Aggie Health & Wellness Center by email.

You'll also find a [detailed flow chart](#) that outlines the process we're following from the report of a case through the enhanced disinfection response. It's important to note that our custodial team performs enhanced cleaning and sanitization of classrooms, computer labs, restrooms, building entryways, break rooms, elevators, conference rooms, and common areas on a daily basis.

Our "Helpful Resources" section also includes links to download signs for display in classrooms and building spaces, order COVID-19 protective supplies, and complete the mandatory Return to Campus training.

As soon as our self-check phone app and website are ready to launch, this link will be added, as well, providing another avenue for reporting positive test results. We expect that will be next week.

Again, thanks for supplying feedback on your experience. We are working together across our Aggie community every day to address gaps, supply information and clarification and prepare for Fall semester.

Finally, additional information specific to faculty will be shared early next week.

Ruth

Ruth A Johnston, Ph.D.
Vice Chancellor and Chief Covid-19 Officer
New Mexico State University
Las Cruces, NM 88003-8001
575-646-9875, cell: 425-922-9049
ruthj@nmsu.edu

For information about **NMSU Ready - our Return to Campus Plan** visit: ready.nmsu.edu

HAVE A COVID-19 QUESTION – Let us know at covid19@nmsu.edu

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 Please consider the environment before printing this email.

[Ruth signature]

From: [Carol MacDonald](#)
To: [Lori McKee](#)
Subject: Covid Nurse Position
Date: Monday, July 13, 2020 3:58:41 PM
Attachments: [image001.png](#)

Hi Lori,

Donna expressed some interest this afternoon for the covid contact tracing nurse. She had some questions that I think I know the answers to, but double checking with you. 1 – Does she keep the title staff nurse or a new position name with a new start date in her personnel record? Also, if covid resolves (whenever that may be), can she go back to regular staff nurse or would she need to stay 80% working on other communicable diseases?

Thanks,
Carol

Carol MacDonald, RN, BSN, MBA
Nurse Supervisor
Aggie Health & Wellness Center
PO Box 30001 MSC 3529
Las Cruces, NM 88003
(575) 646-3459



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From: [Judi Voelz](#)
To: [Carol MacDonald](#); [Lori McKee](#)
Subject: COVID policies
Date: Wednesday, July 1, 2020 11:28:17 AM

Lori and Carol,

I know it it time to review our policy manuals. How do we want to organize and do COVID policies? Do we want to create another part of the manual specific to COVID and put the policies in there? Do we want to add COVID just to our regular manuals e.g. nursing, clinical, front desk or maybe make a manual with COVID policies and put a copy in our regular manuals as well?

I hope you two have a good weekend.

Thanks, Judi

From: [Scott Breckner](#)
To: [Lori McKee](#)
Cc: [DAnne Stuart](#)
Subject: CoVid PPE
Date: Monday, June 15, 2020 11:57:13 AM

Hi Lori,

Hope all is well.....A "well done" to you and staff in these most difficult times! Hopefully we are turning the corner to better times!

Obviously our Office has begun planning on staffing potential athletic events as we have our first WVU match on September 4 & 5 and Football, September 12. While I know we all await further guidance from State and NCAA regarding the likelihood of large events actually occurring that early, pre-planning for a variety of "event configurations" has started. One critical item of concern in all variations is for the ordering of PPE for full-time as well as student staff which likely will have an extended timeline before PPE product(s) are received. Do we know how would we go about getting the approved equipment recommendations far enough in advance to ensure we have them in time?

Such items would include temporal scanners (walk thru as well as hand held), face shields, masks, cleaning supplies, etc. As an example we are looking at what items would best suit our employees GameDay safety work experience such as **B**allcaps w/face shields versus cloth masks/eye wear.....but would need to know specific safety guidelines/requirements. Our preliminary research is also showing maybe 6 weeks or longer for some possible items.

Thanks..... and call me, as well, if you would like to discuss the process/procedure/timelines.....

Scott Breckner, Director
Office of Special Events & Game Day Management
Director, Pan American Center
New Mexico State University
Pan American Center, Aggie Memorial Stadium & Athletic Facilities
dl 646-7474 / c 575-993-9250
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From: [Lori McKee](#)
To: [Enrico Pontelli](#)
Subject: COVID Safe Practices- NM
Date: Thursday, July 23, 2020 4:36:00 PM
Attachments: [3308_001.pdf](#)
[image001.png](#)
Importance: High



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Lori McKee, MBA
Executive Director of Health & Wellness
PO Box 30001 MSC 3529
Las Cruces, NM 88003
(575) 646-8306

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From: NMSU Student Health <canonira5030@nmsu.edu>
Sent: Thursday, July 23, 2020 4:40 PM
To: Lori McKee <lomckee@nmsu.edu>
Subject: Scanned Image

From: [Daniel James](#)
To: [Lori McKee](#)
Subject: Covid self-monitoring checklist
Date: Thursday, July 23, 2020 9:31:37 AM
Attachments: [image001.png](#)

Hi Lori. Thank you for taking my call yesterday. If you sent me the Covid self-monitoring checklist, I did not receive it, so please send it again.

Thank you.

Sincerely,

Daniel D. James

Interim Associate Dean
College Professor

New Mexico State University
College of Business
Phone: 575-646-5431
Fax: 575-646-6155

MSC 3AD, PO Box 30001
Las Cruces, NM 88003-8001
<mailto:ddjames@nmsu.edu>

NMSU Ready. A System-Wide Return to Campus [Plan](#)



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From: [James Staley](#)
To: [Lori McKee](#)
Subject: COVID signage
Date: Tuesday, July 7, 2020 1:43:28 PM

Hello, Lori.

Hope all is well. I have been tasked with curating content for a few signs to be placed in workspaces.

Do you have a daily health monitoring checklist for COVID?

Also, we have the NMSU COVID-19 Safety Commitment. Do we need to make any updates, particularly to the highlighted section below?

New Mexico State University COVID-19 Safety Commitment

To minimize the risk to public health presented by the spread of COVID-19 while working and learning at NMSU, students, staff, and faculty are expected to adhere to the following:

I will limit my exposure to COVID-19 by maintaining social distancing guidelines professionally and personally.

I will wear the appropriate cloth face covering or personal protective equipment and practice proper hand-washing techniques frequently.

I agree to closely monitor my health and will not enter an NMSU building or participate in face-to-face activities if I feel sick or if I develop or display symptoms of COVID-19.

I agree to decontaminate work surfaces at the beginning and end of my work.

If I have a positive test for COVID-19 and I have been on campus in the 48 hours before I was tested or I developed symptoms, I agree to immediately notify my supervisor and Aggie Health and Wellness (call 575-646-1512 or notify David Carbajal at davidcar@nmsu.edu).

I agree to follow all NMSU guidelines to protect the public health.

I understand that failure to follow these expected behaviors would be detrimental to public health efforts and could impact my ability to perform work at NMSU.

Thanks.

James Staley
Marketing Communications Specialist
Marketing and Communications
brand.nmsu.edu

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New Mexico State University

From: [Ophelia Watkins](#)
To: [Lori McKee](#)
Subject: COVID Team for Housing
Date: Wednesday, June 24, 2020 10:31:30 AM

Hi Lori,

We're interested in having a team in place for students in isolation housing. The team would make phone calls daily, schedule zoom meetings for social connection and run errands like picking up prescriptions or grocery orders.

Question came up whether our staff knowing someone is in isolation would violate HIPA. What do you think?

Best regards,
Ophelia

Ophelia Watkins

Interim Executive Director
Housing & Residential Life
New Mexico State University
owatkins@nmsu.edu

Telework hours: 8:00am-5:00pm, Monday-Friday

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From: [Ryan Mastin](#)
To: [Lori McKee](#)
Subject: Covid Testing and other questions
Date: Thursday, June 18, 2020 3:49:52 PM

Hello Lori,

I had Dr. James Wilterding (exec director) from UNM Student Health call and want to talk to you. Being that you are doing the Town Hall with the president, I told Dr. Wilterding that I would relay this message to you. His Cell# is [REDACTED], Office# 505-277-2960 and email address jwilt@unm.edu.

Ryan Mastin

Customer Service

Aggie Health and Wellness Center
Las Cruces, NM. 88003-8001

cid:image001.png@01D4DD9A.EB57F820



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From: [Lori McKee](#)
To: ["Judi Voelz"; "Jim Mooney"](#)
Cc: ["Ernie Madrid"](#)
Subject: COVID Testing and Payment by Insurance
Date: Wednesday, July 22, 2020 2:22:00 PM
Attachments: [3305_001.pdf](#)
[image001.png](#)



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From: NMSU Student Health <canonira5030@nmsu.edu>
Sent: Wednesday, July 22, 2020 2:23 PM
To: Lori McKee <lomckee@nmsu.edu>
Subject: Scanned Image

From: [Angela Gonzales](#)
To: [Lori McKee](#)
Subject: COVID testing equipment PO in Aggie Mart ready for your approval.
Date: Monday, July 13, 2020 9:46:01 AM
Attachments: [image001.png](#)

Angie Gonzales
Business Manager
Aggie Health & Wellness Center
MSC 3529
New Mexico State University
PO Box 30001
Las Cruces, NM 88003-8001

575-646-2059 Office
575-646-6428 Fax
angie94@nmsu.edu



Health and Wellness
New Mexico State University

BE BOLD. Shape the Future

From: [Brook Milligan](#)
To: [Lori McKee](#)
Subject: Covid testing
Date: Tuesday, June 30, 2020 2:07:47 PM

This message was sent from the NMSU phonebook web application. The user reported their email address as brook@nmsu.edu. Please contact the NMSU help desk if you believe this message is spam.

Hi Lori,

I want to follow up on a comment you made yesterday in the Covid testing/tracing meeting. You mentioned the athletes testing positive. Were those a result of asymptomatic testing or did they have symptoms? Are groups like athletes undergoing asymptomatic testing?

Thanks for clarifying this.

Cheers,

Brook

From: [Lori McKee](#)
To: [Mickey Best](#); [Ken Van Winkle](#); [Karla Volpi](#); [Kelly Brooks](#); [Enrico Pontelli](#)
Cc: "[David Carbajal \(davidcar@ad.nmsu.edu\)](mailto:davidcar@ad.nmsu.edu)"
Subject: COVID Tracing Materials
Date: Wednesday, July 15, 2020 2:57:00 PM
Attachments: [FINAL NMSU Return from COVID-19 Guidelines.docx](#)
[HAN_nCoV+052920_v2_dms+\(002\).pdf](#)
[COVID TRACING FORM.xlsx](#)
[image001.png](#)
Importance: High

All~

Thank you so much for the candid conversations yesterday surrounding COVID tracing on our campuses. Attached is the blank tracing form we are currently using until the database is complete. I have also included the official HAN announcement of how the NM Department of Health is tracing and incorporated it into our final document for NMSU. In addition you might find helpful information on Contact Tracing from the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing-comms.html>. If you don't have it the link to the Johns Hopkins Tracing Course is also linked here <https://coronavirus.jhu.edu/contact-tracing>. I look forward to our next meeting on Tuesday, July 21st at 4:00 pm. Please let me know if you have questions. LM



Health and Wellness
New Mexico State University
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Lori McKee, MBA
Executive Director of Health & Wellness
PO Box 30001 MSC 3529
Las Cruces, NM 88003
(575) 646-8306

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From: [Carlos S Lobato](#)
To: [Lori McKee](#)
Subject: COVID-19 contact tracking web application
Date: Friday, June 5, 2020 10:40:01 AM

Hello Lori,

It has been brought to my attention that Siiri has been asked to develop a web application for you to do COVID-19 contact tracking?

Would you please describe your need briefly, so I can understand? Thank you.

Carlos,

Carlos S. Lobato, CPA, CISA, CISSP
NMSU system IT Compliance Officer/Chief Privacy Officer
575-646-5902
Information & Communication Technologies
<https://privacy.nmsu.edu>

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New Mexico State University

From: [Carol MacDonald](#)
To: [Lori McKee](#)
Subject: Covid-19 decision tree.xlsx
Date: Wednesday, July 8, 2020 10:08:34 AM
Attachments: [Covid-19 decision tree.xlsx](#)

From: [Carol MacDonald](#)
To: [Lori McKee](#); [angie94 \(angie94@nmsu.edu\)](mailto:angie94@nmsu.edu)
Subject: COVID-19 Expenses SSEM TEMPLATE.xlsx
Date: Wednesday, June 3, 2020 3:43:08 PM
Attachments: [COVID-19 Expenses SSEM TEMPLATE.xlsx](#)
[image001.png](#)

Hi Lori and Angie,

Attached are COVID-19 related expenses for medical supplies. I just need the cost of the gallon liquid hand sanitizer and alcohol prep pads we received. We have gloves and more hand sanitizer on back order.

Thanks,
Carol

Carol MacDonald, RN, BSN, MBA
Nurse Supervisor
Aggie Health & Wellness Center
PO Box 30001 MSC 3529
Las Cruces, NM 88003
(575) 646-3459



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From: Dr. Matthew Fuller
Subject: COVID-19 Research Participation Request
Date: Monday, July 6, 2020 5:20:03 AM

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SHSU Logo



Center for Assessment, Research,
and Educational Safety

Hello Colleagues!

The SHSU [Center for Assessment, Research, and Educational Safety \(CARES\)](#) is inviting higher education leaders across the US to participate in a research study related to institutional responses to COVID-19. Our project, *Higher Education Leaders Learning from COVID-19 Response*, uses a crowdsourcing data collection method (IdeaScale) to examine decision making process and ideas for responding to the COVID-19 pandemic. The ideas and suggestions we collect will help our researchers create guidelines for the current and future pandemic response in higher education. We understand there are tremendous pressures on you during this time as you deal with the evolving COVID-19 situation. Therefore, we anticipate collecting data for at least a year. We hope to learn what US institutions of higher learning did well and what could have been improved in their ongoing COVID-19 response and future crises.

By following the link below, you will be prompted to set up an account before gaining access to our data collection tool, IdeaScale. During the profile set up process, there is a 'Hide My Identity' option at the bottom which will allow your posts and comments to remain confidential if you choose to do so. You can also choose to make only specific posts or comment confidential. Once a member, you will be able to post an idea as well as comment and vote on ideas from other community members. The community has seven categories, called campaigns, and we encourage you to share all of your ideas in each of these different areas. As this is a year-long study, other campaigns and topics could emerge.

Join our community and start offering ideas by clicking here:

<https://shsu.ideascale.com/>

This link can be copied and sent to coworkers and peers to elicit ideas from all areas of higher education. Please share widely.

Thank you for your consideration and support of this research. We are certain that with your support we can learn from COVID-19 and plan for future crises and pandemics in higher education. If you have any questions about this study, please do not hesitate in contacting our center.

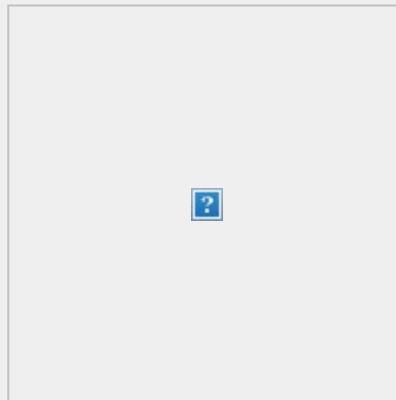
Sincerely,

Matthew B. Fuller, Ph. D.

Associate Professor, Higher Education Leadership
Director, Doctoral Program in Higher Education Leadership
Director, Center for Assessment, Research, and Educational Safety
Sam Houston State University Huntsville, TX 77341-2119
P.O. Box 2530
Phone: 936.294.1865
Email: edsafety@shsu.edu

This study is approved by the SHSU Institutional Review Board (Protocol # IRB-2020-149). You are receiving this request to voluntarily participate in research as a higher education professional. If you believe this request no longer applies to you, is not valid, or wish to be removed from future requests, please email edsafety@shsu.edu. You may also contact Ms. Sharla Miles with the SHSU IRB (irb@shsu.edu; 936.294.4875; reference protocol # 2020-149) to discuss these data or their intended use.

Sam Houston State University



From: [Stephen Lopez](#)
To: [Ruth Johnston](#); [Renay Scott](#); [Ann Coombes Goodman](#); [Lori McKee](#); [Katrina Doolittle](#); [owatkins](#); [jbannist@ad.nmsu.edu](#); [Kathryn Hanley](#)
Cc: [Melody Munson-Mcgee](#); [Andrew Bowen](#); [Jeffrey Harvey](#); [Nelson McGuire](#); [Kelly Brooks](#)
Subject: COVID-19 Risk Chart from Texas Medical Association
Date: Monday, July 6, 2020 10:39:52 AM

Hi,

In case you haven't seen it, below is a recently released chart by the Texas Medical Association on the "riskiness" of various activities. The approach they used seems like it might be more effective than prior methods of trying to tell people not to do certain things, since it allows them to see where the particular activity falls. A similar approach might be useful as we prepare for the return of students to campus.

Feel free to share the chart with others.

Thanks,

Stephen

COVID-19
CORONAVIRUS DISEASE

BE INFORMED:

Know Your Risk During COVID-19

On a scale of 1 to 10, how risky is...

Ranked by physicians from the TMA COVID-19 Task Force and the TMA Committee on Infectious Diseases



Texas Medical Association | 401 W. 15th St. | Austin, TX 78701-1680

www.texmed.org | @texmed | @wearetma

From: [Daniels, David, DOH](#)
To: [Lori McKee](#)
Cc: [Vela, Beatriz, DOH](#); [Pinales, Maria, DOH](#); [Sanchez, Dawn, DOH](#); [Leyva, Travis, DOH](#)
Subject: COVID-19 self registration
Date: Tuesday, June 30, 2020 11:42:42 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Lori,

Here is the link for anyone to self register for our COVID-19 screenings.

After registration is complete, please call 528-5063 to schedule an appointment and let them know that self-registration has been completed.

Let me know if you have any questions.

Thanks Lori!

Dave



Accredited since 2015

David Daniels, MPH

Disease Prevention Program Manager
Quality Improvement Catalyst

Public Health Division, Southwest Region
1170 N. Solano Dr
Las Cruces, NM 88001
(575) 528-5031 Office
(505) 690-2282 Cell
www.nmhealth.org



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From: [Christopher Brown](#)
To: [Lori McKee](#)
Subject: COVID-19 testing at NMSU
Date: Wednesday, July 15, 2020 10:45:37 AM
Attachments: [Screen Shot 2020-07-15 at 10.20.56 AM.png](#)

Lori,

I hope you are well. I am reviewing the NMSU COVID-19 - Frequently Asked Questions and I see a problem with testing at the CHS. Attached is a screen shot from the FAQ noting the CHS is doing testing. I just called and spoke to staff, and they advised you all are not.

- Can you as Ruth's team to change this response?
Can you provide an update on NMSU standing up an on campus testing and processing facility that Kathy Hanley is working to stand up?

Thanks for info on the above and your good work to keep us healthy.

Christopher

~~~~~

Christopher Brown, Ph.D.  
Associate Professor - Department of Geography  
Co-Director, NMSU Spatial Applications Research Center  
PO Box 30001, MSC MAP  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-3509 (Department office)  
575-646-1892 (my office)  
575-646-7430 (Facsimile)  
EMAIL: [brownchr@nmsu.edu](mailto:brownchr@nmsu.edu)

"One hand washes the other, and the two wash the face."

Translation of Spanish proverb on cooperation

~~~~~


From: [Stephen Lopez](#)
To: [Ruth Johnston](#); [Katrina Doolittle](#); [Melody Munson-Mcgee](#); [Enrico Pontelli](#); [Luis Cifuentes](#)
Cc: [Lori McKee](#); [Rosario Barela](#); [owatkins](#)
Subject: COVID-19 testing for incoming out-of-state students
Date: Thursday, July 30, 2020 8:02:29 PM
Attachments: [Registration Instruction Sheet - July 30 2020.pdf](#)

Hi Everyone,

Just a quick note to make sure everyone is in the loop. We continue to work very well with our partners at NM Department of Health, and have everything arranged to conduct the testing on out-of-state students who will be living on campus. Attached is the registration instruction sheet that will be given to them as they check in starting tomorrow (Friday, July 31, 2020).

Please let us know if you have any questions.

Thanks,

Stephen

Stephen Lopez
Chief of Police
New Mexico State University Police Department
PO BOX 30001 / MSC 3187
Las Cruces, NM 88003-8001
(575) 646-3311
police@nmsu.edu

NMSU is an equal opportunity institution.

From: [New Mexico Department of Health](#)
To: [Lori McKee](#)
Subject: COVID-19 testing Saturday in Mesilla
Date: Tuesday, July 21, 2020 4:01:28 PM

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FOR IMMEDIATE RELEASE

Media Contact: David Morgan
Media & Social Media Manager, NMDOH
Mobile: (575) 649-0754
Email: david.morgan@state.nm.us

July 21, 2020

Department of Health provides COVID-19 testing Saturday in Mesilla

SANTA FE – The New Mexico Department of Health will provide drive up screening for the COVID-19 virus on Saturday, July 25th at the Mesilla Town Hall, 2231 Avenida De Mesilla from 7:00 to 9:00 am.

Those interested in testing are strongly encouraged to pre-register online, day or night, at <https://cvtestreg.nmhealth.org/>. When arriving to the testing location, please enter from northbound Avenida de Mesilla. This would be a right turn into the Mesilla Town Hall.

The Department of Health prioritizes COVID-19 testing for New Mexicans who are symptomatic, have known contacts to someone who have tested positive or live or work in congregate care settings.

All testing is still FREE OF CHARGE to anyone getting the test, and anyone can get tested, whether they have insurance or not. Those with insurance are asked to provide their insurance information.

For more information about COVID-19 and testing options available statewide, visit <https://cv.nmhealth.org/>. In addition, New Mexicans can continue to call with health-related questions to the Department of Health's coronavirus hotline at 855-600-3453. For non-health-related questions or concerns call 833-551-0518 or visit newmexico.gov.

#



New Mexico Department of Health | 1190 S St Francis Dr, Santa Fe, NM 87505

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From: [New Mexico Department of Health](#)
To: lomckee@nmsu.edu
Subject: COVID-19 testing Thursdays in Alamogordo
Date: Tuesday, June 2, 2020 4:10:35 PM

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FOR IMMEDIATE RELEASE

Media Contact: David Morgan
Media & Social Media Manager, NMDOH
Mobile: (575) 649-0754
Email: david.morgan@state.nm.us

June 2, 2020

Department of Health provides COVID-19 testing Thursdays at the Otero County Public Health Office

SANTA FE – The New Mexico Department of Health is providing COVID-19 virus screening every Thursday at the Otero County Public Health Office, 1207 8th St. in Alamogordo from 8:30 to 11:30 a.m.

Testing is available by appointment only. Testing is also available at facilities that request testing on their premises. Please call (575) 437-9340, extension 4 to schedule.

COVID-19 testing is available to New Mexico residents regardless if they have COVID-19 symptoms or not. Residents, however, should particularly consider being tested if they have any combination of the following symptoms: cough, fever, shortness of breath, chills, muscle pain, headache, sore throat, and/or loss of taste or smell.

All testing is still **FREE OF CHARGE** to anyone getting the test, and anyone can get tested, whether they have insurance or not. Please remember to bring your insurance card with you when you get tested and to limit two people per vehicle to avoid unnecessary risk for viral spread. If not traveling alone, also wearing facemasks can help to further reduce the chance spreading the virus to your passengers.

For more information visit the Department of Health's COVID-19 website, <https://cv.nmhealth.org/>, where we provide daily updates of case numbers, screening locations and the ability to access your test results online.

In addition, New Mexicans can continue to call with health-related questions to the Department of Health's coronavirus hotline at 855-600-3453. For non-health-related questions or concerns call **833-551-0518** or visit newmexico.gov.

#

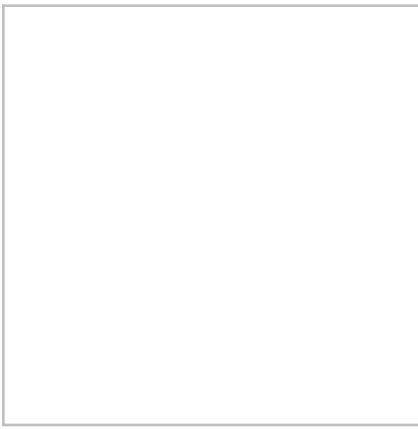


New Mexico Department of Health | 1190 S St Francis Dr, Santa Fe, NM 87505

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From: [Jennifer Miner](#)
To: [Lori McKee](#)
Subject: COVID-19 testing turnaround time
Date: Tuesday, July 28, 2020 2:55:41 PM

Hi Lori,

I hope you are having a great day! Would you be able to provide some guidance on how the process for COVID-19 testing works? We are directing the students to contact Aggie Health & Wellness Center if they are experiencing symptoms, but would like to know are they then directed to get tested at the county/public health department or Memorial Medical? Athletics had a bunch of questions about it and I wanted to make sure I was clear on my answers. They were also asking about the turn around time for testing.

Please let me know. I really appreciate your help!

Thanks,

Jennifer Miner

Associate Director of Administrative Operations
Housing & Residential Life
New Mexico State University
P: 575-646-3202 | E: minerj@nmsu.edu

Be Bold. Shape the Future.

From: [Melody Munson-Mcgee](#)
To: [John Floros](#); [Carol Parker](#); [Luis Cifuentes](#); [Andrew Burke](#); [Renay Scott](#); [Justin Bannister](#); [Ruth Johnston](#); [Roy Collins](#); [Dan Arvizu](#); [Kathryn Hanley](#); [Lori McKee](#); stepheni@ad.nmsu.edu; [Katrina Doolittle](#)
Cc: [Kimberly Altamirano](#); [Cindy Garrett](#); [Cortney Castle-Chavez](#); [Anne Comeau-Phillips](#); [Irene Montoya](#); [Gena Jones](#); [Estela Heredia](#); [Lydia Duran - Contact](#)
Subject: COVID-19 Weekly assessment
Date: Wednesday, July 8, 2020 8:17:27 AM

Good morning,

The newest version of the Ready report contains language about responding to a surge of COVID-19 in our community (see below). It also states that leadership is meeting with experts (essentially small CART + experts) weekly or more frequently if needed to assess COVID-19 status in the region and at NMSU. The reason for that inclusion is playing out around us. ASU, U of A, and UTEP all have these decisions to consider now, and we have to be prepared if those conditions come to Las Cruces or Doña Ana County.

Some of you are getting this as members of the CART core team, others as experts with valued advice. Both of these categories are important in assessing our course based on available data. I am hoping you can join a weekly 30-minute meeting, and I promise that if there is nothing to discuss, the meeting will be cancelled. These meetings will be smaller than previous CART meetings and will be tightly focused on data trends and implications for operations on the Las Cruces campus of NMSU.

Kim Altamirano will be in touch later to set these weekly meetings. Thank you all for your very important service to NMSU.

Responding to a surge in COVID-19 cases

We are counting on all Aggies doing their part to reduce spread of COVID-19 in the NMSU community, and part of the role of NMSU leadership is to closely monitor daily reports from the New Mexico Department of Health, down to the level of ZIP codes, to understand the status of COVID-19 in the community. These reports inform us about critical trends in metrics such as new infections, recoveries, and hospital capacity.

Under certain conditions, the NMSU administration is committed to severely limiting campus activities to reduce viral spread. Possible triggers include:

- levels of COVID that are statistically higher on campus than in the age-matched population in Doña Ana and El Paso counties.
- local hospitals near capacity for ICU beds. In this case, we could not assure that sick students or staff could get the care they need.
- a cluster of positive cases associated with a particular campus setting such as within a building or multiple buildings; within residence halls; within athletics, band, or other units or groups of students; and within on-campus employees.

In addition to daily monitoring, NMSU leadership will meet weekly, or more frequently as needed, with campus experts to assess trends in critical metrics. These meetings could trigger actions data collection to better assess the situation. Examples of these actions may include:

- increased testing for COVID-19 for specific groups of students, faculty and staff, with contact tracing for positive cases;
- investigating outbreaks to understand contributory factors such as social events or decreased vigilance regarding social distancing or face coverings, and taking corrective action as needed;
- closing campus buildings for disinfection in concert with NMSU Facilities & Services;
- reviewing related rules and policies;
- closing buildings to instruction and restricting campus activities; and
- communicating with the campus community as needed.

NMSU could pivot to fully online course delivery and stay-at-home restrictions based on expert guidance, even if a statewide school and business closure order has not been reinstated. Student services such as residential life and dining would continue as essential services.

mmm

~~~~~

*Melody Munson-McGee*  
*Chief of Staff, President's Office*  
*New Mexico State University, MSC 3445*  
*Las Cruces, NM 88003*

(575) 646-2128

[melodym@nmsu.edu](mailto:melodym@nmsu.edu)

**BE BOLD. Shape the Future.**

**From:** [Luis Campos](#)  
**To:** [Timothy Dobson](#); [Lori McKee](#)  
**Subject:** Fwd: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 11:15:54 AM

---

Tim can you provide info?  
Get [Outlook for iOS](#)

---

**From:** Julia Barello <jbarello@nmsu.edu>  
**Sent:** Thursday, July 30, 2020 11:09:43 AM  
**To:** Luis Campos <campos1@nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Luis Cifuentes <lacifuen@nmsu.edu>  
**Cc:** Sheri Pettit <spettit@nmsu.edu>  
**Subject:** Covid in Devasthali Hall

Hi Luis and Lori,

---

I am a mere 2.5 hours into the problem below, but believe that I am not getting appropriate support from NMSU. 36 people have been in the building since this researcher was there. Six (4 FS employees, 3 Art staff) handled furniture that this person was sitting in. Numerous other people spoke with this person, though all were masked and 6' distant.

Is it asking too much to have the building cleaned BEFORE more people come in to work? Or do we need to wait 3-5 days for the test results while letting the research activities continue, and inviting the subcontractors and FS staff come in to continue the commissioning process as they are scheduled to do?

I would like the building closed immediately, and disinfected today so we can get about the business of building NMSU into a Research 1 institution. The current process of FS saying I have to go to Aggie Wellness, and Aggie Wellness directing me to FS is not functional and will not solve this problem.

Regards,

Julia

**Professor Julia M. Barello**  
Academic Department Head  
Professor of Art  
Regent's Professor  
S.P. and Margaret Manasse Research Scholar  
College of Arts and Sciences  
New Mexico State University  
575-646-2728

**From:** Julia Barello <jbarello@nmsu.edu>

**Date:** Thursday, July 30, 2020 at 9:38 AM

**To:** Timothy Dobson <tdobson@nmsu.edu>, Enrico Pontelli <epontell@cs.nmsu.edu>

**Subject:** need Devasthali disinfected

Good morning Tim,

I have a researcher who has acute Covid symptoms and is getting tested right now. She was working in Devasthali on Saturday and came in contact with a number of people. Because I was unable to find any guidance on what steps to take via the Ready Plan, I called Aggie Wellness and spoke to two people there, neither were able to give any assistance until the test comes back, and regarding my request for cleaning services, directed me to FS. No phone number, no person to talk to, just call FS.

Called the workorder desk, spoke to Eric, who called Leslie, who called me and told me that you had sent a memo instructing them to tell people to start with Aggie Wellness. I assume you can see the problem here.

So I have two issues:

First, I need someone to disinfect specific parts of Devasthali Hall, if not the entire building. I would prefer that happen soon.

Second, why is there not a cohesive plan and guidance, which is in place and supported at all levels, distributed to anyone in a supervisory role explaining what to do in situations like this? Or better yet, on the home page of the Ready Plan?

From my perspective, this is a blessing in disguise because it allows me to see just how prepared NMSU is for having students return to campus.

That said, I will take my concerns directly to the executive leadership, but I would like to get a cleaning scheduled asap, and bouncing between circle Aggie Wellness and FS won't get that done. Please let me know how to move forward.

Best wishes, I hope you and your family are staying safe,

Julia

**Professor Julia M. Barello**

Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University

575-646-2728

**From:** [Angela Gonzales](#)  
**To:** [Lori McKee](#); [James Mooney](#)  
**Subject:** Fwd: COVID rapid test machine funding request  
**Date:** Thursday, June 25, 2020 9:37:18 AM  
**Attachments:** [image001.png](#)

---

FYI

Angie

Get [Outlook for iOS](#)

---

**From:** Purchasing <purchasing@nmsu.edu>  
**Sent:** Thursday, June 25, 2020 9:30:18 AM  
**To:** Angela Gonzales <angie94@nmsu.edu>  
**Subject:** RE: COVID rapid test machine funding request

Hello Angie,

If you can send us an email showing where you requested the 3<sup>rd</sup> quote, we can accept that along with the 2 quotes for this purchase.

Thank you,

## Marie Caves

### Buyer, Sr

Procurement Services  
New Mexico State University  
P. O. Box 30001  
Las Cruces, NM 88003-8001  
575-646-3599  
575-646-3736 – Fax  
[purchasing@nmsu.edu](mailto:purchasing@nmsu.edu)

Let us know how we are doing!

<https://purchasing.nmsu.edu/surveys/>

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---

**From:** Angela Gonzales <angie94@nmsu.edu>  
**Sent:** Wednesday, June 24, 2020 3:03 PM  
**To:** Purchasing <purchasing@nmsu.edu>  
**Subject:** COVID rapid test machine funding request

Good afternoon,

I have a question. The Aggie Health & Wellness Center has just been notified of a one-time funding of 25,000 for a rapid COVID test diagnostics machine. Our lab director has two quotes and is working on a third. Are we OK with procurement as we would like to move on this and get it ordered and set up before the semester starts.

Please do not hesitate to contact me with any questions.

Thank you for your response.

Sincerely,  
Angie

Angie Gonzales  
Business Manager  
Aggie Health & Wellness Center  
MSC 3529  
New Mexico State University  
PO Box 30001  
Las Cruces, NM 88003-8001

575-646-2059 Office

575-646-6428 Fax

[angie94@nmsu.edu](mailto:angie94@nmsu.edu)



**Health and Wellness**  
**New Mexico State University**

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**From:** [JUDI/DAVID.VOELZ](mailto:JUDI/DAVID.VOELZ)  
**To:** [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)  
**Subject:** Fwd: COVID-19 Employment Law Update  
**Date:** Monday, June 8, 2020 9:09:36 AM

---

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Lori,

This was in my home email. Looks like a valuable conference that might answer some of the employment questions we have had but it is expensive. Just thought I would pass it on to you. Judi

----- Original Message -----

**From:** Julie Richards <[julie@coding-advisor.com](mailto:julie@coding-advisor.com)>  
**To:** [voelzdj@comcast.net](mailto:voelzdj@comcast.net)  
**Date:** 06/08/2020 8:59 AM  
**Subject:** COVID-19 Employment Law Update

**Bottom Line:** You are required to immediately modify your employment policies to comply with new State and Federal COVID-19 employment rules. You must also ensure compliance with other related government agencies and laws that have been modified due to changing circumstances (i.e. Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission, (EEOC), United States Department of Labor (DOL), etc.).

Ignoring these new employment regulations really isn't an option - it leaves your practice seriously exposed to legal and governmental audits and penalties. The problem is cutting through the legalese and knowing exactly what policies to put into place.

Hiring a highly qualified healthcare attorney to update your employment policies and walk you through how to protect your practice could cost you thousands, but there is an alternative - healthcare and employment attorney, **Kelly Holden, Esq.** On [Wednesday, June 24th at 1 pm ET](#), Kelly is presenting a 60-minute online training session that will provide you with plain-English, employment law solutions specific to medical practices. You'll receive step-by-step advice on how to create and implement compliant employment policies, along with solutions to real-life situations.

Here are a just a few of the COVID-19 employment policy questions you'll get answered during this expert-led [online training](#):

- If testing is available, can you **legally test employees** for COVID-19?
- Are you violating **ADA laws** if you require pregnant or high risk staff to stay home?
- Can you **require staff to use accumulated PTO** as compensation if you send them home?

- How do you know if you are required to comply with **Federal Families First Coronavirus Act**?
- If an **employee reports that they've tested positive to COVID-19**, can you inform other staff?
- What are your obligations to the **Emergency Family & Medical Leave Expansion Act (EFMLEA)**?
- What obligations do you have related to the **Emergency Paid Sick Leave Act (EPSL)**?
- Are you required to comply with both **State and Federal employment regulations**?
- How can you reduce your **liability if an employee becomes infected** with COVID-19 at work?
- What is the best way to **document the communication of new employment policies**?
- If employees work from home, are you required to **reimburse home expenses** (i.e. internet, etc.)?
- Do you have an **obligation to report** employees with symptoms of COVID-19?
- When is it safe to let a **COVID-19-positive employee** return to work?
- How long must you **hold a position open** for an employee who can't come to work?
- How **high does an employee's temperature** need to be to be sent home?
- What should you do if you tell an employee to **go home and they refuse**?
- Are there documentation requirements for **COVID-19-positive employees**?
- Are you required by **EFMLEA and EPSL** to pay an employee for time they don't actually work?
- If an employee **tests positive for COVID-19**, are you required to record an OSHA incidence?
- How do you amend your **FMLA and leave policies** to align with updated **COVID-19 regulations**?
- How does COVID-19 change your **American with Disabilities Act (ADA) compliance**?
- Are there **specific PPE items** that you are required to provide to staff?
- And so much more...

**Who Should Attend:** Anyone that owns or manages a medical and/or dental practice, regardless of specialty, size or location, will significantly benefit from this attorney-led COVID-19 employment law online training.

The new employment laws affect everything from what you are required to pay when an employee is out sick to the safety of the work environment within your practice. Don't risk putting your practice at the mercy of State and Federal government audits,

penalties and fines due to noncompliance with COVID-19 employment rule requirements. Don't wait, [register](#) for this upcoming online training today.

Best,

*Julie*

Julie Richards  
Healthcare Training Leader  
800-453-6682

**PS:** Access to this training is limited and is expected to fill up quickly. To guarantee your access, [register](#) for this upcoming online training today.

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**From:** [Ruth Johnston](#)  
**To:** [D'Anne Stuart](#); [Katrina Doolittle](#); [Lori McKee](#)  
**Cc:** [Melissa Chavira](#)  
**Subject:** FW: Coronavirus update  
**Date:** Monday, July 6, 2020 7:36:02 AM

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Some of this may be useful for our thinking/planning/communicating.

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

**Covid-19 Information**

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**New Mexico State University**

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**From:** DAN ARVIZU <[dearviz@comcast.net](mailto:dearviz@comcast.net)>  
**Date:** Wednesday, July 1, 2020 at 6:50 PM  
**To:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Cc:** esanchez <[esanchez@psl.nmsu.edu](mailto:esanchez@psl.nmsu.edu)>, Lenny Martinez <[jlmarti@nmsu.edu](mailto:jlmarti@nmsu.edu)>  
**Subject:** Fwd: Coronavirus update

**WARNING:** This email originated external to the NMSU email system. Do not click on links or open attachments unless you are sure the content is safe.

Ruth and Eric,  
Thought you might be interested in guidance from Sandia Dep Director to staff.  
Dan

Begin forwarded message:

**From:** "Wagner, George G" <[ggwagn2@sandia.gov](mailto:ggwagn2@sandia.gov)>  
**Subject:** FW: Coronavirus update  
**Date:** July 1, 2020 at 3:57:07 PM MDT  
**To:** "Dan E. Arvizu ([dearviz@comcast.net](mailto:dearviz@comcast.net))" <[dearviz@comcast.net](mailto:dearviz@comcast.net)>

Listen to Dori.....  
=====

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**From:** Ellis, Dori <[deellis@sandia.gov](mailto:deellis@sandia.gov)>  
**Sent:** Wednesday, July 1, 2020 1:08 PM  
**Subject:** Coronavirus update

Having trouble reading this email? [View it in your browser.](#)



S A N D I A   N A T I O N A L   L A B O R A T O R I E S

## FROM THE DEPUTY LABS DIRECTOR

July 1, 2020

---

Colleagues,

I am writing to you because I am concerned about the recent increase in COVID cases involving Sandians. Slowing the spread begins with our individual and collective actions to ensure our health, maintain a safe worksite, and continue to meet our mission obligations.

The past seven days have demonstrated that we are not immune to the virus, as five members of the Sandia workforce tested positive, bringing our total to 20 cases in New Mexico and California. Fortunately, we have not had further spread at Sandia thanks to a defense-in-depth approach that we must continue and strengthen. I want to remind you of some best practices and requirements and introduce new guidance that James and I expect all members of the workforce to follow.

### **A positive test of someone in your work area**

If someone in your building or work area tests positive for the virus, follow the evacuation notification. Go home. Do not go to another building. If you have been in contact with the affected person, medical will call and arrange for you to be tested.

### **Work-related social events and team celebrations**

Continue to use technology for work-related social events and team celebrations. Our IT partners have enabled Microsoft Teams to augment Skype. I heard about a couple of groups using technology to celebrate by ordering the same meal ingredients and cooking together virtually. I thought that was a creative way to connect for a team activity. We also have had virtual social time with colleagues and friends.

### **Large meetings**

Similarly, use technology as much as possible to hold large meetings. If mission work requires an in-person meeting, limit attendees to 10 or less regardless of rooms' capacity, and use large rooms or even an auditorium. Face coverings for the duration of the meetings, social distancing and pre- and post-meeting cleanings are minimum requirements. They are the responsibility of the person who calls the meeting — not the administrative staff.

If you do plan a meeting with 10 or more people in the same room, I need to approve it in advance.

### **Face coverings**

Because COVID-19 spreads mainly through respiratory droplets produced when an infected person — whether symptomatic or asymptomatic — coughs, sneezes, or even talks, the use of face coverings reduces the chance of those droplets reaching others. Face coverings are especially important when social distancing cannot be maintained.

To reiterate our guidance: You should wear a face covering while on Sandia-controlled premises in all common areas. For general use, face coverings may be personally owned. Wear them outdoors if you can't maintain a minimum of 6 feet of social distancing. Even outdoors, carry one with you for incidental encounters. A [common area](#) is anywhere you might encounter someone else – hallways, restrooms, lobby areas, meeting rooms, etc.

When using a face covering, make sure:

- The mouth and nose are fully covered without gaps.
- You do not have difficulty breathing while wearing the face covering.
- The face covering can be tied or otherwise secured to prevent slipping.
- That cloth face coverings have more than one layer of fabric and can be laundered without damage or change to the shape.
- The face covering does not have exhalation valves. Those types do not provide source control of the virus and allow the user's breath to escape, defeating the purpose, which is to protect those around you.

While at work, the only time I do not wear a face covering is when I am alone in my office. I take it off only when I get into my car. The latest guidance on face coverings and many other COVID-19 topics is available on our [COVID-19 website](#) and on this [infographic](#).

While face coverings can help reduce airborne transmission of the virus, the use of fans in offices and cubicles can have the opposite effect. Please do not use fans unless you are in a private office with the door closed. Fans extend the range of the virus spread and negate the benefits derived from social distancing.

### **Business travel**

Because guidance from the CDC, the DoD and KAFB all are different and evolving, it can be confusing. Business travel should occur only when it is **essential** to deliver on our mission commitments. Travel between Sandia sites should be evaluated to ensure it is essential. If the meeting can be conducted by phone or video conference, always use technology. If the planned travel can be postponed, postpone it. Many, if not all, conferences are delivering their programs virtually. Delivering an in-person conference presentation should not happen during this pandemic.

If you travel for business purposes, plan on a potential quarantine of at least 14 days, depending on where you travel or if circumstances change during your stay.

### **Personal travel**

Plan to self-quarantine following personal travel if you attend a large gathering, go to a state where COVID-19 cases are on the rise, or think there is any chance you might have been exposed to the virus. Please think critically about whether you need to travel. I recognize some travel cannot be avoided, and in those cases, you should have a plan to work from home for at least 14 days upon your return, depending on the circumstances. Please keep your manager informed of your travel plans.

### **Sandia Health Check**

Beginning Monday, a daily [health check](#) is required to access a Sandia facility. You can conduct a health check from a Sandia-owned phone, your home computer or on your personal phone, remembering the app is available on personally owned devices [here](#). Add it to your home screen for future

access: [https://sandiahr.custhelp.com/app/answers/detail/a\\_id/10158](https://sandiahr.custhelp.com/app/answers/detail/a_id/10158). You also can visit [hr.sandia.gov](http://hr.sandia.gov) and click the “Sandia Health Check” link.

Use the app to self-report your daily health screening information to bypass physical Health Check locations. Based on your answers to the CDC-based health and behavior questionnaire, you will either be cleared to access Sandia facilities or told to stay home for the day.

Finally, I know these times have been difficult for all of us. My husband Larry and I also have struggled and perhaps let our guard down a bit a few times. But we remind ourselves that we have an obligation to protect each other, our family, and the community. Please stay vigilant and take all the precautions you can to ensure your health and the health of those around you.

Stay well,

— *Dori Ellis*

[Around Sandia](#) | [Lab News Website](#) | [Inside](#) | [Sandia.gov \(public\)](#)

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For technical assistance contact [CCHD](#).

**From:** [Ruth Johnston](#)  
**To:** [Katrina Doolittle](#); [Lori McKee](#)  
**Cc:** [Melissa Chavira](#); [Melody Munson-Mcgee](#); [Gena Barela](#); [Lauren Goldstein](#); [Jon Webster](#)  
**Subject:** FW: COVID 19 infographics  
**Date:** Wednesday, June 3, 2020 7:44:47 AM

---

Katrina and Lori (and others) – these seem to be great infographics – see link. How might we use them?

Ruth

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

### **Covid-19 Information**

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**New Mexico State University**

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**From:** Laura Madson <[lmadson@nmsu.edu](mailto:lmadson@nmsu.edu)>  
**Date:** Tuesday, June 2, 2020 at 5:53 PM  
**To:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Subject:** COVID 19 infographics

Dr. Johnston -

The [Psychonomic Society](#) just released a series of infographics and accompanying resources applying the best behavioral science to three behaviors: face touching, hand washing, and social distancing. The infographics and additional info are [here](#). From the site:

### **COVID-19 and Behavioral Science**

The spread of COVID-19 is, in part, based on human behavior. Behavioral scientists are a unique resource for changing human behavior in ways that may reduce the spread of the virus. The Psychonomic Society initiated an effort to assemble a group of experts in learning and behavior modification. Our goal is to disseminate evidence-based recommendations in areas where behavioral science may make a unique contribution.



I thought these resources might be of use to NMSU's COVID19-related efforts.

Thank you for your time.

Im

Laura Madson, Ph.D.

Professor

Department of Psychology

New Mexico State University

Las Cruces, NM 88003

[lmadson@nmsu.edu](mailto:lmadson@nmsu.edu)

lauramadson.com

[she | her | hers](#)

**From:** [Ruth Johnston](#)  
**To:** [Lori McKee](#); [Katrina Doolittle](#); [Amanda Bradford](#)  
**Subject:** FW: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 4:35:47 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[Infection Controls and Best Practices, Dept. of Art\[2\].docx](#)  
[READ THIS BEFORE ENTERING JUNE 1ST, 2020.docx](#)

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FYI

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Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

For information about **NMSU Ready - our Return to Campus Plan** visit: [ready.nmsu.edu](https://ready.nmsu.edu)  
**HAVE A COVID-19 QUESTION** – Let us know at [covid19@nmsu.edu](mailto:covid19@nmsu.edu)

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**New Mexico State University**

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**From:** Luis And lauren Cifuentes <lacifuen@nmsu.edu>  
**Date:** Thursday, July 30, 2020 at 4:32 PM  
**To:** Julia Barello <jbarello@nmsu.edu>  
**Cc:** "Ruth A. Johnston" <ruthj@nmsu.edu>, Enrico Pontelli <epontell@nmsu.edu>, James Murphy <murphy@nmsu.edu>, JoAnne Dupre <jdupre@nmsu.edu>, David Schoep <dschoep@ad.nmsu.edu>  
**Subject:** Re: Covid in Devasthali Hall

Julia,

We are working hard to address issues with NMSU Ready brought up below. Those responsible for *Return to Research and Creativity Safety Plans* (yours is attached) should be familiar with the NMSU

Ready Plan, however, it is your safety plan and the required training your researchers and staff took that inform actions in Devastali Hall today.

The plan called for establishment of mandatory area entry/exit logs, which should identify who may have contacted the symptomatic individual. If the **INFECTIOIN CONTROLS AND BEST PRACTICES** document (attached):

All research participants in all listed areas will be required to follow infection control and best practices as outlined in the Covid 19 Health Safety Plan and the Research and Creativity COVID-19 Training Supplement. All research participants will be required to furnish and wear their own face coverings, use hand disinfecting practices and maintain social distance throughout the entire facility. Commercially made face masks will be distributed when the pending order is received. Individuals working in private studios will not be required to wear face coverings, but should maintain hand hygiene whenever entering and exiting the space. Additional PPE will be provided and utilized in all areas where hazardous materials and processes exist, as outlined in the current chemical hygiene plan. Supplemental department safety training as well as EHSR&M training will be identified and administered where applicable.

The listed private studios are single occupancy rooms, and are furnished with sinks, disinfectant hand soap and paper towels. With the exception of the two computer labs, rooms 221 and 231, which will be furnished with hand sanitizer and disinfectant wipes, all common studios and labs have sinks with disinfectant hand soap. All equipment and surfaces will be disinfected by the individual researcher immediately after they have completed working in that particular area. Equipment controls and machinery mechanisms that require disinfecting will be marked with fluorescent tape.

was followed, the risk of exposure and transmission should have been minimal.

If researchers did not follow these protocols, research activities in Devastali Hall should be curtailed and additional training must take place. If PIs and supervisors have no idea of how to deal with a symptomatic and/or positive case, research activities in Devastali Hall should be curtailed until they are properly informed.

I, JoAnne DuPre and David Schoep are available to meet with you and your staff.

Regards,

*Luis*

**Luis Cifuentes, Ph.D. | Vice President for Research &  
Dean of the Graduate School**

New Mexico State University

Las Cruces, NM 88003

Work Phone: 575-646-9313

Mobile Phone: 979-229-2391

# COVID-19 Health Safety Plan for Return to Research and Creativity

Luis  
Cifuentes

Digitally signed  
by Luis Cifuentes  
Date: 2020.06.17  
09:59:48 -06'00'

**Submitted By** Julia Barell (jbarell@nmsu.edu)

**Submitted On** 5/28/2020 2:07:42 PM

1. Brief Description /  
Statement of Work

As a studio artist, i require access to my studio at DEV hall in order to complete projects that I have professional commitments for. In addition to all the tools and materials in that space, I also need access to proper ventilation in order to fabricate works. I am also writing this as the PI for all the studio faculty, graduates and one undergraduate who will need access to their private studios, and access to the classroom studios where tools and equipment is located. Most work will be conducted in the private spaces, with some use of the classrooms .

2. Estimated Start Date 2020-06-01

3. Estimated End Date 2020-08-14

4. Is this Funded Research? No

5. Building or Field Location Devasthali Hall

6. Room Number(s) 238B, 118 suite (and as PI for all researchers in DEV hall, all the rooms)

7. College College of Arts and Sciences

8. Department Art

9. Building Monitor or Unit  
Safety Officer Name Adam Labe

10. Building Monitor or Unit  
Safety Officer E-Mail adamlabe@nmsu.edu

11. Department Head or  
Director Name Julia Barell

12. Department Head or  
Director E-Mail jbarell@nmsu.edu

13. Dean or Vice President  
Name Enrico Pontelli

14. Dean or Vice President E-mail epontelli@nmsu.edu
15. Lead PI Name julia barello
16. Lead PI Email Address jbarell@nmsu.edu
17. Lead PI Phone Number [REDACTED]
18. Members of the Research Group Brita d'Agostino, brita@nmsu.edu, [REDACTED]; Breana Lamb, breelamb@nmsu.edu, [REDACTED]; Tauna Cole-Dorn, taucole@nmsu.edu, [REDACTED]; Joshua Clark, jclark19@nmsu.edu, [REDACTED]; Motoko Furuhashi, motoko@nmsu.edu, [REDACTED]; Silvia Marinas, smarinas@nmsu.edu, [REDACTED]; Hannah Treder, htreder@nmsu.edu, [REDACTED]; Katrina Chandler, turnbull@nmsu.edu, [REDACTED]; Katherine Chudy, darkbird@nmsu.edu, [REDACTED]; Maggie Day, maggieda@nmsu.edu, [REDACTED]; Yashoda Latkar, yashoda1@nmsu.edu, [REDACTED]3; Alex Nipper, anipper@nmsu.edu, [REDACTED]; Dina Perlasca, perlasca@nmsu.edu, [REDACTED]; Cierra Redding, cierranr@nmsu.edu, [REDACTED]; Lee Sullivan, sullicar@nmsu.edu, [REDACTED]; Donovan Swann, vanswann@nmsu.edu, [REDACTED]; Mahsa Haghoobi Kiaseh, mahsayk@nmsu.edu, [REDACTED];
19. Do other PIs share this space? Yes
20. Other PI Information Brita d'Agostino, brita@nmsu.edu, [REDACTED]; Breana Lamb, breelamb@nmsu.edu, [REDACTED]; Tauna Cole-Dorn, taucole@nmsu.edu, [REDACTED]; Joshua Clark, jclark19@nmsu.edu, [REDACTED]; Motoko Furuhashi, motoko@nmsu.edu, [REDACTED]; Silvia Marinas, smarinas@nmsu.edu, [REDACTED]; Hannah Treder, htreder@nmsu.edu, [REDACTED]; Katrina Chandler, turnbull@nmsu.edu, [REDACTED]; Katherine Chudy, darkbird@nmsu.edu, [REDACTED]6; Maggie Day, maggieda@nmsu.edu, [REDACTED]; Yashoda Latkar, yashoda1@nmsu.edu, [REDACTED]; Alex Nipper, anipper@nmsu.edu, [REDACTED]; Dina Perlasca, perlasca@nmsu.edu, [REDACTED]; Cierra Redding, cierranr@nmsu.edu, [REDACTED]; Lee Sullivan, sullicar@nmsu.edu, [REDACTED]; Donovan Swann, vanswann@nmsu.edu, [REDACTED]; Mahsa Haghoobi Kiaseh, mahsayk@nmsu.edu, [REDACTED];
21. Other PI group members
22. Control Methods and Best Practices ["Reduce the number of staff working in the same area at the same time to reduce occupational densities in facilities", "Use staggered staff

work schedules to reduce occupational density in research facilities", "Minimize the amount of time staff are required to be on-site to complete specific tasks.", "Physically separate workstations (150 to 200 sq. ft. / workstation minimum)", "Install barriers between workstations that are in close proximity (when both must be used simultaneously)", "Cover pourous material, such as cloth chairs with plastic or other easily cleanable material.", "Use signage and floor markings to provide visual cues about social distancing requirements", "Use marked traffic patterns to avoid congestion in bottleneck areas.", "Limit sharing of supplies, tools and equipment between staff. Assign to specific individuals whenever possible", "Establish area entry / exit logs (mandatory). Use low-touch or no-touch, electronic logging techniques whenever possible", "Use virtual communication tools in lieu of face-to-face group meetings or individual communications between staff as much as possible", "Reduce the number of accessible areas in a facility. Close off unused areas or restrict the number of staff allowed in common areas such as break rooms or bathrooms."]

|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23. Procedures/Tasks requiring less than 6 foot distance and control methods for them | The only task would be if someone is moving a large and heavy piece of steel or wood and could not do it by themselves. In this case, assistance would be arranged, social distancing would be adhered to as much as possible, and face masks would be used, followed with appropriate hygiene.                                                                                                                                                                                                                                                                                                                                   |
| 24. Cleaning Preparedness                                                             | ["ID'ing the high-touch areas with colored tape ", "Appropriate cleaning / disinfecting supplies have been procured and are readily available to staff ", "Area is well-organized to facilitate easy cleaning and disinfection by staff.", "Enhanced area / equipment cleaning protocols have been developed", "Staff have been trained on the enhanced cleaning protocols or will be trained prior to beginning work ", "Staff are aware of the specific high-touch areas and equipment (handles, surfaces, doorknobs, shared equipment, tools) that must be disinfected between uses and at the beginning / end of each shift"] |
| 25. Other controls or practices to minimize exposure                                  | Research Group Leader has provided a research operation/exposure control plan which will guide all safety behaviors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 26. PPE procured and readily available?                                               | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 27. Exposure control PPE used by staff                                                | ["Face coverings (may be mandatory; check current NMSU policy and NM Department of Health Orders)", "Nitrile gloves (if needed)"]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 28. Handwashing supplies stocked and available?                                       | ["Yes"]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

29. Personal hygiene practices reviewed with staff ["Frequent hand-washing (20 seconds with soap and water)", "Use of hand sanitizer where hand-washing facilities are not available.", "Proper use of face coverings", "Proper cough and sneeze etiquette"]
30. I will verify staff have completed the Research supplementary training before they begin work I Agree
31. I will verify staff have reviewed, signed and agree to adhere to the public health protocols outlined in the Commitment to Public Health Practices in Research Activities agreement before they begin work I Agree
32. I will have staff review and agree to abide by all infection control protocols and methods described in this COVID-19 Health Safety Plan before they begin work. I Agree
33. Supplemental Information This document was designed for the use of scientists, not artists.
- 34. I understand that failure to follow the controls identified in this plan and other public health directives endorsed by NMSU, including departmental rules, will result in denial of access to research facilities and on-site privileges.** 2020-05-28  
**By signing this agreement, I acknowledge that I have carefully read, understand, and agree to abide by the conditions detailed in this plan and the Commitment to Public Health Practices in Research Activities. I agree to seek guidance**

**BE BOLD.** Shape the Future. Elevate Research and Creativity.



Research



Graduate  
School



NMSU  
Ready

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**From:** Julia Barello <jbarello@nmsu.edu>

**Date:** Thursday, July 30, 2020 at 1:27 PM

**To:** Lori McKee <lomckee@nmsu.edu>, Luis Campos <campos1@nmsu.edu>, Luis Cifuentes <lacifuen@nmsu.edu>

**Cc:** Sheri Pettit <spettit@nmsu.edu>, Ruth Johnston <ruthj@nmsu.edu>, Timothy Dobson <tdobson@ad.nmsu.edu>, Enrico Pontelli <epontell@nmsu.edu>

**Subject:** Covid in Devasthali Hall

Hi Lori,

Thank you for your quick response today. As a department head with responsibility for a 54,000 square foot building and to hundreds of students/faculty/staff; a member of the Climate Survey Action Team focusing on our community's trust in the skills of our executive leadership; and a participant in this summer's preparatory activities I'd like to offer some unsolicited feedback. As I have often seen in my 27 years at NMU, plans are made at the administrative level without full knowledge of how they will function once implemented where the ostensibly real work of the institution occurs – in the classroom. As I've told my faculty/staff/graduate students today, we are lucky that this incident occurred today and not when undergraduates are in our building so that we can test out NMSU's preparedness regarding covid plans, and adjust our plans accordingly.

What I learned today is this:

1. The chain of command and information regarding active Covid 19 on campus is not in place.
2. Aggie Wellness staff do not have the information to direct callers appropriately, even though they are the first place we are told to call.
3. FS staff do not have the appropriate information to direct callers. Telling me I have to speak with Aggie Wellness first; right after Aggie Wellness told me I have to speak with Facilities first is not functional.
4. If you know to look for the Ready Plan, it is five clicks to get to enhanced cleaning. That indicates to me that this information is buried pretty deeply.
5. The Ready Plan, while thoroughly massaged is not useful in a time sensitive situation. I worked with four people today, three administrators and one staff member to find the information that you forwarded– and we could not find it, readily. You could dismiss us



as not knowing the plan well enough, or you might consider the possibility that the people who write procedures are not the best people to assess whether those plans are legible and navigable to the hundreds of people who haven't spent months developing, writing and editing them.

6. The Ready Plan guidance that you forwarded only provides information for what to do once a positive result has been received. What guidance do you provide for situations when we have a highly symptomatic individual, from El Paso, from a large family, and with two teenagers who had contact with a number of people? Should we just wait the seven days so no one needs to engage in the enhanced cleaning process? That will support what many in the community think is going on, NMSU is trying to save money and risking people's health in the process.
7. Would you suggest that I notify the four staff from Facilities and Services who handled the furniture this individual was using, or should I wait until we get a definitive test result in 3-5 days before I tell them, so they can tell their colleagues, friends and family that they may have been exposed?
8. The lack of attention to preemptive action in cases when there is a high probability of exposure leads me to wonder whether in the administration's active metrics studying any one has considered the impact of exponential exposures.
9. Could you please direct me to the page in the Ready Plan that lets me know I have the right as a Department head to close a building and close down twenty people's research programs, so I can get in and clean equipment?
10. Most shockingly and irresponsible was the comment made by the head of HR at yesterday's Climate Survey Action Team meeting when I asked what the status was on tracking people's presence in spaces for purposes of contact tracing, and was told that "faculty and staff will be asked to just jot down a list of who they meet with each day."

I have wholeheartedly participated in the effort to ensure that students can return safely to campus but today has underscored that NMSU is not prepared for the return of students. There is no plan for how to control open interior spaces; there is no method for tracking people's movements; no way to log who is in a building at what times, and now that I understand that we have no mechanism for how to take action UNTIL there is a positive test result in hand I realize that this is a failed endeavor.

Best wishes and good luck,

Julia

**Professor Julia M. Barello**

Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar  
College of Arts and Sciences  
New Mexico State University  
575-646-2728

---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Date:** Thursday, July 30, 2020 at 11:37 AM  
**To:** Julia Barello <jbarello@nmsu.edu>, Luis Campos <campos1@nmsu.edu>, Luis Cifuentes <lacifuen@nmsu.edu>  
**Cc:** Sheri Pettit <spettit@nmsu.edu>, Ruth Johnston <ruthj@nmsu.edu>, Timothy Dobson <tdobson@ad.nmsu.edu>  
**Subject:** RE: Covid in Devasthali Hall

Dr. Barello

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Thanks. LM

[https://ready.nmsu.edu/NMSU\\_Ready\\_072820.pdf](https://ready.nmsu.edu/NMSU_Ready_072820.pdf)



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Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Julia Barello <jbarello@nmsu.edu>  
**Sent:** Thursday, July 30, 2020 11:10 AM  
**To:** Luis Campos <campos1@nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Luis Cifuentes <lacifuen@nmsu.edu>  
**Cc:** Sheri Pettit <spettit@nmsu.edu>  
**Subject:** Covid in Devasthali Hall

Hi Luis and Lori,

---

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Regards,

Julia

**Professor Julia M. Barello**

Academic Department Head  
Professor of Art  
Regent's Professor  
S.P. and Margaret Manasse Research Scholar  
College of Arts and Sciences  
New Mexico State University  
575-646-2728

**From:** Julia Barello <[jbarello@nmsu.edu](mailto:jbarello@nmsu.edu)>  
**Date:** Thursday, July 30, 2020 at 9:38 AM  
**To:** Timothy Dobson <[tdobson@nmsu.edu](mailto:tdobson@nmsu.edu)>, Enrico Pontelli <[epontell@cs.nmsu.edu](mailto:epontell@cs.nmsu.edu)>  
**Subject:** need Devasthali disinfected

Good morning Tim,

I have a researcher who has acute Covid symptoms and is getting tested right now. She was working in Devasthali on Saturday and came in contact with a number of people. Because I was unable to find any guidance on what steps to take via the Ready Plan, I called Aggie Wellness and spoke to two people there, neither were able to give any assistance until the test comes back, and regarding my request for cleaning services, directed me to FS. No phone number, no person to talk to, just call FS.

Called the workorder desk, spoke to Eric, who called Leslie, who called me and told me that you had sent a memo instructing them to tell people to start with Aggie Wellness. I assume you can see the problem here.

So I have two issues:

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Second, why is there not a cohesive plan and guidance, which is in place and supported at all levels, distributed to anyone in a supervisory role explaining what to do in situations like this? Or better yet, on the home page of the Ready Plan?

From my perspective, this is a blessing in disguise because it allows me to see just how prepared NMSU is for having students return to campus.

That said, I will take my concerns directly to the executive leadership, but I would like to get a cleaning scheduled asap, and bouncing between circle Aggie Wellness and FS won't get that done. Please let me know how to move forward.

Best wishes, I hope you and your family are staying safe,

Julia

**Professor Julia M. Barelo**

Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University

575-646-2728

**From:** [Ruth Johnston](#)  
**To:** [Lori McKee](#); [Katrina Doolittle](#)  
**Subject:** FW: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 4:41:56 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

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**HAVE A COVID-19 QUESTION** – Let us know at [covid19@nmsu.edu](mailto:covid19@nmsu.edu)

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**New Mexico State University**

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---

**From:** Melissa Chavira <mchavira@nmsu.edu>  
**Date:** Thursday, July 30, 2020 at 3:43 PM  
**To:** Jon Webster <jonweb78@ad.nmsu.edu>, Amanda Bradford <ambradfo@ad.nmsu.edu>, "Ruth A. Johnston" <ruthj@nmsu.edu>, Melody Munson-Mcgee <mmunsonm@ad.nmsu.edu>, Gena Barela <gbarela@nmsu.edu>, Lauren Goldstein <poet@nmsu.edu>  
**Subject:** Re: Covid in Devasthali Hall

Great suggestion Amanda!  
I've created a button on the main page of the plan and a section that includes "helpful resources" – if you click on the button it auto-populates with the subject line. I can make it auto populate a message too if we'd like to include one. I've also create a table of contents that links to every section of the plan on this page. This should also help in directing people to specific sections of the plan in our communications.

<https://ready.nmsu.edu/plan/>

I'm still working on other updates but wanted to share the progress so far.

- Melissa

---

**From:** Jon Webster <jonweb78@ad.nmsu.edu>

**Date:** Thursday, July 30, 2020 at 1:11 PM

**To:** Melody Munson-Mcgee <mmunsonm@nmsu.edu>, Amanda Bradford <ambradfo@ad.nmsu.edu>, Ruth Johnston <ruthj@nmsu.edu>, Melissa Chavira <mchavira@nmsu.edu>, Melody Munson-Mcgee <mmunsonm@ad.nmsu.edu>, Gena Barela <gbarela@nmsu.edu>, Lauren Goldstein <poet@nmsu.edu>

**Subject:** RE: Covid in Devasthali Hall

Food for thought on this:

- AHCW will let F&S know about a positive case for enhanced cleaning when a test comes back positive.
- In this case, my assumption is that Julia wanted the enhanced misting cleaning before the test came back positive so could be this is why AHCW directed her to the WO desk.

Discuss more in the morning. FUN FUN FUN 😊

Jon Webster  
NMSU COVID-19 Project Manager  
Assistant Director, Project Development & Engineering  
Facilities and Services  
New Mexico State University  
(575) 646-5248 Office  
(915) 245-5319 Cell  
[jonweb78@nmsu.edu](mailto:jonweb78@nmsu.edu)

**NMSU Ready Plan**

HAVE A COVID-19 QUESTION – Send an email to [Covid19@nmsu.edu](mailto:Covid19@nmsu.edu)



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---

**From:** Melody Munson-Mcgee <mmunsonm@nmsu.edu>

**Sent:** Thursday, July 30, 2020 12:34 PM

**To:** Amanda Bradford <ambradfo@ad.nmsu.edu>; Ruth Johnston <ruthj@nmsu.edu>; Melissa Chavira <mchavira@nmsu.edu>; Melody Munson-Mcgee <mmunsonm@ad.nmsu.edu>; Jon Webster <jonweb78@ad.nmsu.edu>; Gena Barela <gbarela@nmsu.edu>; Lauren Goldstein <poet@nmsu.edu>

**Subject:** Re: Covid in Devasthali Hall

Wise words, Amanda. We all need to be responsive and help people get to the right case.

mmm

---

**From:** Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>

**Date:** Thursday, July 30, 2020 at 12:24 PM

**To:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>, Melody Munson-Mcgee <[mmunsonm@ad.nmsu.edu](mailto:mmunsonm@ad.nmsu.edu)>, Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>, Gena Barela <[gbarela@nmsu.edu](mailto:gbarela@nmsu.edu)>, Lauren Goldstein <[poet@nmsu.edu](mailto:poet@nmsu.edu)>

**Subject:** Re: Covid in Devasthali Hall

It's problematic that she called AHCW (which is what the Ready plan directs her to do) and she was told to call F&S.

It sounds like she tried to follow the instructions and it didn't work.

Melissa may be able to add a button that would pop up an email to [campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu) with a subject line auto-populated with "Reporting a positive COVID-19 case"

For that matter, we should consider a button directing people to the self-check app, as well.

AB

---

**From:** Melody Munson-Mcgee <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>

**Date:** Thursday, July 30, 2020 at 12:17 PM

**To:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>, Melody Munson-Mcgee <[mmunsonm@ad.nmsu.edu](mailto:mmunsonm@ad.nmsu.edu)>, Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>, Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>, Gena Barela <[gbarela@nmsu.edu](mailto:gbarela@nmsu.edu)>, Lauren Goldstein <[poet@nmsu.edu](mailto:poet@nmsu.edu)>

**Subject:** Re: Covid in Devasthali Hall

Two additional concerns:

1. Department Heads need to read the Ready Plan. (Our job to communicate. Your job to read.)
2. Two parts: Should there be a button on the Ready landing page linked to Reporting COVID-19 at NMSU, and should that page have a button to "Report a Case"?



mmm

---

**From:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>

**Date:** Thursday, July 30, 2020 at 12:08 PM

**To:** Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>, Melody Munson-Mcgee <[mmunsonm@ad.nmsu.edu](mailto:mmunsonm@ad.nmsu.edu)>, Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>, Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>, Gena Barela <[gbarela@nmsu.edu](mailto:gbarela@nmsu.edu)>, Lauren Goldstein <[poet@nmsu.edu](mailto:poet@nmsu.edu)>

**Subject:** FW: Covid in Devasthali Hall

To discuss in the a.m. too.

---

Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
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---

**From:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>

**Date:** Thursday, July 30, 2020 at 11:37 AM

**To:** Julia Barelo <[jbarelo@nmsu.edu](mailto:jbarelo@nmsu.edu)>, Luis Campos <[campos1@nmsu.edu](mailto:campos1@nmsu.edu)>, Luis And lauren Cifuentes <[lacifuen@nmsu.edu](mailto:lacifuen@nmsu.edu)>

**Cc:** Sheri Pettit <[spettit@nmsu.edu](mailto:spettit@nmsu.edu)>, "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Timothy Dobson <[tdobson@ad.nmsu.edu](mailto:tdobson@ad.nmsu.edu)>

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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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**From:** Julia Barello <[jbarello@nmsu.edu](mailto:jbarello@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 11:10 AM  
**To:** Luis Campos <[campos1@nmsu.edu](mailto:campos1@nmsu.edu)>; Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>; Luis Cifuentes <[lacifuen@nmsu.edu](mailto:lacifuen@nmsu.edu)>  
**Cc:** Sheri Pettit <[spettit@nmsu.edu](mailto:spettit@nmsu.edu)>  
**Subject:** Covid in Devasthali Hall

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College of Arts and Sciences

New Mexico State University

575-646-2728

**From:** Julia Barello <[jbarello@nmsu.edu](mailto:jbarello@nmsu.edu)>

**Date:** Thursday, July 30, 2020 at 9:38 AM

**To:** Timothy Dobson <[tdobson@nmsu.edu](mailto:tdobson@nmsu.edu)>, Enrico Pontelli <[epontell@cs.nmsu.edu](mailto:epontell@cs.nmsu.edu)>

**Subject:** need Devasthali disinfected

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Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University

575-646-2728

**From:** [Steven Smyth](#)  
**To:** [Lori McKee](#)  
**Subject:** Fw: covid testing for marching band  
**Date:** Thursday, July 30, 2020 1:23:04 PM

---

Ok, so I loved our conversation yesterday and feel like we are better prepared....then I got this email. thoughts?

---

**From:** [REDACTED]  
**Sent:** Wednesday, July 29, 2020 6:43 PM  
**To:** Steven Smyth <ssmyth@nmsu.edu>  
**Subject:** covid testing for marching band

I am 17 and not able to get a test by myself. I came to NM last weekend and am staying with my Grandma. She can't legally sign for me and won't leave the house anyways. I'm supposed to move into the dorms on the 10th, but legally I won't be old enough to get a test. I'm not sure what to do.

**From:** [Carol MacDonald](#)  
**To:** [Lori McKee](#)  
**Subject:** FW: COVID TESTING  
**Date:** Monday, July 27, 2020 1:03:31 PM  
**Attachments:** [image001.png](#)

---

Hi Lori,

This is what I have so far. Waiting on any other responses by 2 PM. Dr. Voelz wants to know who will be supervising the collection people? DOH?

| Wednesday     | Thursday     | Friday        |
|---------------|--------------|---------------|
| Gerry         | Suzanne      | Gerry         |
| Caryl         | Caryl        | Debbie Jo     |
| Cruz          | Donna        | Erika         |
| Sara Guidetti | Diana Aragon | Sara Guidetti |
|               | Ethi         |               |

---

**From:** Judi Voelz <jvoelz@ad.nmsu.edu>  
**Sent:** Monday, July 27, 2020 12:25 PM  
**To:** Carol MacDonald <nevarezc@nmsu.edu>  
**Subject:** Re: COVID TESTING

Carol,

Who will be supervising these collecting people? Judi

---

**From:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Sent:** Monday, July 27, 2020 9:22 AM  
**To:** Sara Verduzco; Emilee Lopez; Debbie Gonzales; Ladonna Lovejoy; Erika Holguin; Madeline Lewis; Cruzita Montoya; Robin Curry; Suzanne Price; Diane Aragon; Diane Kruis; Judi Voelz; Sara Guidetti; Sarah House; Caryl Rada; Gerry Chavez; James Mooney  
**Cc:** Lori McKee  
**Subject:** COVID TESTING

Hi All,

We are in need of staff to help with covid collection testing next week (8:00 AM – 10:00 AM Wednesday, Thursday and Friday) at the dorms. This will be offered to incoming students. DOH will provide gowns and hair covers. We just need gloves, N95 masks and our face shields. This is a great opportunity to get training, experience and to prepare for when our rapid machine arrives. Please respond by 2 PM today so Lori can prepare her list. DOH will provide training.

Thanks,  
Carol

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-3459**

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**From:** [Lori McKee](#)  
**To:** [Stephen Lopez](#)  
**Subject:** FW: COVID TESTING  
**Date:** Monday, July 27, 2020 9:39:00 AM  
**Attachments:** [image001.png](#)

---



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
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---

**From:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Sent:** Monday, July 27, 2020 9:26 AM  
**To:** Gerry Chavez <[chavezgr@nmsu.edu](mailto:chavezgr@nmsu.edu)>  
**Cc:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** RE: COVID TESTING

Awesome! Thanks Carol

---

**From:** Gerry Chavez <[chavezgr@nmsu.edu](mailto:chavezgr@nmsu.edu)>  
**Sent:** Monday, July 27, 2020 9:25 AM  
**To:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Subject:** RE: COVID TESTING

Hello, I would be interested in participating, however I would only be able to help Wednesday and Friday, since I am alone in the lab on Thursday.



Gerardo R. Chavez, MLS (ASCP)  
Medical Laboratory Scientist  
Aggie Health and Wellness  
[chavezgr@nmsu.edu](mailto:chavezgr@nmsu.edu)  
(575) 646-6426



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Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

---

**From:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Sent:** Monday, July 27, 2020 9:22 AM  
**To:** Sara Verduzco <[sarave1@nmsu.edu](mailto:sarave1@nmsu.edu)>; Emilee Lopez <[lopezem1@nmsu.edu](mailto:lopezem1@nmsu.edu)>; Debbie Gonzales <[djg@nmsu.edu](mailto:djg@nmsu.edu)>; Ladonna Lovejoy <[dlov3j0y@nmsu.edu](mailto:dlov3j0y@nmsu.edu)>; Erika Holguin <[eholguin@nmsu.edu](mailto:eholguin@nmsu.edu)>; Madeline Lewis <[mlewis62@nmsu.edu](mailto:mlewis62@nmsu.edu)>; Cruzita Montoya <[montoyac@nmsu.edu](mailto:montoyac@nmsu.edu)>; Robin Curry <[rocurry@nmsu.edu](mailto:rocurry@nmsu.edu)>; Suzanne Price <[suprice@nmsu.edu](mailto:suprice@nmsu.edu)>; Diane Aragon <[diaragon@nmsu.edu](mailto:diaragon@nmsu.edu)>; Diane Kruis <[dkruis@nmsu.edu](mailto:dkruis@nmsu.edu)>; Judi Voelz <[jvoelz@nmsu.edu](mailto:jvoelz@nmsu.edu)>; Sara Guidetti <[guidetti@nmsu.edu](mailto:guidetti@nmsu.edu)>; Sarah House <[shouse@nmsu.edu](mailto:shouse@nmsu.edu)>; Caryl Rada <[cayebae@nmsu.edu](mailto:cayebae@nmsu.edu)>; Gerry Chavez <[chavezgr@nmsu.edu](mailto:chavezgr@nmsu.edu)>; James Mooney <[jmooney@nmsu.edu](mailto:jmooney@nmsu.edu)>  
**Cc:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** COVID TESTING  
**Importance:** High

Hi All,

We are in need of staff to help with covid collection testing next week (8:00 AM – 10:00 AM Wednesday, Thursday and Friday) at the dorms. This will be offered to incoming students. DOH will provide gowns and hair covers. We just need gloves, N95 masks and our face shields. This is a great opportunity to get training, experience and to prepare for when our rapid machine arrives. Please respond by 2 PM today so Lori can prepare her list. DOH will provide training.

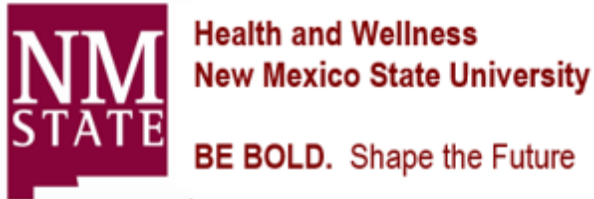
Thanks,  
Carol

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**

**Las Cruces, NM 88003**  
**(575) 646-3459**

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**From:** [Lori McKee](#)  
**To:** [Stephen Lopez](#)  
**Subject:** FW: COVID TESTING  
**Date:** Monday, July 27, 2020 9:38:00 AM  
**Attachments:** [image001.png](#)

---



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
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---

**From:** Caryl Rada <cayebae@nmsu.edu>  
**Sent:** Monday, July 27, 2020 9:34 AM  
**To:** Carol MacDonald <nevarezc@nmsu.edu>; Sara Verduzco <sarave1@nmsu.edu>; Emilee Lopez <lopezem1@nmsu.edu>; Debbie Gonzales <djpg@nmsu.edu>; Ladonna Lovejoy <dlov3j0y@nmsu.edu>; Erika Holguin <eholguin@nmsu.edu>; Madeline Lewis <mlewis62@nmsu.edu>; Cruzita Montoya <montoyac@nmsu.edu>; Robin Curry <rocurry@nmsu.edu>; Suzanne Price <suprice@nmsu.edu>; Diane Aragon <diaragon@nmsu.edu>; Diane Kruis <dkruis@nmsu.edu>; Judi Voelz <jvoelz@nmsu.edu>; Sara Guidetti <guidetti@nmsu.edu>; Sarah House <shouse@nmsu.edu>; Gerry Chavez <chavezgr@nmsu.edu>; James Mooney <jmooney@nmsu.edu>  
**Cc:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** Re: COVID TESTING

Hi Carol,

I can help on Wednesday and Thursday.

Sincerely,  
Caryl Rada

---

**From:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>

**Sent:** Monday, July 27, 2020 9:22:08 AM

**To:** Sara Verduzco <[sarave1@nmsu.edu](mailto:sarave1@nmsu.edu)>; Emilee Lopez <[lopezem1@nmsu.edu](mailto:lopezem1@nmsu.edu)>; Debbie Gonzales <[djg@nmsu.edu](mailto:djg@nmsu.edu)>; Ladonna Lovejoy <[dlov3j0y@nmsu.edu](mailto:dlov3j0y@nmsu.edu)>; Erika Holguin <[eholguin@nmsu.edu](mailto:eholguin@nmsu.edu)>; Madeline Lewis <[mlewis62@nmsu.edu](mailto:mlewis62@nmsu.edu)>; Cruzita Montoya <[montoyac@nmsu.edu](mailto:montoyac@nmsu.edu)>; Robin Curry <[rocurry@nmsu.edu](mailto:rocurry@nmsu.edu)>; Suzanne Price <[suprice@nmsu.edu](mailto:suprice@nmsu.edu)>; Diane Aragon <[diaragon@nmsu.edu](mailto:diaragon@nmsu.edu)>; Diane Kruis <[dkruis@nmsu.edu](mailto:dkruis@nmsu.edu)>; Judi Voelz <[jvoelz@nmsu.edu](mailto:jvoelz@nmsu.edu)>; Sara Guidetti <[guidetti@nmsu.edu](mailto:guidetti@nmsu.edu)>; Sarah House <[shouse@nmsu.edu](mailto:shouse@nmsu.edu)>; Caryl Rada <[cayebae@nmsu.edu](mailto:cayebae@nmsu.edu)>; Gerry Chavez <[chavezgr@nmsu.edu](mailto:chavezgr@nmsu.edu)>; James Mooney <[jmooney@nmsu.edu](mailto:jmooney@nmsu.edu)>

**Cc:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>

**Subject:** COVID TESTING

Hi All,

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Thanks,  
Carol

**Carol MacDonald, RN, BSN, MBA**  
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**From:** [Lori McKee](#)  
**To:** [Stephen Lopez](#)  
**Subject:** FW: COVID TESTING  
**Date:** Monday, July 27, 2020 1:12:00 PM  
**Attachments:** [image001.png](#)

---

Here is our list. When will we schedule training with DOH? LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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---

**From:** Carol MacDonald <nevarezc@nmsu.edu>  
**Sent:** Monday, July 27, 2020 1:03 PM  
**To:** Lori McKee <lomckee@ad.nmsu.edu>  
**Subject:** FW: COVID TESTING

Hi Lori,

This is what I have so far. Waiting on any other responses by 2 PM. Dr. Voelz wants to know who will be supervising the collection people? DOH?

| <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|------------------|-----------------|---------------|
| Gerry            | Suzanne         | Gerry         |
| Caryl            | Caryl           | Debbie Jo     |
| Cruz             | Donna           | Erika         |
| Sara Guidetti    | Diana Aragon    | Sara Guidetti |
|                  | Ethi            |               |

---

**From:** Judi Voelz <[jvoelz@ad.nmsu.edu](mailto:jvoelz@ad.nmsu.edu)>  
**Sent:** Monday, July 27, 2020 12:25 PM  
**To:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Subject:** Re: COVID TESTING

Carol,  
Who will be supervising these collecting people? Judi

---

**From:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Sent:** Monday, July 27, 2020 9:22 AM  
**To:** Sara Verduzco; Emilee Lopez; Debbie Gonzales; Ladonna Lovejoy; Erika Holguin; Madeline Lewis; Cruzita Montoya; Robin Curry; Suzanne Price; Diane Aragon; Diane Kruis; Judi Voelz; Sara Guidetti; Sarah House; Caryl Rada; Gerry Chavez; James Mooney  
**Cc:** Lori McKee  
**Subject:** COVID TESTING

Hi All,  
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**From:** [Lori McKee](#)  
**To:** [Siri Rogers](#)  
**Subject:** FW: COVID Tracing Materials  
**Date:** Thursday, July 23, 2020 10:06:00 AM  
**Attachments:** [image003.png](#)  
[image002.png](#)

---

Security for Tracing Software for- Alamogordo. LM



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---

**From:** Ken Van Winkle <kvanwink@nmsu.edu>  
**Sent:** Wednesday, July 22, 2020 1:43 PM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** Re: COVID Tracing Materials

Hi Lori,

Here is the list you requested. Thanks for all you are doing!

Alamogordo Contact Tracing Team

Joan Hale – lead, [jfhale@nmsu.edu](mailto:jfhale@nmsu.edu) 800550669  
Ramona Becker, [rbecker@nmsu.edu](mailto:rbecker@nmsu.edu) 800089894  
Paula Harms-Van Duyn, [pjharms@nmsu.edu](mailto:pjharms@nmsu.edu) 800276966  
David MacWilliams, [dcmacwil@nmsu.edu](mailto:dcmacwil@nmsu.edu) 800690889

I also took the course and will be available if need be. Ken Van Winkle, [kvanwink@nmsu.edu](mailto:kvanwink@nmsu.edu)  
800012119

Thank you,

Ken

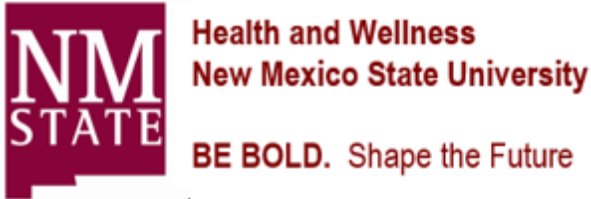
Ken Van Winkle  
President  
New Mexico State University Alamogordo



**From:** [Lori McKee](#)  
**To:** "Jim Mooney"  
**Subject:** FW: COVID-19 Antibody Rapid Detection Kit, In Stock  
**Date:** Friday, July 10, 2020 8:38:00 AM  
**Attachments:** [image001.png](#)

---

Look mass advertising now! LM



**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Menarini Silicon Biosystems <[us\\_marketing@siliconbiosystems.com](mailto:us_marketing@siliconbiosystems.com)>  
**Sent:** Friday, July 10, 2020 8:33 AM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** COVID-19 Antibody Rapid Detection Kit, In Stock

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Cartridge tests with FDA Emergency Use Authorization, now available in the US.

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The demand for a fast and reliable SARS-CoV-2 serological assay has recently flooded the marketplace with a plethora of options. As you assess options for reopening, it is increasingly important that your choice for COVID-19 Antibody detection test is the best option available.

The COVID-19 IgG/IgM Rapid Test Cassette, manufactured for Healgen and available for sale by [Menarini Silicon Biosystems \(MSB\)](#), is an excellent choice for the differential detection of IgG and IgM antibodies to the novel Coronavirus in human whole blood (venous), serum, or plasma. **This test has been granted Emergency Use Authorization by the FDA** and is currently available for distribution in the US for use in moderate and high complexity labs.

[Click here to learn more about the COVID-19 IgG/IgM Rapid Test Cassette or to get ordering information.](#)

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**From:** [Lori McKee](#)  
**To:** "[Katrina Doolittle \(kadoolit@ad.nmsu.edu\)](#)"  
**Cc:** [Art Lucero](#)  
**Subject:** FW: COVID-19 Case  
**Date:** Monday, July 6, 2020 3:19:00 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

Katrina

I spoke with Art and the areas identified below have already been cleaned and disinfected. He also has a running work order of the areas he cleans so we have documentation of the areas they have disinfected. LM



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**From:** Art Lucero <[artl@ad.nmsu.edu](mailto:artl@ad.nmsu.edu)>  
**Sent:** Monday, July 6, 2020 11:17 AM  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Cc:** Art Lucero <[artl@ad.nmsu.edu](mailto:artl@ad.nmsu.edu)>; David Carbajal <[davidcar@ad.nmsu.edu](mailto:davidcar@ad.nmsu.edu)>  
**Subject:** FW: COVID-19 Case  
**Importance:** High

Hi Lori,

Per our conversation...FYI

Thanks/Art

---

**From:** David Jauregui <[jauregui@nmsu.edu](mailto:jauregui@nmsu.edu)>  
**Sent:** Monday, July 06, 2020 10:46 AM  
**To:** Timothy Dobson <[tdobson@ad.nmsu.edu](mailto:tdobson@ad.nmsu.edu)>; Art Lucero <[artl@nmsu.edu](mailto:artl@nmsu.edu)>  
**Cc:** David Carbajal <[davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)>; Lakshmi Reddi <[lnr@nmsu.edu](mailto:lnr@nmsu.edu)>  
**Subject:** FW: COVID-19 Case

Good morning Mr. Dobson and Mr. Lucero, at the direction of Mr. David Carbajal, I am writing to report that a civil engineering student has tested positive for COVID-19. The student has been working out of Hernandez Hall in particular rooms 202, 207, 217, 240A, and 240B (and the surrounding areas including hallways, stairway areas, and restrooms). Please let me know how we should proceed with disinfecting so I can take the proper actions to ensure the safe and health of the faculty, staff, and students in the department of civil engineering. My cell # is [REDACTED]. D. V. JAUREGUI

P.S. I will also await guidance from Mr. Carbajal before taking any further actions.

David V Jauregui, PhD, PE  
Ed Foreman Professor and Department Head  
Director of NMSU Bridge Inspection Program  
Department of Civil Engineering  
New Mexico State University  
3035 South Espina Street  
Hernandez Hall, Box 30001, MSC 3CE  
Las Cruces, NM 88003

**From:** [Lori McKee](#)  
**To:** "[David Carbajal \(davidcar@ad.nmsu.edu\)](#)"  
**Subject:** FW: COVID-19 Case  
**Date:** Monday, July 6, 2020 11:18:00 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

Did you get the student's name on this one? LM



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---

**From:** Art Lucero <[artl@ad.nmsu.edu](mailto:artl@ad.nmsu.edu)>  
**Sent:** Monday, July 6, 2020 11:17 AM  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Cc:** Art Lucero <[artl@ad.nmsu.edu](mailto:artl@ad.nmsu.edu)>; David Carbajal <[davidcar@ad.nmsu.edu](mailto:davidcar@ad.nmsu.edu)>  
**Subject:** FW: COVID-19 Case  
**Importance:** High

Hi Lori,

Per our conversation...FYI

Thanks/Art

---

**From:** David Jauregui <[jauregui@nmsu.edu](mailto:jauregui@nmsu.edu)>  
**Sent:** Monday, July 06, 2020 10:46 AM  
**To:** Timothy Dobson <[tdobson@ad.nmsu.edu](mailto:tdobson@ad.nmsu.edu)>; Art Lucero <[artl@nmsu.edu](mailto:artl@nmsu.edu)>  
**Cc:** David Carbajal <[davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)>; Lakshmi Reddi <[lnr@nmsu.edu](mailto:lnr@nmsu.edu)>  
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the surrounding areas including hallways, stairway areas, and restrooms). Please let me know how we should proceed with disinfecting so I can take the proper actions to ensure the safe and health of the faculty, staff, and students in the department of civil engineering. My cell # is [REDACTED]. D. V. JAUREGUI

P.S. I will also await guidance from Mr. Carbajal before taking any further actions.

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Ed Foreman Professor and Department Head  
Director of NMSU Bridge Inspection Program  
Department of Civil Engineering  
New Mexico State University  
3035 South Espina Street  
Hernandez Hall, Box 30001, MSC 3CE  
Las Cruces, NM 88003



**From:** [Art Lucero](#)  
**To:** [Lori McKee](#)  
**Cc:** [Art Lucero](#); [David Carbajal](#)  
**Subject:** FW: COVID-19 Case  
**Date:** Monday, July 6, 2020 11:17:04 AM  
**Importance:** High

---

Hi Lori,

Per our conversation...FYI

Thanks/Art

---

**From:** David Jauregui <jauregui@nmsu.edu>  
**Sent:** Monday, July 06, 2020 10:46 AM  
**To:** Timothy Dobson <tdobson@ad.nmsu.edu>; Art Lucero <artl@nmsu.edu>  
**Cc:** David Carbajal <davidcar@nmsu.edu>; Lakshmi Reddi <lnr@nmsu.edu>  
**Subject:** FW: COVID-19 Case

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P.S. I will also await guidance from Mr. Carbajal before taking any further actions.

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Director of NMSU Bridge Inspection Program  
Department of Civil Engineering  
New Mexico State University  
3035 South Espina Street  
Hernandez Hall, Box 30001, MSC 3CE  
Las Cruces, NM 88003

**From:** [David Carbajal](#)  
**To:** [Lori McKee](#)  
**Subject:** FW: COVID-19 Case  
**Date:** Tuesday, July 7, 2020 10:00:03 AM  
**Attachments:** [image002.png](#)

---

Please read question below

---

**From:** David Jauregui <[jauregui@nmsu.edu](mailto:jauregui@nmsu.edu)>  
**Sent:** Tuesday, July 7, 2020 9:02 AM  
**To:** Timothy Dobson <[tdobson@ad.nmsu.edu](mailto:tdobson@ad.nmsu.edu)>; Art Lucero <[artl@nmsu.edu](mailto:artl@nmsu.edu)>  
**Cc:** David Carbajal <[davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)>; Lakshmi Reddi <[lnr@nmsu.edu](mailto:lnr@nmsu.edu)>; Irma Morales <[ijmorale@nmsu.edu](mailto:ijmorale@nmsu.edu)>; MaryLouise Pino <[mlpino@nmsu.edu](mailto:mlpino@nmsu.edu)>  
**Subject:** RE: COVID-19 Case

Good morning Tim, thank you for following up. I was told by my staff that facilities personnel were in the civil engineering department yesterday to disinfect the second floor of Hernandez Hall. I'm not sure about the first floor. I've instructed the civil engineering faculty, staff, and students to stay clear of Hernandez Hall until they receive clearance from me. Can I give the clearance to return to the building? Please advise. DAVID

---

**From:** Timothy Dobson <[tdobson@ad.nmsu.edu](mailto:tdobson@ad.nmsu.edu)>  
**Sent:** Tuesday, July 7, 2020 8:36 AM  
**To:** David Jauregui <[jauregui@nmsu.edu](mailto:jauregui@nmsu.edu)>; Art Lucero <[artl@nmsu.edu](mailto:artl@nmsu.edu)>  
**Cc:** David Carbajal <[davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)>; Lakshmi Reddi <[lnr@nmsu.edu](mailto:lnr@nmsu.edu)>  
**Subject:** RE: COVID-19 Case

Good Morning Dr. Jauregui,  
Thank you for contacting Aggie Health and Wellness and Facilities & Services regarding the positive test result. We will work with Aggie Health to determine the disinfection activities. Art Lucero will contact you after a plan is developed.

*Tim*



Facilities and Services

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Please consider the environment before printing this email.

---

**From:** David Jauregui <[jauregui@nmsu.edu](mailto:jauregui@nmsu.edu)>  
**Sent:** Monday, July 6, 2020 10:46 AM  
**To:** Timothy Dobson <[tdobson@ad.nmsu.edu](mailto:tdobson@ad.nmsu.edu)>; Art Lucero <[artl@nmsu.edu](mailto:artl@nmsu.edu)>  
**Cc:** David Carbajal <[davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)>; Lakshmi Reddi <[lnr@nmsu.edu](mailto:lnr@nmsu.edu)>  
**Subject:** FW: COVID-19 Case

Good morning Mr. Dobson and Mr. Lucero, at the direction of Mr. David Carbajal, I am writing to report that a civil engineering student has tested positive for COVID-19. The student has been working out of Hernandez Hall in particular rooms 202, 207, 217, 240A, and 240B (and the surrounding areas including hallways, stairway areas, and restrooms). Please let me know how we should proceed with disinfecting so I can take the proper actions to ensure the safe and health of the faculty, staff, and students in the department of civil engineering. My cell # is [REDACTED]. D. V. JAUREGUI

P.S. I will also await guidance from Mr. Carbajal before taking any further actions.

David V Jauregui, PhD, PE

Ed Foreman Professor and Department Head  
Director of NMSU Bridge Inspection Program  
Department of Civil Engineering  
New Mexico State University  
3035 South Espina Street  
Hernandez Hall, Box 30001, MSC 3CE  
Las Cruces, NM 88003

**From:** [JoAnne Dupre](#)  
**To:** [Luis Cifuentes](#)  
**Cc:** [Lori McKee](#)  
**Subject:** FW: COVID-19 contact by a physics person  
**Date:** Thursday, July 23, 2020 10:24:47 AM  
**Attachments:** [NMSU-Reporting-of-COVID-19-and-Notifications-f-06-08-2020\(1\).pdf](#)

---

FYI

Dr. Zollner's message below gives recommendations for specific instructions that faculty would like to have.

On my end, I requested Dr. Zollner to notify Dean Pontelli in writing of the actions that had been taken, to give a reassurance that a watchful period, with coordinated communication, is all that is needed in circumstances like this. If there is any other reporting needed to a central team, please share this message as needed and point me in that direction.

JoAnne Dupre  
6-4463

---

**From:** Stefan Zollner  
**Sent:** Tuesday, July 21, 2020 1:51 PM  
**To:** Enrico Pontelli <epontell@nmsu.edu>; Joseph Lakey <jlakey@nmsu.edu>; James Murphy <murphy@nmsu.edu>; Sheri Pettit <spettit@nmsu.edu>  
**Cc:** David Schoep <dschoep@ad.nmsu.edu>; JoAnne Dupre <jdupre@nmsu.edu>  
**Subject:** COVID-19 contact by a physics person

Dear Enrico:

The VPR has approved a return to research plan for my group under the "capstone" exception. I am teaching a small summer class with five students on campus as a deliverable for my NSF grant, which ends this month. We are following approved protocols, such as distancing, masks, and frequent cleaning. The TA usually watches the students per live video, which avoids having two people in the same room most of the time.

One of the individuals in this research cluster ( [REDACTED] ) was informed last Thursday (7/16/2020) that someone she had been in contact with (outside of the physics department) on Wednesday 7/8/2020 had tested positive for COVID-19. The student informed me on Monday 7/20/20 that she had been notified about this contact on 7/16/20 and that she would go into self-quarantine for 14 days. The student has since left the state. I do not believe that the student has been tested.

Actions taken:

1. I informed the student that she should have told me immediately (on 7/16/20) about her contact with a positive case, as she had agreed to do when she signed the research agreement for my group.
2. I asked the student to let me know when she returned to the state so we can start a two-week quarantine clock for her return to campus.

3. I called David Carbajal in Aggie Health, JoAnne Dupree, and David Schoep to inform them about this incidence and to ask for guidance.
4. I informed the other members of the research cluster about a positive contact of a group member. I again went over the safety protocols.
5. No other action was taken. Due to the four-day hiatus between the student's last visit to the building and notification to me, it did not make sense to disinfect the lab or the building. No contact tracing was done, since there was no actual COVID-19 case of an NMSU person.
6. JoAnne Dupree told me that I should inform you and therefore I am sending this email.

Recommendation:

1. NMSU has no protocols on how to proceed in such a case (as discussed with David Schoep).
2. Page 1 of the attachment states that Aggie Health must be notified about a known exposure to COVID-19, but prescribes no actions to be taken (by Aggie Health or by the Department) after such exposure. This notification requirement is listed in the overview section, but does not appear again (with more details) in another section of the document.
3. It seems that the student's self-quarantine after notification was voluntary. NMSU might require such a quarantine after a positive contact, since even asymptomatic people can spread this virus.
4. Appendix A does not specify what somebody should do if they have had contact with someone who tested positive, but have not been tested themselves. This should be modified with instructions applying to this situation.

Best regards

Stefan

Dr. Stefan Zollner

Department Head, Department of Physics, New Mexico State University

Email: [zollner@nmsu.edu](mailto:zollner@nmsu.edu), Phone: (575) 646-7627, FAX: (575) 646-1934

MSC 3D, 1255 N. Horseshoe Street, PO Box 30001, Las Cruces, NM 88003-8001

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**New Mexico State University**

**NMSU Ready.** A System-Wide Return to [Campus Plan](#)

**From:** [Lori McKee](#)  
**To:** [Gena Jones](#); [Roy Collins](#)  
**Subject:** FW: COVID-19 Employment Law Update  
**Date:** Monday, June 8, 2020 9:33:00 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

Is this training something someone from NMSU should participate in? LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** JUDI/DAVID VOELZ <[voelzdj@comcast.net](mailto:voelzdj@comcast.net)>  
**Sent:** Monday, June 8, 2020 9:09 AM  
**To:** [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)  
**Subject:** Fwd: COVID-19 Employment Law Update

**WARNING:** This email originated external to the NMSU email system. Do not click on links or open attachments unless you are sure the content is safe.

Lori,

This was in my home email. Looks like a valuable conference that might answer some of the employment questions we have had but it is expensive. Just thought I would pass it on to you. Judi

----- Original Message -----

**From:** Julie Richards <[julie@coding-advisor.com](mailto:julie@coding-advisor.com)>  
**To:** [voelzdj@comcast.net](mailto:voelzdj@comcast.net)  
**Date:** 06/08/2020 8:59 AM  
**Subject:** COVID-19 Employment Law Update

**Bottom Line:** You are required to immediately modify your employment policies to comply with new State and Federal COVID-19 employment rules. You must also ensure compliance with other related government agencies and laws that have been modified due to changing circumstances (i.e. Americans with Disabilities Act (ADA), Equal

Employment Opportunity Commission, (EEOC), United States Department of Labor (DOL), etc.).

Ignoring these new employment regulations really isn't an option - it leaves your practice seriously exposed to legal and governmental audits and penalties. The problem is cutting through the legalese and knowing exactly what policies to put into place.

Hiring a highly qualified healthcare attorney to update your employment policies and walk you through how to protect your practice could cost you thousands, but there is an alternative - healthcare and employment attorney, **Kelly Holden, Esq.** On [Wednesday, June 24th at 1 pm ET](#), Kelly is presenting a 60-minute online training session that will provide you with plain-English, employment law solutions specific to medical practices. You'll receive step-by-step advice on how to create and implement compliant employment policies, along with solutions to real-life situations.

Here are a just a few of the COVID-19 employment policy questions you'll get answered during this expert-led [online training](#):

- If testing is available, can you **legally test employees** for COVID-19?
- Are you violating **ADA laws** if you require pregnant or high risk staff to stay home?
- Can you **require staff to use accumulated PTO** as compensation if you send them home?
- How do you know if you are required to comply with **Federal Families First Coronavirus Act**?
- If an **employee reports that they've tested positive to COVID-19**, can you inform other staff?
- What are your obligations to the **Emergency Family & Medical Leave Expansion Act (EFMLEA)**?
- What obligations do you have related to the **Emergency Paid Sick Leave Act (EPSL)**?
- Are you required to comply with both **State and Federal employment regulations**?
- How can you reduce your **liability if an employee becomes infected** with COVID-19 at work?
- What is the best way to **document the communication of new employment policies**?
- If employees work from home, are you required to **reimburse home expenses** (i.e. internet, etc.)?
- Do you have an **obligation to report** employees with symptoms of COVID-19?
- When is it safe to let a **COVID-19-positive employee** return to work?
- How long must you **hold a position open** for an employee who can't come to

work?

- How **high does an employee's temperature** need to be to be sent home?
- What should you do if you tell an employee to **go home and they refuse**?
- Are there documentation requirements for **COVID-19-positive employees**?
- Are you required by **EFMLEA and EPSL** to pay an employee for time they don't actually work?
- If an employee **tests positive for COVID-19**, are you required to record an OSHA incidence?
- How do you amend your **FMLA and leave policies** to align with updated **COVID-19 regulations**?
- How does COVID-19 change your **American with Disabilities Act (ADA) compliance**?
- Are there **specific PPE items** that you are required to provide to staff?
- And so much more...

**Who Should Attend:** Anyone that owns or manages a medical and/or dental practice, regardless of specialty, size or location, will significantly benefit from this attorney-led COVID-19 employment law online training.

The new employment laws affect everything from what you are required to pay when an employee is out sick to the safety of the work environment within your practice. Don't risk putting your practice at the mercy of State and Federal government audits, penalties and fines due to noncompliance with COVID-19 employment rule requirements. Don't wait, [register](#) for this upcoming online training today.

Best,

*Julie*

Julie Richards  
Healthcare Training Leader  
800-453-6682

**PS:** Access to this training is limited and is expected to fill up quickly. To guarantee your access, [register](#) for this upcoming online training today.





**From:** [Campus Health](#)  
**To:** [Lori McKee](#)  
**Subject:** FW: Covid-19 Fall Semester Return  
**Date:** Wednesday, July 8, 2020 1:22:03 PM

---

---

**From:** Isabel Zarate <izarat02@nmsu.edu>  
**Sent:** Wednesday, July 8, 2020 11:00 AM  
**To:** Campus Health <campus\_health@nmsu.edu>  
**Subject:** Covid-19 Fall Semester Return

Good afternoon,

I'm reaching out to you all because I have a couple of questions about our return to campus this fall with the Covid-19 plan. I'm planning to cancel my housing plan for this semester because it is far too risky for me. I read through the plan and please correct me if I'm wrong but I didn't find anywhere on the plan that addresses students who commute from El Paso. Along with this plan, I was also wondering where or how can I find out if my classes this semester will be hybrid or flex? If I do decide to commute to my classes will that be an issue because I'm coming from a different county. Thanks so much for hearing me out.

Best,  
Isabel Zarate  
[izarat02@nmsu.edu](mailto:izarat02@nmsu.edu)

**From:** [Lori McKee](#)  
**To:** [Ann Coombes Goodman](#); [Renay Scott](#)  
**Subject:** FW: Covid-19 Fall Semester Return  
**Date:** Thursday, July 9, 2020 1:33:00 PM  
**Attachments:** [image001.png](#)

---

Someone else should respond to this one

c



**Health and Wellness**  
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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
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**From:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>  
**Sent:** Wednesday, July 8, 2020 1:22 PM  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Subject:** FW: Covid-19 Fall Semester Return

---

**From:** Isabel Zarate <[izarat02@nmsu.edu](mailto:izarat02@nmsu.edu)>  
**Sent:** Wednesday, July 8, 2020 11:00 AM  
**To:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>  
**Subject:** Covid-19 Fall Semester Return

Good afternoon,

I'm reaching out to you all because I have a couple of questions about our return to campus this fall with the Covid-19 plan. I'm planning to cancel my housing plan for this semester because it is far too risky for me. I read through the plan and please correct me if I'm wrong but I didn't find anywhere on the plan that addresses students who commute from El Paso. Along with this plan, I was also wondering where or how can I find out if my classes this semester will be hybrid or flex? If I do decide to commute to my classes will that be an issue because I'm coming from a different county.

Thanks so much for hearing me out.

Best,  
Isabel Zarate  
[izarat02@nmsu.edu](mailto:izarat02@nmsu.edu)

**From:** [Ruth Johnston](#)  
**To:** [Melissa Chavira](#); [Jon Webster](#); [Lauren Goldstein](#); [Amanda Bradford](#)  
**Cc:** [Katrina Doolittle](#); [Lori McKee](#)  
**Subject:** FW: COVID-19 Risk Chart from Texas Medical Association  
**Date:** Monday, July 6, 2020 4:27:08 PM

---

The others got this – kinda cool graphic, but we’d need to customize. Someone would have to validate this...

Eating in the dining hall  
Sharing a residence hall room  
Walking past someone in a building going to class  
Using a group bathroom.....

Etc.

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

#### **Covid-19 Information**

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**From:** Stephen Lopez <stephenl@ad.nmsu.edu>  
**Date:** Monday, July 6, 2020 at 10:39 AM  
**To:** "Ruth A. Johnston" <ruthj@nmsu.edu>, Renay Scott <rmscott@nmsu.edu>, Ann Coombes Goodman <anng@nmsu.edu>, Lori McKee <lomckee@ad.nmsu.edu>, Katrina Doolittle <kadoolit@ad.nmsu.edu>, owatkins <owatkins@ad.nmsu.edu>, Justin Bannister <jbannist@ad.nmsu.edu>, Kathryn Hanley <khanley@nmsu.edu>  
**Cc:** Melody Munson-McGee <mmunsonm@nmsu.edu>, Andrew Bowen <abowen@nmsu.edu>, Jeffrey Harvey <jharvey@nmsu.edu>, Nelson McGuire <neslond@nmsu.edu>, Kelly Brooks <kbrooks@dacc.nmsu.edu>  
**Subject:** COVID-19 Risk Chart from Texas Medical Association

Hi,

In case you haven't seen it, below is a recently released chart by the Texas Medical Association on the "riskiness" of various activities. The approach they used seems like it might be more effective than prior methods of trying to tell people not to do certain things, since it allows them to see where the particular activity falls. A similar approach might be useful as we prepare for the return of students to campus.

Feel free to share the chart with others.

Thanks,

Stephen

# COVID-19

CORONAVIRUS DISEASE

## BE INFORMED:

### Know Your Risk During COVID-19

On a scale of 1 to 10, how risky is...

Ranked by physicians from the TMA COVID-19 Task Force and the TMA Committee on Infectious Diseases



Texas Medical Association | 401 W. 15th St. | Austin, TX 78701-1680

www.texmed.org | @texmed | @wearetma

**From:** [Lori McKee](#)  
**To:** [owatkins](#)  
**Subject:** FW: COVID-19 self registration  
**Date:** Sunday, July 5, 2020 1:50:35 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** "Daniels, David, DOH" <[David.Daniels@state.nm.us](mailto:David.Daniels@state.nm.us)>  
**Date:** 6/30/20 11:42 AM (GMT-07:00)  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Cc:** "Vela, Beatriz, DOH" <[Beatriz.Vela@state.nm.us](mailto:Beatriz.Vela@state.nm.us)>, "Pinales, Maria, DOH" <[Maria.Pinales@state.nm.us](mailto:Maria.Pinales@state.nm.us)>, "Sanchez, Dawn, DOH" <[Dawn.Sanchez@state.nm.us](mailto:Dawn.Sanchez@state.nm.us)>, "Leyva, Travis, DOH" <[Travis.Leyva@state.nm.us](mailto:Travis.Leyva@state.nm.us)>  
**Subject:** COVID-19 self registration

Hi Lori,

Here is the link for anyone to self register for our COVID-19 screenings.

After registration is complete, please call 528-5063 to schedule an appointment and let them know that self-registration has been completed.

Let me know if you have any questions.

Thanks Lori!

Dave



**David Daniels, MPH**

Disease Prevention Program Manager  
Quality Improvement Catalyst

Public Health Division, Southwest Region  
1170 N. Solano Dr  
Las Cruces, NM 88001  
(575) 528-5031 Office  
(505) 690-2282 Cell  
[www.nmhealth.org](http://www.nmhealth.org)



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**From:** [Lori McKee](#)  
**To:** [Dominic Moreno](#)  
**Subject:** FW: COVID-19 self registration  
**Date:** Tuesday, June 30, 2020 12:05:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)  
**Importance:** High

---

Dom

Listed below is a [new link](#) to expedite testing through DOH. Send it to your athletes that haven't tested yet. They can fill out their information so when they get to DOH they pull up their name and they are ready to go. DOH is working hard to facilitate our needs for testing so anything we can do to lighten the load would be greatly appreciated. Thanks. LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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---

**From:** Daniels, David, DOH <David.Daniels@state.nm.us>  
**Sent:** Tuesday, June 30, 2020 12:00 PM  
**To:** Lori McKee <lomckee@ad.nmsu.edu>  
**Cc:** Vela, Beatriz, DOH <Beatriz.Vela@state.nm.us>; Pinales, Maria, DOH <Maria.Pinales@state.nm.us>; Sanchez, Dawn, DOH <Dawn.Sanchez@state.nm.us>; Leyva, Travis, DOH <Travis.Leyva@state.nm.us>  
**Subject:** RE: COVID-19 self registration

<https://cvttestreg.nmhealth.org/>

apologies!

Dave



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## David Daniels, MPH

Disease Prevention Program Manager  
Quality Improvement Catalyst

Public Health Division, Southwest Region  
1170 N. Solano Dr  
Las Cruces, NM 88001  
(575) 528-5031 Office  
(505) 690-2282 Cell  
[www.nmhealth.org](http://www.nmhealth.org)



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---

**From:** Daniels, David, DOH

**Sent:** Tuesday, June 30, 2020 11:42 AM

**To:** 'Lori McKee' <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>

**Cc:** Vela, Beatriz, DOH <[Beatriz.Vela@state.nm.us](mailto:Beatriz.Vela@state.nm.us)>; Pinales, Maria, DOH

<[Maria.Pinales@state.nm.us](mailto:Maria.Pinales@state.nm.us)>; Sanchez, Dawn, DOH <[Dawn.Sanchez@state.nm.us](mailto:Dawn.Sanchez@state.nm.us)>; Leyva, Travis,

DOH <[Travis.Leyva@state.nm.us](mailto:Travis.Leyva@state.nm.us)>

**Subject:** COVID-19 self registration

Hi Lori,

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After registration is complete, please call 528-5063 to schedule an appointment and let them know that self-registration has been completed.

Let me know if you have any questions.

Thanks Lori!

Dave

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**From:** [Lori McKee](#)  
**To:** [owatkins](#)  
**Subject:** FW: COVID-19 self registration  
**Date:** Sunday, July 5, 2020 1:51:19 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** "Daniels, David, DOH" <[David.Daniels@state.nm.us](mailto:David.Daniels@state.nm.us)>  
**Date:** 6/30/20 12:00 PM (GMT-07:00)  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Cc:** "Vela, Beatriz, DOH" <[Beatriz.Vela@state.nm.us](mailto:Beatriz.Vela@state.nm.us)>, "Pinales, Maria, DOH" <[Maria.Pinales@state.nm.us](mailto:Maria.Pinales@state.nm.us)>, "Sanchez, Dawn, DOH" <[Dawn.Sanchez@state.nm.us](mailto:Dawn.Sanchez@state.nm.us)>, "Leyva, Travis, DOH" <[Travis.Leyva@state.nm.us](mailto:Travis.Leyva@state.nm.us)>  
**Subject:** RE: COVID-19 self registration

<https://cvtestreg.nmhealth.org/>

apologies!

Dave

## David Daniels, MPH

Disease Prevention Program Manager  
Quality Improvement Catalyst



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[www.nmhealth.org](http://www.nmhealth.org)



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---

**From:** Daniels, David, DOH  
**Sent:** Tuesday, June 30, 2020 11:42 AM  
**To:** 'Lori McKee' <lomckee@ad.nmsu.edu>  
**Cc:** Vela, Beatriz, DOH <Beatriz.Vela@state.nm.us>; Pinales, Maria, DOH <Maria.Pinales@state.nm.us>; Sanchez, Dawn, DOH <Dawn.Sanchez@state.nm.us>; Leyva, Travis, DOH <Travis.Leyva@state.nm.us>  
**Subject:** COVID-19 self registration

Hi Lori,

Here is the link for anyone to self register for our COVID-19 screenings.

After registration is complete, please call 528-5063 to schedule an appointment and let them know that self-registration has been completed.

Let me know if you have any questions.

Thanks Lori!

Dave



Accredited since 2015

## David Daniels, MPH

Disease Prevention Program Manager  
Quality Improvement Catalyst

Public Health Division, Southwest Region  
1170 N. Solano Dr  
Las Cruces, NM 88001  
(575) 528-5031 Office  
(505) 690-2282 Cell  
[www.nmhealth.org](http://www.nmhealth.org)



---

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**From:** [Lori McKee](#)  
**To:** [Melissa Chavira](#); [Justin Bannister](#)  
**Cc:** [Ruth Johnston](#)  
**Subject:** FW: COVID-19 testing Saturday in Mesilla  
**Date:** Tuesday, July 21, 2020 4:51:00 PM  
**Attachments:** [image001.png](#)

---

We may want to put this on Hotline because we have been getting a lot of requests about when the next testing will be. LM



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*Know Challenge; Know Change*

COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

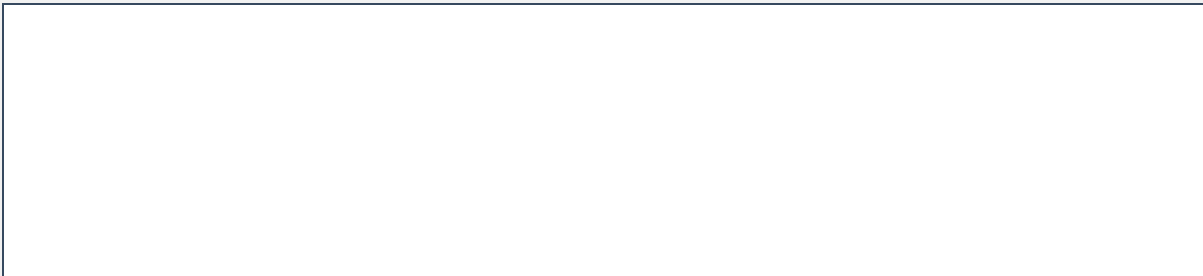
**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** New Mexico Department of Health <david.morgan@state.nm.us>  
**Sent:** Tuesday, July 21, 2020 4:01 PM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** COVID-19 testing Saturday in Mesilla

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**FOR IMMEDIATE RELEASE**

**Media Contact:** David Morgan  
Media & Social Media Manager, NMDOH  
Mobile: (575) 649-0754  
Email: [david.morgan@state.nm.us](mailto:david.morgan@state.nm.us)

July 21, 2020

**Department of Health provides COVID-19  
testing Saturday in Mesilla**

**SANTA FE** – The New Mexico Department of Health will provide drive up screening for



the COVID-19 virus on Saturday, July 25th at the Mesilla Town Hall, [2231 Avenida De Mesilla](#) from 7:00 to 9:00 am.

Those interested in testing are strongly encouraged to pre-register online, day or night, at <https://cvtestreg.mmhealth.org/>. When arriving to the testing location, please enter from northbound Avenida de Mesilla. This would be a right turn into the Mesilla Town Hall.

The Department of Health prioritizes COVID-19 testing for New Mexicans who are symptomatic, have known contacts to someone who have tested positive or live or work in congregate care settings.

All testing is still FREE OF CHARGE to anyone getting the test, and anyone can get tested, whether they have insurance or not. Those with insurance are asked to provide their insurance information.

For more information about COVID-19 and testing options available statewide, visit <https://cv.mmhealth.org/>. In addition, New Mexicans can continue to call with health-related questions to the Department of Health's coronavirus hotline at 855-600-3453. For non-health-related questions or concerns call 833-551-0518 or visit [newmexico.gov](http://newmexico.gov).

# # #

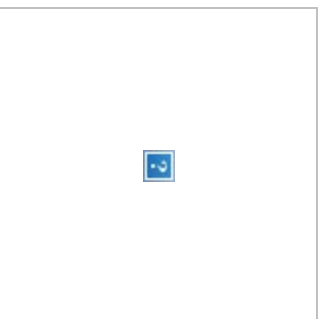


New Mexico Department of Health | 1190 S St Francis Dr, Santa Fe, NM 87505

[Unsubscribe lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

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**From:** [Lori McKee](#)  
**To:** [Carol MacDonald](#); "[Judi Voelz](#)"  
**Subject:** FW: COVID-19 testing turnaround time  
**Date:** Tuesday, July 28, 2020 2:57:00 PM  
**Attachments:** [image001.png](#)

---

We may need to start testing at the AHCW for symptom based students instead of referring to DOH. Lets talk about it tomorrow in Admin. LM



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*Know Challenge; Know Change*

COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Jennifer Miner <[minerj@nmsu.edu](mailto:minerj@nmsu.edu)>  
**Sent:** Tuesday, July 28, 2020 2:56 PM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** COVID-19 testing turnaround time

Hi Lori,

I hope you are having a great day! Would you be able to provide some guidance on how the process for COVID-19 testing works? We are directing the students to contact Aggie Health & Wellness Center if they are experiencing symptoms, but would like to know are they then directed to get tested at the county/public health department or Memorial Medical? Athletics had a bunch of questions about it and I wanted to make sure I was clear on my answers. They were also asking about the turn around time for testing.

Please let me know. I really appreciate your help!

Thanks,

**Jennifer Miner**

Associate Director of Administrative Operations  
Housing & Residential Life  
New Mexico State University  
P: 575-646-3202 | E: [minerj@nmsu.edu](mailto:minerj@nmsu.edu)

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**From:** [Lori McKee](#)  
**To:** [Amanda Bradford](#)  
**Subject:** FW: COVID-19 testing  
**Date:** Thursday, July 30, 2020 9:08:35 PM  
**Attachments:** [Registration Instruction Sheet - July 30 2020.pdf](#)

---

Amanda

Here is the latest details for the testing. I am out tomorrow so I will catch with you on Monday. Lm

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Stephen Lopez <[stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu)>  
**Date:** 7/30/20 8:02 PM (GMT-07:00)  
**To:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Katrina Doolittle <[kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu)>, Melody Munson-Mcgee <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>, Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>, Luis Cifuentes <[lacifuen@nmsu.edu](mailto:lacifuen@nmsu.edu)>  
**Cc:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>, Rosario Barela <[chayobar@nmsu.edu](mailto:chayobar@nmsu.edu)>, owatkins <[owatkins@ad.nmsu.edu](mailto:owatkins@ad.nmsu.edu)>  
**Subject:** COVID-19 testing for incoming out-of-state students

Hi Everyone,

Just a quick note to make sure everyone is in the loop. We continue to work very well with our partners at NM Department of Health, and have everything arranged to conduct the testing on out-of-state students who will be living on campus. Attached is the registration instruction sheet that will be given to them as they check in starting tomorrow (Friday, July 31, 2020).

Please let us know if you have any questions.

Thanks,

Stephen

Stephen Lopez

Chief of Police

New Mexico State University Police Department

PO BOX 30001 / MSC 3187

Las Cruces, NM 88003-8001

(575) 646-3311

[police@nmsu.edu](mailto:police@nmsu.edu)

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**From:** [Dan Arvizu](#)  
**To:** [Mario Moccia](#); [Braun Cartwright](#)  
**Cc:** [Ruth Johnston](#); [Lori McKee](#)  
**Subject:** FW: COVID-Cardiac Journal articles  
**Date:** Tuesday, June 23, 2020 5:55:11 PM  
**Attachments:** [Exercise and Athletics in the COVID-19 Pandemic Era - American College of Cardiology.pdf](#)  
[jamacardiology\\_phelan\\_2020\\_vp\\_200013.pdf](#)

---

Mario,  
FYI from friends at U of Illinois.  
Some recent articles around returning to vigorous exercise after COVID-19 exposure and recovery.  
Dan

---

**From:** "Breitbart, Jessica H" <jhbreit@illinois.edu>  
**Date:** Tuesday, June 23, 2020 at 5:34 PM  
**To:** Dan Arvizu <darvizu@nmsu.edu>  
**Subject:** FW: COVID-Cardiac Journal articles

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[These are the articles I was talking about.](#)

**Jessica H. Breitbart, JD**  
Associate Dean of Advancement

**Carle Illinois**  
**COLLEGE OF MEDICINE**  
807 S. Wright Street, Suite 320, MC-325  
Champaign, IL 61820  
[217.300.6939](tel:217.300.6939)



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**From:** [Lori McKee](#)  
**To:** [Amanda Blair](#); [Olivia De Leon](#); "[Judi Voelz](#)"; [Carol MacDonald](#)  
**Subject:** FW: Reopening Colleges and Universities During COVID-19 - Wednesday's Free NAM-APHA Webinar  
**Date:** Monday, July 6, 2020 4:18:00 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

Here's a webinar that is free and offers CME, CEU and CHES credit. Are any of you interested? LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
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---

**From:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Sent:** Monday, July 6, 2020 4:16 PM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>; Katrina Doolittle <[kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu)>  
**Subject:** FW: Reopening Colleges and Universities During COVID-19 - Wednesday's Free NAM-APHA Webinar

FYI – I don't have time to view anything more, but in case you do....

I do the NACUBO ones.

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

**[Covid-19 Information](#)**

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**From:** Becky Corran <[bcorran@nmsu.edu](mailto:bcorran@nmsu.edu)>

**Date:** Monday, July 6, 2020 at 11:55 AM

**To:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Carol Parker <[parker55@nmsu.edu](mailto:parker55@nmsu.edu)>, Julia Parra <[juparra@nmsu.edu](mailto:juparra@nmsu.edu)>

**Subject:** FW: Reopening Colleges and Universities During COVID-19 - Wednesday's Free NAM-APHA Webinar

Hello!

I thought perhaps you all might be interested in this American Public Health Association webinar on reopening colleges.

I hope you are doing well,  
Becky

---

**From:** APHA <[apha@apha.org](mailto:apha@apha.org)>

**Reply-To:** "[apha@apha.org](mailto:apha@apha.org)" <[apha@apha.org](mailto:apha@apha.org)>

**Date:** Monday, July 6, 2020 at 10:58 AM

**To:** "[bcorran@nmsu.edu](mailto:bcorran@nmsu.edu)" <[bcorran@nmsu.edu](mailto:bcorran@nmsu.edu)>

**Subject:** Reopening Colleges and Universities During COVID-19 - Wednesday's Free NAM-APHA Webinar

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Don't miss this free webinar on Wednesday.



COVID-19 Conversations Webinar Series

# Reopening Colleges and Universities During COVID-19: Keeping Students and Communities Healthy

July 8, 2020 | 5 – 6:30 p.m. ET



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The eleventh COVID-19 Conversations webinar will discuss the variety of considerations being weighed before reopening colleges and universities in fall 2020, including the role of testing and contact tracing, responding to outbreaks, if sports can safely resume, and other strategies to prevent the spread of COVID-19 while allowing education to continue.

The webinar will begin with an introduction from the session's moderator, **Crystal Watson**, Senior Scholar at the Johns Hopkins Center for Health Security, and then feature a conversation with a panel of experts, including:

- **Robert Robbins** - President, University of Arizona
- **Aminta Breaux** - President, Bowie State University
- **Julio Frenk** - President, University of Miami
- **Eloy Ortiz Oakley** - Chancellor, California Community Colleges

The panel discussion will be followed by a Q&A session with the webinar audience.

This webinar has also been approved for **1.5 continuing education credits for CPH, CME, CNE or CHES**. Several days after attending the webinar, those who watched the entire activity will receive an email with info on how to complete the online evaluation and then claim their credits.

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## Recordings Now Available for All Previous Webinars

Watch free recordings of our webinars focused on [social distancing](#), [emerging evidence](#), [crisis standards of care](#), [testing](#), [health equity](#), [reopening America](#), [mitigating indirect impacts](#), the [road to immunity](#), as well as our most recent webinar on [Learning to Treat COVID-19: Clinical Trials and Developing Therapeutics During a Pandemic](#). Transcripts and slide presentations are also available for all webinars in this series.

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The "COVID-19 Conversations" series of rapid-response webinars from the National Academy of Medicine and the American Public Health Association is addressing the state of the science on COVID-19 and explore emerging evidence on how to best mitigate its impact.

Led by a panel of [expert advisors](#) chaired by Carlos del Rio and Nicole Lurie, the series features trusted experts in such fields as public health, infectious disease, risk communication, and crisis standards of care. The series is providing trustworthy scientific analysis of important developments in the COVID-19 response to inform policymakers, public health practitioners, clinicians, business leaders, and scientists.

All webinars will be recorded and [posted on our website](#).

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## Help us spread the word!

**[Tweet this!](#)** Join [@theNAMedicine](#) and [@PublicHealth](#) for a free webinar on 7/8 that will feature an expert panel discussing the ways the U.S. can approach opening colleges and universities safely in the midst of #COVID19: <https://www.covid19conversations.org/> #COVID19conversations

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## The National Academies of Medicine and APHA are responding to the COVID-19 outbreak

To learn more, visit:

- [NAM Coronavirus Resources](#)

- [APHA COVID-19](#) and [Get Ready](#) pages and our coronavirus post series on [Public Health Newswire](#)

[Sign up for future COVID-19 and infectious disease info from APHA](#)

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American Public Health Association  
800 I St. NW, Washington DC 20001  
[www.apha.org](http://www.apha.org)  
202-777-2742

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[Unsubscribe](#) from all future APHA emails. *Please Note: This will remove you from all APHA communications, including important updates, membership information and newsletters.*

**From:** [Melissa Chavira](#)  
**To:** [Ruth Johnston](#)  
**Cc:** [Katrina Doolittle](#); [Lori McKee](#); [Melody Munson-Mcgee](#); [Gena Barela](#); [Lauren Goldstein](#); [Jon Webster](#)  
**Subject:** Re: COVID 19 infographics  
**Date:** Wednesday, June 3, 2020 7:56:11 AM

---

In MarComm we're already working up some infographic like options that we can distribute across social media via IG stories. We could expand our social campaign to cover each one of these areas in more depth (face touching, social distancing, hand washing) using these infographics - all rebranded for NMSU of course.

- Melissa

On Jun 3, 2020, at 7:44 AM, Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)> wrote:

Katrina and Lori (and others) – these seem to be great infographics – see link. How might we use them?

Ruth

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

**[Covid-19 Information](#)**

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**From:** Laura Madson <[lmadson@nmsu.edu](mailto:lmadson@nmsu.edu)>  
**Date:** Tuesday, June 2, 2020 at 5:53 PM  
**To:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Subject:** COVID 19 infographics

Dr. Johnston -

The [Psychonomic Society](#) just released a series of infographics and accompanying resources applying the best behavioral science to three behaviors: face touching, hand washing, and social distancing. The infographics and additional info are [here](#). From the site:

### **COVID-19 and Behavioral Science**

The spread of COVID-19 is, in part, based on human behavior. Behavioral scientists are a unique resource for changing human behavior in ways that may reduce the spread of the virus. The Psychonomic Society initiated an effort to assemble a group of experts in learning and behavior modification. Our goal is to disseminate evidence-based recommendations in areas where behavioral science may make a unique contribution.

I thought these resources might be of use to NMSU's COVID19-related efforts.

Thank you for your time.

Im

Laura Madson, Ph.D.

Professor

Department of Psychology

New Mexico State University

Las Cruces, NM 88003

[lmadson@nmsu.edu](mailto:lmadson@nmsu.edu)

[lauramadson.com](http://lauramadson.com)

[she](#) | [her](#) | [hers](#)

**From:** [Katrina Doolittle](#)  
**To:** [Lori McKee](#); [Ruth Johnston](#); [Teresa Burgin](#)  
**Cc:** [Melissa Chavira](#); [Melody Munson-Mcgee](#); [Gena Barela](#); [Lauren Goldstein](#); [Jon Webster](#); [Katrina Doolittle](#)  
**Subject:** RE: COVID 19 infographics  
**Date:** Wednesday, June 3, 2020 9:23:14 AM  
**Attachments:** [image001.png](#)

---

I would like to focus on the social distancing and see valued use on digital displays for students and in our training.

The infographics and additional info are [here](#)

*Katrina*

Katrina Doolittle, Ph.D.  
Executive Director  
Environmental Health Safety & Risk Management  
New Mexico State University  
Box 30001/MS 3578, Las Cruces, NM 88003  
(575) 646-3327  
[Safety.nmsu.edu](mailto:Safety.nmsu.edu)

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**Be Safe. Manage Risk and Prevent Loss**

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---

**From:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Sent:** Wednesday, June 03, 2020 8:23 AM  
**To:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>; Katrina Doolittle <[kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu)>; Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Cc:** Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>; Melody Munson-Mcgee <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>; Gena Barela <[gbarela@nmsu.edu](mailto:gbarela@nmsu.edu)>; Lauren Goldstein <[poet@nmsu.edu](mailto:poet@nmsu.edu)>; Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>  
**Subject:** RE: COVID 19 infographics

They look good and are easy to understand. LM



**Health and Wellness**  
**New Mexico State University**  
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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Sent:** Wednesday, June 3, 2020 6:44 AM  
**To:** Katrina Doolittle <[kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu)>; Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Cc:** Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>; Melody Munson-Mcgee <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>; Gena Barela <[gbarela@nmsu.edu](mailto:gbarela@nmsu.edu)>; Lauren Goldstein <[poet@nmsu.edu](mailto:poet@nmsu.edu)>; Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>  
**Subject:** FW: COVID 19 infographics

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Ruth

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

### **Covid-19 Information**

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**From:** Laura Madson <[lmadson@nmsu.edu](mailto:lmadson@nmsu.edu)>  
**Date:** Tuesday, June 2, 2020 at 5:53 PM  
**To:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Subject:** COVID 19 infographics

Dr. Johnston -

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I thought these resources might be of use to NMSU's COVID19-related efforts.

Thank you for your time.

Im

Laura Madson, Ph.D.

Professor

Department of Psychology

New Mexico State University

Las Cruces, NM 88003

[lmadson@nmsu.edu](mailto:lmadson@nmsu.edu)

[lauramadson.com](http://lauramadson.com)

[she](#) | [her](#) | [hers](#)



**From:** [Lori McKee](#)  
**To:** [Tim Nesbitt](#)  
**Subject:** RE: Covid 19 testing  
**Date:** Friday, June 5, 2020 1:01:00 PM  
**Attachments:** [image001.png](#)

---

Tim

The only available testing is PCR nasal swabs at this time. Turn around is 3-5 days. Department of Health has set up testing for employees returning. Please call Beatriz Vela at 575-528- 5150 at DOH who can help coordinate testing. LM



**Health and Wellness**  
**New Mexico State University**  
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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Tim Nesbitt <[tnesbitt@nmsu.edu](mailto:tnesbitt@nmsu.edu)>  
**Sent:** Friday, June 5, 2020 12:19 PM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** Covid 19 testing

Hey Lori:

I hope you are doing well. I know you must be up to your wits end with all this stuff going on.

I have a semi-personal question to ask you. I sit on a bank board here in town and the president of the bank is wondering about Covid 19 testing all employees of the bank prior to reopening the lobby to the public. In your experience can you tell me the options for collecting samples and which testing methods produce the fastest results?

Sorry to bug you but you are the only one I could think of to ask.

Thanks Lori'

Tim



**From:** [Tim Nesbitt](#)  
**To:** [Lori McKee](#)  
**Subject:** RE: Covid 19 testing  
**Date:** Friday, June 5, 2020 1:19:11 PM  
**Attachments:** [image001.png](#)

---

Lori:

Thanks a bunch.

Tim

---

**From:** Lori McKee <lomckee@ad.nmsu.edu>  
**Sent:** Friday, June 5, 2020 1:01 PM  
**To:** Tim Nesbitt <tnesbitt@nmsu.edu>  
**Subject:** RE: Covid 19 testing

Tim

The only available testing is PCR nasal swabs at this time. Turn around is 3-5 days. Department of Health has set up testing for employees returning. Please call Beatriz Vela at 575-528- 5150 at DOH who can help coordinate testing. LM



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**From:** [Timothy Dobson](#)  
**To:** [Lori McKee](#); [Julia Barello](#); [Luis Campos](#); [Luis Cifuentes](#); [Enrico Pontelli](#)  
**Cc:** [Sheri Pettit](#); [Ruth Johnston](#); [Jon Webster](#)  
**Subject:** RE: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 11:58:37 AM  
**Attachments:** [image003.png](#)  
[image004.png](#)

---

Good Morning Dr. Barello,

Thank you for contacting Facilities and Services regarding the cleaning of Devasthali Hall. Our Custodial team is performing our normal scheduled cleaning of Devasthali every morning between 4:00 AM and 8: AM before transferring staff to support Housing make ready. After reading the emails, I contacted Art Lucero and verified that our team has performed the normal scheduled cleaning on Monday, Tuesday, Wednesday, and Thursday of this week. The areas cleaned include disinfection of restrooms, disinfection of touchpoints, sanitization and cleaning of hallways, lobbies, breakrooms, and other common areas in the building. I am available via phone, 646-8026 if you have any questions.

*Tim*



Facilities and Services

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HAVE A COVID-19 QUESTION – Send an email to [Covid19@nmsu.edu](mailto:Covid19@nmsu.edu)

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**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Thursday, July 30, 2020 11:37 AM  
**To:** Julia Barello <jbarello@nmsu.edu>; Luis Campos <campos1@nmsu.edu>; Luis Cifuentes <lacifuen@nmsu.edu>  
**Cc:** Sheri Pettit <spettit@nmsu.edu>; Ruth Johnston <ruthj@nmsu.edu>; Timothy Dobson <tdobson@ad.nmsu.edu>  
**Subject:** RE: Covid in Devasthali Hall  
**Importance:** High

Dr. Barello

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[https://ready.nmsu.edu/NMSU\\_Ready\\_072820.pdf](https://ready.nmsu.edu/NMSU_Ready_072820.pdf)



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**Sent:** Thursday, July 30, 2020 11:10 AM  
**To:** Luis Campos <[campos1@nmsu.edu](mailto:campos1@nmsu.edu)>; Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>; Luis Cifuentes <[lcifuen@nmsu.edu](mailto:lcifuen@nmsu.edu)>  
**Cc:** Sheri Pettit <[spettit@nmsu.edu](mailto:spettit@nmsu.edu)>  
**Subject:** Covid in Devasthali Hall

Hi Luis and Lori,

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Regards,

Julia

**Professor Julia M. Barello**  
Academic Department Head  
Professor of Art  
Regent's Professor  
S.P. and Margaret Manasse Research Scholar  
College of Arts and Sciences  
New Mexico State University  
575-646-2728

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**From:** Julia Barello <[jbarello@nmsu.edu](mailto:jbarello@nmsu.edu)>  
**Date:** Thursday, July 30, 2020 at 9:38 AM  
**To:** Timothy Dobson <[tdobson@nmsu.edu](mailto:tdobson@nmsu.edu)>, Enrico Pontelli <[epontell@cs.nmsu.edu](mailto:epontell@cs.nmsu.edu)>  
**Subject:** need Devasthali disinfected

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Called the workorder desk, spoke to Eric, who called Leslie, who called me and told me that you had sent a memo instructing them to tell people to start with Aggie Wellness. I assume you can see the problem here.

So I have two issues:

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From my perspective, this is a blessing in disguise because it allows me to see just how prepared NMSU is for having students return to campus.

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Best wishes, I hope you and your family are staying safe,

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Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University

575-646-2728

**From:** [Lori McKee](#)  
**To:** [Julia Barello](#); [Luis Campos](#); [Luis Cifuentes](#)  
**Cc:** [Sheri Pettit](#); [Ruth Johnston](#); [Timothy Dobson](#)  
**Subject:** RE: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 11:37:00 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

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**From:** Julia Barello <jbarello@nmsu.edu>

**Sent:** Thursday, July 30, 2020 11:10 AM

**To:** Luis Campos <campos1@nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Luis Cifuentes <lacifuen@nmsu.edu>

**Cc:** Sheri Pettit <spettit@nmsu.edu>

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**From:** Julia Barello <[jbarello@nmsu.edu](mailto:jbarello@nmsu.edu)>

**Date:** Thursday, July 30, 2020 at 9:38 AM

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College of Arts and Sciences  
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575-646-2728

**From:** [Ruth Johnston](#)  
**To:** [Enrico Pontelli](#); [Luis Cifuentes](#); [Luis Campos](#); [Lori McKee](#); [Timothy Dobson](#)  
**Cc:** [Gena Jones](#); [Katrina Doolittle](#); [Ruth Johnston](#)  
**Subject:** Re: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 12:12:29 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

---

All - The HRS/EHSRM tiger team is already schedule to work on the flow chart(s) this afternoon.

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

For information about **NMSU Ready - our Return to Campus Plan** visit: [ready.nmsu.edu](https://ready.nmsu.edu)  
**HAVE A COVID-19 QUESTION** – Let us know at [covid19@nmsu.edu](mailto:covid19@nmsu.edu)

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**From:** Enrico Pontelli <epontell@nmsu.edu>  
**Date:** Thursday, July 30, 2020 at 12:03 PM  
**To:** Luis And lauren Cifuentes <lacifuen@nmsu.edu>, "Ruth A. Johnston" <ruthj@nmsu.edu>, Luis Campos <campos1@nmsu.edu>, Lori McKee <lomckee@nmsu.edu>, Timothy Dobson <tdobson@ad.nmsu.edu>  
**Subject:** RE: Covid in Devasthali Hall

I share Luis' frustration.

On the other hand, there are some aspects of this that we could work on:

1. The traffic in Devasthali from outside stakeholders has been problematic for some time – and that is beyond the DH control

2. I actually feel that the protocol of Aggie Health as the connection point is actually very good. I would worry much more if we ask supervisors to connect all the dots by themselves.
3. I do have concerns about navigating the ready.nmsu.edu when an emergency occurs – **can we extract the flowcharts and post them in a visible place within the site?** What are the most common occurrences that we will have:
  - a. Someone reports positive and the supervisor needs to know what to do
  - b. Someone reports positive and they need to know what to do
  - c. Someone shows up and breaks the safety protocols and the supervisor (or a faculty) needs to know what to doI feel the answers to these questions should be within one click from entering the site.

Enrico

---

**From:** Luis Cifuentes <lacifuen@nmsu.edu>

**Sent:** Thursday, July 30, 2020 11:55 AM

**To:** Ruth Johnston <ruthj@nmsu.edu>; Enrico Pontelli <epontell@nmsu.edu>; Luis Campos <campos1@nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Timothy Dobson <tdobson@ad.nmsu.edu>

**Subject:** Re: Covid in Devasthali Hall

All,

AND ... We do NOT need campus narratives that NMSU is not providing appropriate support when it very well may be that the department head, who asked that DH be opened for research and creativity needs, appears not to have read the NMSU Ready report.

PS. I admit to being frustrated.

*Luis*

**Luis Cifuentes, Ph.D. | Vice President for Research &  
Dean of the Graduate School**

New Mexico State University

Las Cruces, NM 88003

Work Phone: 575-646-9313

Mobile Phone: 979-229-2391

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---

**From:** Luis Cifuentes <[lacifuen@nmsu.edu](mailto:lacifuen@nmsu.edu)>

**Date:** Thursday, July 30, 2020 at 11:47 AM

**To:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>, Luis Campos <[campos1@nmsu.edu](mailto:campos1@nmsu.edu)>, Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>, Timothy Dobson <[tdobson@ad.nmsu.edu](mailto:tdobson@ad.nmsu.edu)>

**Subject:** Re: Covid in Devasthali Hall

All,

Suggest a hot wash with the DH to determine if and why protocols, which are found in required training, were not followed.

Regards,

*Luis*

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Dean of the Graduate School**

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**Date:** Thursday, July 30, 2020 at 11:37 AM

**To:** Julia Barello <[jbarello@nmsu.edu](mailto:jbarello@nmsu.edu)>, Luis Campos <[campos1@nmsu.edu](mailto:campos1@nmsu.edu)>, Luis Cifuentes <[lacifuen@nmsu.edu](mailto:lacifuen@nmsu.edu)>

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575-646-2728



**From:** [Luis Cifuentes](#)  
**To:** [Ruth Johnston](#); [Enrico Pontelli](#); [Luis Campos](#); [Lori McKee](#); [Timothy Dobson](#)  
**Subject:** Re: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 11:55:25 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)

---

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AND ... We do NOT need campus narratives that NMSU is not providing appropriate support when it very well may be that the department head, who asked that DH be opened for research and creativity needs, appears not to have read the NMSU Ready report.

PS. I admit to being frustrated.

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**Luis Cifuentes, Ph.D. | Vice President for Research &  
Dean of the Graduate School**

New Mexico State University  
Las Cruces, NM 88003  
Work Phone: 575-646-9313  
Mobile Phone: 979-229-2391

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---

**From:** Luis Cifuentes <lacifuen@nmsu.edu>

**Date:** Thursday, July 30, 2020 at 11:47 AM

**To:** Ruth Johnston <ruthj@nmsu.edu>, Enrico Pontelli <epontell@nmsu.edu>, Luis Campos <campos1@nmsu.edu>, Lori McKee <lomckee@nmsu.edu>, Timothy Dobson <tdobson@ad.nmsu.edu>

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Research



Graduate  
School



NMSU  
Ready

---

**From:** Lori McKee <lomckee@nmsu.edu>

**Date:** Thursday, July 30, 2020 at 11:37 AM

**To:** Julia Barello <jbarello@nmsu.edu>, Luis Campos <campos1@nmsu.edu>, Luis Cifuentes <lacifuen@nmsu.edu>

**Cc:** Sheri Pettit <spettit@nmsu.edu>, Ruth Johnston <ruthj@nmsu.edu>, Timothy Dobson <tdobson@ad.nmsu.edu>

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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
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**From:** Julia Barello <jbarello@nmsu.edu>  
**Sent:** Thursday, July 30, 2020 11:10 AM  
**To:** Luis Campos <campos1@nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Luis Cifuentes <lacifuen@nmsu.edu>  
**Cc:** Sheri Pettit <spettit@nmsu.edu>  
**Subject:** Covid in Devasthali Hall

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Academic Department Head

Professor of Art

Regent's Professor

S.P. and Margaret Manasse Research Scholar

College of Arts and Sciences

New Mexico State University

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**From:** Julia Barello <[jbarello@nmsu.edu](mailto:jbarello@nmsu.edu)>

**Date:** Thursday, July 30, 2020 at 9:38 AM

**To:** Timothy Dobson <[tdobson@nmsu.edu](mailto:tdobson@nmsu.edu)>, Enrico Pontelli <[epontell@cs.nmsu.edu](mailto:epontell@cs.nmsu.edu)>

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**From:** [Luis Cifuentes](#)  
**To:** [Ruth Johnston](#); [Enrico Pontelli](#); [Luis Campos](#); [Lori McKee](#); [Timothy Dobson](#)  
**Subject:** Re: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 11:47:38 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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**From:** Lori McKee <lomckee@nmsu.edu>  
**Date:** Thursday, July 30, 2020 at 11:37 AM  
**To:** Julia Barello <jbarello@nmsu.edu>, Luis Campos <campos1@nmsu.edu>, Luis Cifuentes <lacifuen@nmsu.edu>  
**Cc:** Sheri Pettit <spettit@nmsu.edu>, Ruth Johnston <ruthj@nmsu.edu>, Timothy Dobson <tdobson@ad.nmsu.edu>  
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**From:** [Enrico Pontelli](#)  
**To:** [Luis Cifuentes](#); [Ruth Johnston](#); [Luis Campos](#); [Lori McKee](#); [Timothy Dobson](#)  
**Subject:** RE: Covid in Devasthali Hall  
**Date:** Thursday, July 30, 2020 12:03:49 PM  
**Attachments:** [image016.png](#)  
[image018.png](#)  
[image020.png](#)  
[image025.png](#)  
[image028.png](#)  
[image029.png](#)

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I share Luis' frustration.

On the other hand, there are some aspects of this that we could work on:

1. The traffic in Devasthali from outside stakeholders has been problematic for some time – and that is beyond the DH control
2. I actually feel that the protocol of Aggie Health as the connection point is actually very good. I would worry much more if we ask supervisors to connect all the dots by themselves.
3. I do have concerns about navigating the ready.nmsu.edu when an emergency occurs – can we extract the flowcharts and post them in a visible place within the site? What are the most common occurrences that we will have:
  - a. Someone reports positive and the supervisor needs to know what to do
  - b. Someone reports positive and they need to know what to do
  - c. Someone shows up and breaks the safety protocols and the supervisor (or a faculty) needs to know what to do

I feel the answers to these questions should be within one click from entering the site.

Enrico

---

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**Sent:** Thursday, July 30, 2020 11:55 AM  
**To:** Ruth Johnston <ruthj@nmsu.edu>; Enrico Pontelli <epontell@nmsu.edu>; Luis Campos <campos1@nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Timothy Dobson <tdobson@ad.nmsu.edu>  
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**From:** [Lori McKee](#)  
**To:** [Carol MacDonald](#)  
**Subject:** RE: Covid Nurse Position  
**Date:** Monday, July 13, 2020 4:01:00 PM  
**Attachments:** [image001.png](#)

---

No there is no title change it is a staff nurse with a job assignment of covid tracing. Once COVID goes away it would still be a staff nurse position but there may still be some duty assignment for immunization tracking. We could train all nurses and rotate through if you would like everyone to get exposed, I would like to have it work a week at a time. What do you think? LM



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**From:** Carol MacDonald <nevarezc@ad.nmsu.edu>  
**Sent:** Monday, July 13, 2020 3:59 PM  
**To:** Lori McKee <lomckee@ad.nmsu.edu>  
**Subject:** Covid Nurse Position

Hi Lori,

Donna expressed some interest this afternoon for the covid contact tracing nurse. She had some questions that I think I know the answers to, but double checking with you. 1 – Does she keep the title staff nurse or a new position name with a new start date in her personnel record? Also, if covid resolves (whenever that may be), can she go back to regular staff nurse or would she need to stay 80% working on other communicable diseases?

Thanks,  
Carol

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**

Las Cruces, NM 88003

(575) 646-3459



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**From:** [Carol MacDonald](#)  
**To:** [Lori McKee](#)  
**Subject:** RE: Covid Nurse Position  
**Date:** Monday, July 13, 2020 4:07:46 PM  
**Attachments:** [image001.png](#)

---

I like that idea too. This would give everyone a break from the clinic and gain some skills in contact tracing and provider coverage when someone calls in or takes leave. The nurses would all have to work off the same spread sheet David is using (adding notes) so no one is doing double the work or missing something. Donna is not sure yet. She feels like it's a big change and wants to discuss it with her husband first.

Thanks,  
Carol

---

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**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Carol MacDonald <[nevarezc@ad.nmsu.edu](mailto:nevarezc@ad.nmsu.edu)>  
**Sent:** Monday, July 13, 2020 3:59 PM  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Subject:** Covid Nurse Position

Hi Lori,

Donna expressed some interest this afternoon for the covid contact tracing nurse. She had some questions that I think I know the answers to, but double checking with you. 1 – Does she keep the title staff nurse or a new position name with a new start date in her personnel record? Also, if covid resolves (whenever that may be), can she go back to regular staff nurse or would she need to stay 80% working on other communicable diseases?

Thanks,  
Carol

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-3459**



**Health and Wellness**  
**New Mexico State University**  
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**From:** [Lori McKee](#)  
**To:** [Carol MacDonald](#); [Judi Voelz](#); [Carol MacDonald](#); [Lori McKee](#)  
**Subject:** RE: COVID policies  
**Date:** Wednesday, July 1, 2020 2:40:46 PM

---

I agree. A separate COVID section. Lm

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Carol MacDonald <[nevarezc@ad.nmsu.edu](mailto:nevarezc@ad.nmsu.edu)>  
**Date:** 7/1/20 1:45 PM (GMT-07:00)  
**To:** Judi Voelz <[jvoelz@ad.nmsu.edu](mailto:jvoelz@ad.nmsu.edu)>, Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>, Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Subject:** RE: COVID policies

My personal opinion is we keep it in the manuals drive but in its own separate folder so staff can find it easily. There are so many places within the manual it could go (clinical, nursing, office procedures, safety plan, infection control plan, etc.) so it may be difficult for staff to find but up to you all. We could also keep it under infection control since there is already a section for communicable diseases.

Carol

---

**From:** Judi Voelz <[jvoelz@ad.nmsu.edu](mailto:jvoelz@ad.nmsu.edu)>  
**Sent:** Wednesday, July 1, 2020 11:26 AM  
**To:** Carol Nevarez ([nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)) <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>; Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Subject:** COVID policies

Lori and Carol,

I know it it time to review our policy manuals. How do we want to organize and do COVID policies? Do we want to create another part of the manual specific to COVID and put the policies in there? Do we want to add COVID just to our regular manuals e.g. nursing, clinical, front desk or maybe make a manual with COVID policies and put a copy in our regular manuals as well?

I hope you two have a good weekend.

Thanks, Judi

**From:** [Carol MacDonald](#)  
**To:** [Judi Voelz](#); [Carol MacDonald](#); [Lori McKee](#)  
**Subject:** RE: COVID policies  
**Date:** Wednesday, July 1, 2020 1:45:47 PM

---

My personal opinion is we keep it in the manuals drive but in its own separate folder so staff can find it easily. There are so many places within the manual it could go (clinical, nursing, office procedures, safety plan, infection control plan, etc.) so it may be difficult for staff to find but up to you all. We could also keep it under infection control since there is already a section for communicable diseases.

Carol

---

**From:** Judi Voelz <jvoelz@ad.nmsu.edu>  
**Sent:** Wednesday, July 1, 2020 11:26 AM  
**To:** Carol Nevarez (nevarezc@nmsu.edu) <nevarezc@nmsu.edu>; Lori McKee <lomckee@ad.nmsu.edu>  
**Subject:** COVID policies

Lori and Carol,

I know it it time to review our policy manuals. How do we want to organize and do COVID policies? Do we want to create another part of the manual specific to COVID and put the policies in there? Do we want to add COVID just to our regular manuals e.g. nursing, clinical, front desk or maybe make a manual with COVID policies and put a copy in our regular manuals as well?

I hope you two have a good weekend.

Thanks, Judi

**From:** [Carol MacDonald](#)  
**To:** [Lori McKee](#); [Judi Voelz](#); [Carol MacDonald](#); [Lori McKee](#)  
**Subject:** RE: COVID policies  
**Date:** Wednesday, July 1, 2020 2:55:05 PM

---

I will start a folder and add in the self-monitoring policy.

Thanks,  
Carol

---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Wednesday, July 1, 2020 2:41 PM  
**To:** Carol MacDonald <nevarezc@ad.nmsu.edu>; Judi Voelz <jvoelz@ad.nmsu.edu>; Carol MacDonald <nevarezc@nmsu.edu>; Lori McKee <lomckee@ad.nmsu.edu>  
**Subject:** RE: COVID policies

I agree. A separate COVID section. Lm

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Carol MacDonald <[nevarezc@ad.nmsu.edu](mailto:nevarezc@ad.nmsu.edu)>  
**Date:** 7/1/20 1:45 PM (GMT-07:00)  
**To:** Judi Voelz <[jvoelz@ad.nmsu.edu](mailto:jvoelz@ad.nmsu.edu)>, Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>, Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
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Carol

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**From:** Judi Voelz <[jvoelz@ad.nmsu.edu](mailto:jvoelz@ad.nmsu.edu)>  
**Sent:** Wednesday, July 1, 2020 11:26 AM  
**To:** Carol Nevarez ([nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)) <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>; Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
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I hope you two have a good weekend.

Thanks, Judi

**From:** [Lori McKee](#)  
**To:** [Ruth Johnston](#); [Lori McKee](#); [Katrina Doolittle](#)  
**Cc:** [Jon Webster](#)  
**Subject:** RE: Covid Positive Case  
**Date:** Tuesday, June 23, 2020 4:48:36 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Yes been working with both teams. Lm

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Date:** 6/23/20 1:43 PM (GMT-07:00)  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>, Katrina Doolittle <[kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>  
**Subject:** FW: Covid Positive Case

I assume you are aware?

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

**[Covid-19 Information](#)**

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**New Mexico State University**


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
**From:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>  
**Date:** Tuesday, June 23, 2020 at 1:02 PM  
**To:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Subject:** Covid Positive Case

This was posted on the FS Building Notification team site. Just wanted to make sure you were aware.



**Thomas Villalobos** 12:57 PM 

**FS Building Notification,** Hi everyone just received notification from Brenda Purcell From Hardman Jacobs (HJULC) , that one of their students have tested positive for covid-19 , as of right now i have locked down all the card readers and doors, so no one can enter by card swipe.

 Reply

Jon Webster  
NMSU COVID-19 Project Manager  
Assistant Director, Project Development & Engineering  
Facilities and Services  
New Mexico State University  
(575) 646-5248 Office  
(915) 245-5319 Cell

[jonweb78@nmsu.edu](mailto:jonweb78@nmsu.edu)



**BE BOLD. Shape the Future.**

**From:** [Lori McKee](#)  
**To:** [DAnne Stuart](#)  
**Subject:** RE: CoVid PPE  
**Date:** Monday, June 15, 2020 1:21:00 PM  
**Attachments:** [image001.png](#)

---

DAnne

Do you want me to reach out or do you want him to work directly with Javier? LM



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**New Mexico State University**

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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** DAnne Stuart <[dstuart@ad.nmsu.edu](mailto:dstuart@ad.nmsu.edu)>  
**Sent:** Monday, June 15, 2020 11:59 AM  
**To:** Scott Breckner <[breckner@ad.nmsu.edu](mailto:breckner@ad.nmsu.edu)>  
**Cc:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>; Javier Cordero <[javierco@ad.nmsu.edu](mailto:javierco@ad.nmsu.edu)>  
**Subject:** Re: CoVid PPE

Scott,

Please reach out to Javier, copied above, as he is coordinating supply needs.

D'Anne Stuart

On Jun 15, 2020, at 11:57 AM, Scott Breckner <[breckner@ad.nmsu.edu](mailto:breckner@ad.nmsu.edu)> wrote:

Hi Lori,

Hope all is well.....A "well done" to you and staff in these most difficult times!  
Hopefully we are turning the corner to better times!

Obviously our Office has begun planning on staffing potential athletic events as we have our first WVB match on September 4 & 5 and Football, September 12. While I

know we all await further guidance from State and NCAA regarding the likelihood of large events actually occurring that early, pre-planning for a variety of “event configurations” has started. One critical item of concern in all variations is for the ordering of PPE for full-time as well as student staff which likely will have an extended timeline before PPE product(s) are received. Do we know how would we go about getting the approved equipment recommendations far enough in advance to ensure we have them in time? Such items would include temporal scanners (walk thru as well as hand held), face shields, masks, cleaning supplies, etc. As an example we are looking at what items would best suit our employees GameDay safety work experience such as Ballcaps w/face shields versus cloth masks/eye wear.....but would need to know specific safety guidelines/requirements. Our preliminary research is also showing maybe 6 weeks or longer for some possible items.

Thanks..... and call me, as well, if you would like to discuss the process/procedure/timelines.....

*Scott Breckner, Director*  
**Office of Special Events & Game Day Management**  
**Director, Pan American Center**  
**New Mexico State University**  
**Pan American Center, Aggie Memorial Stadium & Athletic Facilities**  
**dl 646-7474 / c 575-993-9250**  
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**From:** [DAnne Stuart](#)  
**To:** [Lori McKee](#)  
**Subject:** RE: CoVid PPE  
**Date:** Monday, June 15, 2020 1:36:27 PM  
**Attachments:** [image001.png](#)

---

We are going to have Sodexo help him with an assessment.

Thanks, D'Anne  
6-2710

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---

**From:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Sent:** Monday, June 15, 2020 1:21 PM  
**To:** DAnne Stuart <[dstuart@ad.nmsu.edu](mailto:dstuart@ad.nmsu.edu)>  
**Subject:** RE: CoVid PPE

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**New Mexico State University**

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**Lori McKee, MBA**  
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**Cc:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>; Javier Cordero <[javierco@ad.nmsu.edu](mailto:javierco@ad.nmsu.edu)>  
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**From:** [Lori McKee](#)  
**To:** [Daniel James](#)  
**Subject:** RE: Covid self-monitoring checklist  
**Date:** Thursday, July 23, 2020 9:33:00 AM  
**Attachments:** [COVID Screening.docx](#)  
[image002.png](#)  
[image003.png](#)

---

Daniel

I'm sorry, here it is. LM



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**New Mexico State University**  
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*No Challenge; No Change*  
*Know Challenge; Know Change*

COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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---

**From:** Daniel James <ddjames@nmsu.edu>  
**Sent:** Thursday, July 23, 2020 9:31 AM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** Covid self-monitoring checklist

Hi Lori. Thank you for taking my call yesterday. If you sent me the Covid self-monitoring checklist, I did not receive it, so please send it again.

Thank you.

Sincerely,

*Daniel D. James*  
**Interim Associate Dean**



**College Professor**

New Mexico State University

College of Business

Phone: 575-646-5431

Fax: 575-646-6155

MSC 3AD, PO Box 30001

Las Cruces, NM 88003-8001

<mailto:ddjames@nmsu.edu>

**NMSU Ready.** A System-Wide Return to Campus [Plan](#)



**From:** [Daniel James](#)  
**To:** [Lori McKee](#)  
**Subject:** RE: Covid self-monitoring checklist  
**Date:** Thursday, July 23, 2020 9:47:36 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Lori, thank you so much.

Hope you are doing well.

Daniel

---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Thursday, July 23, 2020 9:34 AM  
**To:** Daniel James <ddjames@nmsu.edu>  
**Subject:** RE: Covid self-monitoring checklist

Daniel  
I'm sorry, here it is. LM



**Health and Wellness**  
**New Mexico State University**  
**BE BOLD. Shape the Future**

*No Challenge; No Change*  
*Know Challenge; Know Change*

COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
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MSC 3AD, PO Box 30001  
Las Cruces, NM 88003-8001  
<mailto:ddjames@nmsu.edu>

**NMSU Ready.** A System-Wide Return to Campus [Plan](#)



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New Mexico State University

**From:** [Lori McKee](#)  
**To:** [James Staley](#)  
**Cc:** "[Katrina Doolittle \(kadoolit@ad.nmsu.edu\)](mailto:kadoolit@ad.nmsu.edu)"  
**Subject:** RE: COVID signage  
**Date:** Tuesday, July 7, 2020 1:56:00 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

James

See suggestions below. I would eliminate the area in green as we would like all employees to report a positive result.

Katrina

Thoughts? LM



**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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---

**From:** James Staley <jastaley@ad.nmsu.edu>  
**Sent:** Tuesday, July 7, 2020 1:43 PM  
**To:** Lori McKee <lomckee@ad.nmsu.edu>  
**Subject:** COVID signage

Hello, Lori.

Hope all is well. I have been tasked with curating content for a few signs to be placed in workspaces.

Do you have a daily health monitoring checklist for COVID?

Also, we have the NMSU COVID-19 Safety Commitment. Do we need to make any updates, particularly to the highlighted section below?

**New Mexico State University COVID-19 Safety Commitment**

To minimize the risk to public health presented by the spread of COVID-19 while working

and learning at NMSU, students, staff, and faculty are expected to adhere to the following:

- I will limit my exposure to COVID-19 by maintaining social distancing guidelines or 6 feet or more professionally and personally.
- I will wear the appropriate cloth face covering or personal protective equipment when I cannot practice social distancing or in an indoor space with others present
- I will practice proper hand-washing techniques frequently.
- I agree to closely monitor my health and will not enter an NMSU building or participate in face-to-face activities if I feel sick or if I develop or display symptoms of COVID-19.
- I agree to decontaminate work surfaces at the beginning and end of my work especially in shared work space areas
- If I have a positive test for COVID-19 and I have been on campus in the 48 hours before I was tested or I developed symptoms of the illness, I agree to immediately notify my supervisor and Aggie Health and Wellness (call 575-646-7375 or notify David Carbajal at [davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)).
- I agree to follow all NMSU guidelines to protect the public health of our community.
- I understand that failure to follow these expected behaviors would be detrimental to public health efforts and could impact my ability to perform work at NMSU.

Thanks.

**James Staley**  
**Marketing Communications Specialist**  
Marketing and Communications  
[brand.nmsu.edu](http://brand.nmsu.edu)

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**New Mexico State University**

**From:** [James Staley](#)  
**To:** [Lori McKee](#)  
**Cc:** [Katrina Doolittle](#)  
**Subject:** Re: COVID signage  
**Date:** Tuesday, July 7, 2020 2:06:26 PM  
**Attachments:** [image001.png](#)

---

Thank you. That's helpful.

Do you have a daily health monitoring checklist for COVID?

JS

---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Date:** Tuesday, July 7, 2020 at 1:56 PM  
**To:** James Staley <jastaley@ad.nmsu.edu>  
**Cc:** Katrina Doolittle <kadoolit@ad.nmsu.edu>  
**Subject:** RE: COVID signage

James

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Katrina

Thoughts? LM



**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
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- I will wear the appropriate cloth face covering or personal protective equipment when I cannot practice social distancing or in an indoor space with others present
- I will practice proper hand-washing techniques frequently.
- I agree to closely monitor my health and will not enter an NMSU building or participate in face-to-face activities if I feel sick or if I develop or display symptoms of COVID-19.
- I agree to decontaminate work surfaces at the beginning and end of my work especially in shared work space areas
- If I have a positive test for COVID-19 and I have been on campus in the 48 hours before I was tested or I developed symptoms of the illness, I agree to immediately notify my supervisor and Aggie Health and Wellness (call 575-646-7375 or notify David Carbajal at [davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)).
- I agree to follow all NMSU guidelines to protect the public health of our community.
- I understand that failure to follow these expected behaviors would be detrimental to public health efforts and could impact my ability to perform work at NMSU.

Thanks.

**James Staley**  
**Marketing Communications Specialist**  
Marketing and Communications  
[brand.nmsu.edu](http://brand.nmsu.edu)

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**New Mexico State University**

**From:** [Lori McKee](#)  
**To:** [Ophelia Watkins](#)  
**Subject:** RE: COVID Team for Housing  
**Date:** Wednesday, June 24, 2020 11:42:00 AM  
**Attachments:** [STATEMENT OF CONFIDENTIALITY.docx](#)

---

Not if the person willing tells you and asks you to do errands. You won't have access to their health information and it helps us facilitate care. I would have them sign a confidentiality notice that anything they do, observe or hear is confidential. I have attached ours for reference. LM

---

**From:** Ophelia Watkins <[owatkins@ad.nmsu.edu](mailto:owatkins@ad.nmsu.edu)>  
**Sent:** Wednesday, June 24, 2020 10:31 AM  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Subject:** COVID Team for Housing

Hi Lori,

We're interested in having a team in place for students in isolation housing. The team would make phone calls daily, schedule zoom meetings for social connection and run errands like picking up prescriptions or grocery orders.

Question came up whether our staff knowing someone is in isolation would violate HIPA. What do you think?

Best regards,  
Ophelia

**Ophelia Watkins**  
Interim Executive Director  
Housing & Residential Life  
New Mexico State University

[owatkins@nmsu.edu](mailto:owatkins@nmsu.edu)

*Telework hours: 8:00am-5:00pm, Monday-Friday*

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**From:** [Lori McKee](#)  
**To:** [Ryan Mastin](#)  
**Subject:** RE: Covid Testing and other questions  
**Date:** Thursday, June 18, 2020 3:50:00 PM

---

Thanks. Got it. LM

---

**From:** Ryan Mastin <rmastin1@nmsu.edu>  
**Sent:** Thursday, June 18, 2020 3:50 PM  
**To:** Lori McKee <lomckee@ad.nmsu.edu>  
**Subject:** Covid Testing and other questions

Hello Lori,

I had Dr. James Wilterding (exec director) from UNM Student Health call and want to talk to you. Being that you are doing the Town Hall with the president, I told Dr. Wilterding that I would relay this message to you. His Cell# is 505-220-2254, Office# 505-277-2960 and email address [jwilt@unm.edu](mailto:jwilt@unm.edu).

**Ryan Mastin**

**Customer Service**

Aggie Health and Wellness Center  
Las Cruces, NM. 88003-8001

cid:image001.png@01D4DD9A.EB57F820



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**From:** [Caryl Rada](#)  
**To:** [Carol MacDonald](#); [Sara Verduzco](#); [Emilee Lopez](#); [Debbie Gonzales](#); [Ladonna Lovejoy](#); [Erika Holguin](#); [Madeline Lewis](#); [Cruzita Montoya](#); [Robin Curry](#); [Suzanne Price](#); [Diane Aragon](#); [Diane Kruis](#); [Judi Voelz](#); [Sara Guidetti](#); [Sarah House](#); [Gerry Chavez](#); [James Mooney](#)  
**Cc:** [Lori McKee](#)  
**Subject:** Re: COVID TESTING  
**Date:** Monday, July 27, 2020 9:34:01 AM  
**Attachments:** [image001.png](#)

---

Hi Carol,

I can help on Wednesday and Thursday.

Sincerely,  
Caryl Rada

---

**From:** Carol MacDonald <nevarezc@nmsu.edu>  
**Sent:** Monday, July 27, 2020 9:22:08 AM  
**To:** Sara Verduzco <sarave1@nmsu.edu>; Emilee Lopez <lopezem1@nmsu.edu>; Debbie Gonzales <djg@nmsu.edu>; Ladonna Lovejoy <dlov3j0y@nmsu.edu>; Erika Holguin <eholguin@nmsu.edu>; Madeline Lewis <mlewis62@nmsu.edu>; Cruzita Montoya <montoyac@nmsu.edu>; Robin Curry <rocurry@nmsu.edu>; Suzanne Price <suprice@nmsu.edu>; Diane Aragon <diaragon@nmsu.edu>; Diane Kruis <dkruis@nmsu.edu>; Judi Voelz <jvoelz@nmsu.edu>; Sara Guidetti <guidetti@nmsu.edu>; Sarah House <shouse@nmsu.edu>; Caryl Rada <cayebae@nmsu.edu>; Gerry Chavez <chavezgr@nmsu.edu>; James Mooney <jmooney@nmsu.edu>  
**Cc:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** COVID TESTING

Hi All,

We are in need of staff to help with covid collection testing next week (8:00 AM – 10:00 AM Wednesday, Thursday and Friday) at the dorms. This will be offered to incoming students. DOH will provide gowns and hair covers. We just need gloves, N95 masks and our face shields. This is a great opportunity to get training, experience and to prepare for when our rapid machine arrives. Please respond by 2 PM today so Lori can prepare her list. DOH will provide training.

Thanks,  
Carol

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-3459**

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*Know Challenge; Know Change*

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Reopening Plan: <https://ready.nmsu.edu/plan/index.html>



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**From:** [Lori McKee](#)  
**To:** [Carol MacDonald](#); "[Judi Voelz](#)"  
**Subject:** RE: COVID TESTING  
**Date:** Monday, July 27, 2020 1:12:00 PM  
**Attachments:** [image001.png](#)

---

There will be representatives there from DOH helping with paperwork, setup etc. NMSU is the responsible party as they are giving us the supplies but they are facilitating registration, labeling, etc. and then we return everything to them to send to testing laboratory. If we cannot train our staff to do swabbing, then we need to coordinate when they will help DOH this week to gain the experience. LM



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Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Carol MacDonald <nevarezc@nmsu.edu>  
**Sent:** Monday, July 27, 2020 1:03 PM  
**To:** Lori McKee <lomckee@ad.nmsu.edu>  
**Subject:** FW: COVID TESTING

Hi Lori,

This is what I have so far. Waiting on any other responses by 2 PM. Dr. Voelz wants to know who will be supervising the collection people? DOH?

| <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|------------------|-----------------|---------------|
| Gerry            | Suzanne         | Gerry         |
| Caryl            | Caryl           | Debbie Jo     |
| Cruz             | Donna           | Erika         |

|               |              |               |
|---------------|--------------|---------------|
| Sara Guidetti | Diana Aragon | Sara Guidetti |
|               | Ethi         |               |

---

**From:** Judi Voelz <[jvoelz@ad.nmsu.edu](mailto:jvoelz@ad.nmsu.edu)>  
**Sent:** Monday, July 27, 2020 12:25 PM  
**To:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Subject:** Re: COVID TESTING

Carol,  
Who will be supervising these collecting people? Judi

---

**From:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Sent:** Monday, July 27, 2020 9:22 AM  
**To:** Sara Verduzco; Emilee Lopez; Debbie Gonzales; Ladonna Lovejoy; Erika Holguin; Madeline Lewis; Cruzita Montoya; Robin Curry; Suzanne Price; Diane Aragon; Diane Kruis; Judi Voelz; Sara Guidetti; Sarah House; Caryl Rada; Gerry Chavez; James Mooney  
**Cc:** Lori McKee  
**Subject:** COVID TESTING

Hi All,  
We are in need of staff to help with covid collection testing next week (8:00 AM – 10:00 AM Wednesday, Thursday and Friday) at the dorms. This will be offered to incoming students. DOH will provide gowns and hair covers. We just need gloves, N95 masks and our face shields. This is a great opportunity to get training, experience and to prepare for when our rapid machine arrives. Please respond by 2 PM today so Lori can prepare her list. DOH will provide training.

Thanks,  
Carol

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-3459**

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**From:** [Carol MacDonald](#)  
**To:** [Gerry Chavez](#)  
**Cc:** [Lori McKee](#)  
**Subject:** RE: COVID TESTING  
**Date:** Monday, July 27, 2020 9:25:42 AM  
**Attachments:** [image001.png](#)

---

Awesome! Thanks Carol

---

**From:** Gerry Chavez <[chavezgr@nmsu.edu](mailto:chavezgr@nmsu.edu)>  
**Sent:** Monday, July 27, 2020 9:25 AM  
**To:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Subject:** RE: COVID TESTING

Hello, I would be interested in participating, however I would only be able to help Wednesday and Friday, since I am alone in the lab on Thursday.

Gerardo R. Chavez, MLS (ASCP)  
Medical Laboratory Scientist  
Aggie Health and Wellness  
[chavezgr@nmsu.edu](mailto:chavezgr@nmsu.edu)  
(575) 646-6426



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Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

---

**From:** Carol MacDonald <[nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu)>  
**Sent:** Monday, July 27, 2020 9:22 AM  
**To:** Sara Verduzco <[sarave1@nmsu.edu](mailto:sarave1@nmsu.edu)>; Emilee Lopez <[lopezem1@nmsu.edu](mailto:lopezem1@nmsu.edu)>; Debbie Gonzales <[djg@nmsu.edu](mailto:djg@nmsu.edu)>; Ladonna Lovejoy <[dlov3j0y@nmsu.edu](mailto:dlov3j0y@nmsu.edu)>; Erika Holguin <[eholguin@nmsu.edu](mailto:eholguin@nmsu.edu)>; Madeline Lewis <[mlewis62@nmsu.edu](mailto:mlewis62@nmsu.edu)>; Cruzita Montoya <[montoyac@nmsu.edu](mailto:montoyac@nmsu.edu)>; Robin Curry <[rocurry@nmsu.edu](mailto:rocurry@nmsu.edu)>; Suzanne Price <[suprice@nmsu.edu](mailto:suprice@nmsu.edu)>; Diane Aragon <[diaragon@nmsu.edu](mailto:diaragon@nmsu.edu)>; Diane Kruis <[dkruis@nmsu.edu](mailto:dkruis@nmsu.edu)>; Judi Voelz <[jvoelz@nmsu.edu](mailto:jvoelz@nmsu.edu)>; Sara Guidetti <[guidetti@nmsu.edu](mailto:guidetti@nmsu.edu)>; Sarah House <[shouse@nmsu.edu](mailto:shouse@nmsu.edu)>; Caryl Rada <[cayebae@nmsu.edu](mailto:cayebae@nmsu.edu)>; Gerry Chavez <[chavezgr@nmsu.edu](mailto:chavezgr@nmsu.edu)>; James Mooney <[jmooney@nmsu.edu](mailto:jmooney@nmsu.edu)>  
**Cc:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** COVID TESTING

**Importance:** High

Hi All,

We are in need of staff to help with covid collection testing next week (8:00 AM – 10:00 AM Wednesday, Thursday and Friday) at the dorms. This will be offered to incoming students. DOH will provide gowns and hair covers. We just need gloves, N95 masks and our face shields. This is a great opportunity to get training, experience and to prepare for when our rapid machine arrives. Please respond by 2 PM today so Lori can prepare her list. DOH will provide training.

Thanks,  
Carol

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
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**From:** [Lori McKee](#)  
**To:** [Brook Milligan](#)  
**Subject:** RE: Covid testing  
**Date:** Tuesday, June 30, 2020 2:27:00 PM

---

Brook

It was symptomatic based on a couple of them but then we had conversions from others that lived together. LM

-----Original Message-----

From: Brook Milligan <phonebook@nmsu.edu>  
Sent: Tuesday, June 30, 2020 2:08 PM  
To: Lori McKee <lomckee@nmsu.edu>  
Subject: Covid testing

\*\*\*\*\*

This message was sent from the NMSU phonebook web application. The user reported their email address as brook@nmsu.edu. Please contact the NMSU help desk if you believe this message is spam.

\*\*\*\*\*

Hi Lori,

I want to follow up on a comment you made yesterday in the Covid testing/tracing meeting. You mentioned the athletes testing positive. Were those a result of asymptomatic testing or did they have symptoms? Are groups like athletes undergoing asymptomatic testing?

Thanks for clarifying this.

Cheers,

Brook

**From:** [Ken Van Winkle](#)  
**To:** [Lori McKee](#)  
**Subject:** Re: COVID Tracing Materials  
**Date:** Friday, July 17, 2020 9:30:16 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

Hi Lori,

These are the folks from Alamogordo who have taken the Johns Hopkins Contact Tracing Course, and will be the Contact Tracing team for Alamogordo. I also took the course and will be available if need be.

Joan Hale – lead, [jfhale@nmsu.edu](mailto:jfhale@nmsu.edu)  
Ramona Becker, [rbecker@nmsu.edu](mailto:rbecker@nmsu.edu)  
Paula Harms-Van Duyn, [pjharms@nmsu.edu](mailto:pjharms@nmsu.edu)  
David MacWilliams, [dcmacwil@nmsu.edu](mailto:dcmacwil@nmsu.edu)

Thank you,

Ken

Ken Van Winkle  
President  
New Mexico State University Alamogordo



---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Date:** Wednesday, July 15, 2020 at 2:58 PM  
**To:** Mickey Best <mbest@nmsu.edu>, Ken Van Winkle <kvanwink@nmsu.edu>, Karla Volpi <kvolpi@nmsu.edu>, Kelly Brooks <kbrooks@dacc.nmsu.edu>, Enrico Pontelli <epontell@nmsu.edu>  
**Cc:** "David Carbajal (davidcar@ad.nmsu.edu)" <davidcar@ad.nmsu.edu>  
**Subject:** COVID Tracing Materials

All~

Thank you so much for the candid conversations yesterday surrounding COVID tracing on our campuses. Attached is the blank tracing form we are currently using until the database is complete. I have also included the official HAN announcement of how the NM Department of Health is tracing

and incorporated it into our final document for NMSU. In addition you might find helpful information on Contact Tracing from the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing-comms.html>. If you don't have it the link to the Johns Hopkins Tracing Course is also linked here <https://coronavirus.jhu.edu/contact-tracing>. I look forward to our next meeting on Tuesday, July 21<sup>st</sup> at 4:00 pm. Please let me know if you have questions. LM



**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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**From:** [Ken Van Winkle](#)  
**To:** [Lori McKee](#)  
**Subject:** Re: COVID Tracing Materials  
**Date:** Wednesday, July 22, 2020 1:42:55 PM  
**Attachments:** [image002.png](#)

---

Hi Lori,

Here is the list you requested. Thanks for all you are doing!

Alamogordo Contact Tracing Team

Joan Hale – lead, [jfhale@nmsu.edu](mailto:jfhale@nmsu.edu) 800550669  
Ramona Becker, [rbecker@nmsu.edu](mailto:rbecker@nmsu.edu) 800089894  
Paula Harms-Van Duyn, [pjharms@nmsu.edu](mailto:pjharms@nmsu.edu) 800276966  
David MacWilliams, [dcmacwil@nmsu.edu](mailto:dcmacwil@nmsu.edu) 800690889

I also took the course and will be available if need be. Ken Van Winkle, [kvanwink@nmsu.edu](mailto:kvanwink@nmsu.edu)  
800012119

Thank you,

Ken

Ken Van Winkle  
President  
New Mexico State University Alamogordo



**From:** [Gutierrez, Bernadette, DOH](#)  
**To:** [Lori McKee](#)  
**Subject:** RE: COVID Tracing NMSU  
**Date:** Monday, June 29, 2020 5:20:23 PM  
**Attachments:** [image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)

---

Thank you! I will forward your email to Elizabeth VinHatton at the Epi Response Division.

**Bernadette Gutierrez, RN BSN**  
**Southwest Region Nurse Epidemiologist**  
**NM Department Of Health**



ph:(575) 528-6017  
fax:(575) 528-6060  
[www.nmhealth.org](http://www.nmhealth.org)



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---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Monday, June 29, 2020 5:18 PM  
**To:** Gutierrez, Bernadette, DOH <Bernadette.Gutierre@state.nm.us>  
**Subject:** [EXT] COVID Tracing NMSU  
**Importance:** High

**From:** [Lori McKee](#)  
**To:** [David Carbajal](#)  
**Subject:** RE: COVID tracking  
**Date:** Monday, July 13, 2020 11:07:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

Yes, right now. LM



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**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
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---

**From:** David Carbajal <davidcar@ad.nmsu.edu>  
**Sent:** Monday, July 13, 2020 10:40 AM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** FW: COVID tracking

Are we tracking students as well?



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*David Carbajal*  
*Workers Compensation Specialist*  
*New Mexico State University*  
*3080 Breland Dr.*  
*Las Cruces, NM 88003*  
*Phone: 575 646-7375*

**From:** [Lori McKee](#)  
**To:** [Judi Voelz](#)  
**Subject:** RE: COVID Training  
**Date:** Tuesday, June 16, 2020 1:02:00 PM  
**Attachments:** [image001.png](#)

---

I did it on Chrome. Do you have Firefox? That may work. Also try going to the Center for Learning and Professional Development website instead of clicking on the link. LM



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---

**From:** Judi Voelz <jvoelz@ad.nmsu.edu>  
**Sent:** Tuesday, June 16, 2020 1:00 PM  
**To:** 'Lori McKee' (lomckee@nmsu.edu) <lomckee@nmsu.edu>; Carol Nevarez (nevarezc@nmsu.edu) <nevarezc@nmsu.edu>  
**Subject:** COVID Training

Hi Lori and Carol,

I am trying to do the Return to Work training at Training Central. Lori, I followed your direct link and got to the training presentation. It only would display the Discrimination page, it wouldn't scroll through any of the other pages. Is it suppose to be a video or slide show? I couldn't get to any other slides. I tried it on 2 different browsers--Chrome and Microsoft Edge--same thing. Is there some trick I am missing? Judi

**From:** [Lori McKee](#)  
**To:** [Judi Voelz](#)  
**Subject:** RE: COVID Training  
**Date:** Tuesday, June 16, 2020 3:28:00 PM  
**Attachments:** [image001.png](#)

---

Maybe they decided there was too much to do. I didn't get one either. LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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---

**From:** Judi Voelz <[jvoelz@ad.nmsu.edu](mailto:jvoelz@ad.nmsu.edu)>  
**Sent:** Tuesday, June 16, 2020 3:12 PM  
**To:** Carol MacDonald <[nevarezc@ad.nmsu.edu](mailto:nevarezc@ad.nmsu.edu)>; 'Lori McKee' ([lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)) <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** Re: COVID Training

I got it to work. Did you say there was a place to provide feedback? I wasn't given an opportunity. Judi

---

**From:** Carol MacDonald  
**Sent:** Tuesday, June 16, 2020 2:07 PM  
**To:** Judi Voelz  
**Subject:** Re: COVID Training

Hi Dr. Voelz,

It worked ok for me. Its a slide show with your acknowledgment at the end. No test. You can try just logging in to training central and searching return to work, it should come up that way too. Call me and we can try it via zoom if you want. Carol

---

**From:** Judi Voelz <[jvoelz@ad.nmsu.edu](mailto:jvoelz@ad.nmsu.edu)>  
**Sent:** Tuesday, June 16, 2020 1:00 PM  
**To:** 'Lori McKee' ([lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)); Carol Nevarez ([nevarezc@nmsu.edu](mailto:nevarezc@nmsu.edu))



**Subject:** COVID Training

Hi Lori and Carol,

I am trying to do the Return to Work training at Training Central. Lori, I followed your direct link and got to the training presentation. It only would display the Discrimination page, it wouldn't scroll through any of the other pages. Is it suppose to be a video or slide show? I couldn't get to any other slides. I tried it on 2 different browsers--Chrome and Microsoft Edge--same thing. Is there some trick I am missing? Judi

**From:** [Lori McKee](#)  
**To:** [Jose Loera](#); [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu); [Katrina Doolittle](#)  
**Cc:** [Luis Campos](#); [Alton Looney](#); [Robert Herrera](#); [Jose Loera](#); [Orasa Vaught](#)  
**Subject:** RE: COVID-19 Affected Employees and Testing Update  
**Date:** Tuesday, June 2, 2020 2:01:57 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

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Jose

Have any of our (NMSU) employees come in contact with the positive sub- contractor? If the status of the subcontractor that came in contact with the positive case is positive, we will want to know if our employee came in contact following the guidelines listed below. LM

1. 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 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).



**Health and Wellness**  
**New Mexico State University**

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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Jose Loera <[jlloera@ad.nmsu.edu](mailto:jlloera@ad.nmsu.edu)>  
**Sent:** Tuesday, June 2, 2020 1:24 PM  
**To:** [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu); [Katrina Doolittle <kadoolit@ad.nmsu.edu>](mailto:kadoolit@ad.nmsu.edu)  
**Cc:** [Luis Campos <campos1@nmsu.edu>](mailto:campos1@nmsu.edu); [Alton Looney <alooney@ad.nmsu.edu>](mailto:alooney@ad.nmsu.edu); [Robert Herrera <rh@ad.nmsu.edu>](mailto:rh@ad.nmsu.edu); [Jose Loera <jlloera@ad.nmsu.edu>](mailto:jlloera@ad.nmsu.edu); [Orasa Vaught <orasa@ad.nmsu.edu>](mailto:orasa@ad.nmsu.edu)  
**Subject:** FW: COVID-19 Affected Employees and Testing Update

Lori/Katrina,

We received the below notification from a Construction Contract we have working on our Alamogordo Campus. The Sub-Contractors employee had been in contact with an immediate family member who tested positive for COVID-19. Please let us know what additional steps we need to take?

**Thank You**

**Jose Loera**

**Interim Executive Director, Project Development & Engineering**

**Facilities and Services**

**New Mexico State University**

**(575) 646-5013 Office**

**(575) 642-3656 Cell**

**[jloera@ad.nmsu.edu](mailto:jloera@ad.nmsu.edu)**

**From:** Noe Flaco <[noe@protech-roofing.net](mailto:noe@protech-roofing.net)>

**Sent:** Tuesday, May 26, 2020 3:26 PM

**To:** Brian Head <[brian@esaconstruction.com](mailto:brian@esaconstruction.com)>; Kenny Donovan <[kenny@esaconstruction.com](mailto:kenny@esaconstruction.com)>; Lili Garnica <[LGarnica@protech-roofing.net](mailto:LGarnica@protech-roofing.net)>; 'Alvaro' <[alvaro@protech-roofing.net](mailto:alvaro@protech-roofing.net)>; Marisol Ward <[mward@protech-roofing.net](mailto:mward@protech-roofing.net)>

**Subject:** FW: COVID-19 Affected Employees and Testing Update

Good Afternoon,

Wanted to give you an update on the affected employees and scheduled testing.

ProTech Roofing was notified by an employee that had been in contact with an immediate family member who tested positive for COVID-19. ProTech Roofing was notified Sunday May 24, 2020.

The affected employee is the caregiver to the family member that tested Positive for COVID-19, and has also been tested and waiting for their test results to come in. The employee was tested on Saturday May 23, 2019. This employee has been advised to self quarantine till his test results come in. Depending on the outcome of the test result, that will determine the next steps to be taken for the employee.

The employees that worked with the affected employee were notified this morning, Tuesday May 26, 2020, by ProTech Roofing and were advised to stop work and return home to be tested and self quarantine while test results come in. Depending on the outcome of their test result, that will determine the next steps to be taken for the employees.

The Employees are scheduled to be tested tomorrow, Wednesday May 27, 2020 at UCare Urgent Care Facility. The Facility has notified that test results can take anywhere from 3 - 7 days to come in. The affected employees have been notified to self quarantine until they receive their test results.

Again, Depending on the outcome of their test result, that will determine the next steps to be taken for the employees, those steps will follow all CDC, Federal, State, and local guidance for affected employees returning to work.

If you have any questions or concerns, please let me know.

**Fernando Sanchez**  
**SPS Employer Risk Mgmt, LLC.**  
**5724 Trowbridge El Paso, TX.79925**  
**Office: 915.778.2669**  
**Cell: 915.503.4249**  
**Fax: 915.778.2675**

SPS Employer Risk Management, LLC.

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**From:** [Antonio Garcia](#)  
**To:** [Lakshmi Reddi](#); [David Jauregui](#)  
**Cc:** [Timothy Dobson](#); [Art Lucero](#); [David Carbajal](#); [Juanita Miller](#); [Katrina Doolittle](#); [David Schoep](#); [Lori McKee](#)  
**Subject:** Re: COVID-19 Case  
**Date:** Monday, July 6, 2020 11:12:44 AM

---

Also Aggie Health and Wellness should be updated on this information, unless they are already in the loop about this case.

Antonio ("Tony") García, Ph.D.  
Associate Dean of Academics  
George W. Lucky Professor of Chemical Engineering  
Goddard Hall Room 102  
College of Engineering  
M: 575-646-3544  
C: 480-353-8492  
garcia81@nmsu.edu  
**BE BOLD. Shape the Future.**  
**New Mexico State University**  
[enr.nmsu.edu](http://enr.nmsu.edu)

---

**From:** Lakshmi Reddi <lnr@nmsu.edu>  
**Sent:** Monday, July 6, 2020 11:10 AM  
**To:** David Jauregui <jauregui@nmsu.edu>  
**Cc:** Timothy Dobson <tdobson@ad.nmsu.edu>; Art Lucero <artl@nmsu.edu>; David Carbajal <davidcar@nmsu.edu>; Juanita Miller <miljgh@nmsu.edu>; Katrina Doolittle <kadoolit@nmsu.edu>; David Schoep <dschoep@ad.nmsu.edu>; Lori McKee <lomckee@ad.nmsu.edu>; Antonio Garcia <garcia81@nmsu.edu>  
**Subject:** Re: COVID-19 Case

David,  
Thanks for the message. I have included others on the message to receive further guidance. Can we close these rooms for now and get people tested whoever has been in contact with this student?  
Lakshmi

On Jul 6, 2020, at 10:46 AM, David Jauregui <[jauregui@nmsu.edu](mailto:jauregui@nmsu.edu)> wrote:

Good morning Mr. Dobson and Mr. Lucero, at the direction of Mr. David Carbajal, I am writing to report that a civil engineering student has tested positive for COVID-19. The student has been working out of Hernandez Hall in particular rooms 202, 207, 217, 240A, and 240B (and the surrounding areas including hallways, stairway areas, and restrooms). Please let me know how we should proceed with disinfecting so I can take the proper actions to ensure the

safe and health of the faculty, staff, and students in the department of civil engineering. My cell # is [REDACTED]. D. V. JAUREGUI

P.S. I will also await guidance from Mr. Carbajal before taking any further actions.

David V Jauregui, PhD, PE  
Ed Foreman Professor and Department Head  
Director of NMSU Bridge Inspection Program  
Department of Civil Engineering  
New Mexico State University  
3035 South Espina Street  
Hernandez Hall, Box 30001, MSC 3CE  
Las Cruces, NM 88003

**From:** [Lakshmi Reddi](#)  
**To:** [David Jauregui](#)  
**Cc:** [Timothy Dobson](#); [Art Lucero](#); [David Carbajal](#); [Juanita Miller](#); [Katrina Doolittle](#); [David Schoep](#); [Lori McKee](#); [Antonio Garcia](#)  
**Subject:** Re: COVID-19 Case  
**Date:** Monday, July 6, 2020 11:10:20 AM

---

David,

Thanks for the message. I have included others on the message to receive further guidance. Can we close these rooms for now and get people tested whoever has been in contact with this student?

Lakshmi

On Jul 6, 2020, at 10:46 AM, David Jauregui <[jauregui@nmsu.edu](mailto:jauregui@nmsu.edu)> wrote:

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**From:** [Lori McKee](#)  
**To:** [Lakshmi Reddi](#); [David Jauregui](#)  
**Cc:** [Timothy Dobson](#); [Art Lucero](#); [David Carbajal](#); [Juanita Miller](#); [Katrina Doolittle](#); [David Schoep](#); [Lori McKee](#); [Antonio Garcia](#)  
**Subject:** RE: COVID-19 Case  
**Date:** Monday, July 6, 2020 11:20:00 AM  
**Attachments:** [image001.png](#)

---

Please send the name of the student, ID# and contact phone to David Carbajal. He will also need the persons that came in contact with the student including their name and contact phone/email if possible. LM



**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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**From:** Lakshmi Reddi <lrr@nmsu.edu>  
**Sent:** Monday, July 6, 2020 11:10 AM  
**To:** David Jauregui <jauregui@nmsu.edu>  
**Cc:** Timothy Dobson <tdobson@ad.nmsu.edu>; Art Lucero <artl@nmsu.edu>; David Carbajal <davidcar@nmsu.edu>; Juanita Miller <miljgh@nmsu.edu>; Katrina Doolittle <kadoolit@nmsu.edu>; David Schoep <dschoep@ad.nmsu.edu>; Lori McKee <lomckee@ad.nmsu.edu>; Antonio Garcia <garcia81@nmsu.edu>  
**Subject:** Re: COVID-19 Case

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Las Cruces, NM 88003

**From:** [Antonio Garcia](#)  
**To:** [Lakshmi Reddi](#); [David Jauregui](#)  
**Cc:** [Timothy Dobson](#); [Art Lucero](#); [David Carbajal](#); [Juanita Miller](#); [Katrina Doolittle](#); [David Schoep](#); [Lori McKee](#)  
**Subject:** Re: COVID-19 Case  
**Date:** Monday, July 6, 2020 11:17:49 AM

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I see now that David Carbajal provided that info, so please disregard my previous email.

Antonio ("Tony") García, Ph.D.  
Associate Dean of Academics  
George W. Lucky Professor of Chemical Engineering  
Goddard Hall Room 102  
College of Engineering  
M: 575-646-3544  
C: 480-353-8492  
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---

**From:** Antonio Garcia <[garcia81@nmsu.edu](mailto:garcia81@nmsu.edu)>  
**Sent:** Monday, July 6, 2020 11:12 AM  
**To:** Lakshmi Reddi <[lnr@nmsu.edu](mailto:lnr@nmsu.edu)>; David Jauregui <[jauregui@nmsu.edu](mailto:jauregui@nmsu.edu)>  
**Cc:** Timothy Dobson <[tdobson@ad.nmsu.edu](mailto:tdobson@ad.nmsu.edu)>; Art Lucero <[artl@nmsu.edu](mailto:artl@nmsu.edu)>; David Carbajal <[davidcar@nmsu.edu](mailto:davidcar@nmsu.edu)>; Juanita Miller <[miljgh@nmsu.edu](mailto:miljgh@nmsu.edu)>; Katrina Doolittle <[kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu)>; David Schoep <[dschoep@ad.nmsu.edu](mailto:dschoep@ad.nmsu.edu)>; Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Subject:** Re: COVID-19 Case

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**Sent:** Monday, July 6, 2020 11:10 AM

**To:** David Jauregui <jauregui@nmsu.edu>

**Cc:** Timothy Dobson <tdobson@ad.nmsu.edu>; Art Lucero <artl@nmsu.edu>; David Carbajal <davidcar@nmsu.edu>; Juanita Miller <miljgh@nmsu.edu>; Katrina Doolittle <kadoolit@nmsu.edu>; David Schoep <dschoep@ad.nmsu.edu>; Lori McKee <lomckee@ad.nmsu.edu>; Antonio Garcia <garcia81@nmsu.edu>

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P.S. I will also await guidance from Mr. Carbajal before taking any further actions.

David V Jauregui, PhD, PE  
Ed Foreman Professor and Department Head  
Director of NMSU Bridge Inspection Program  
Department of Civil Engineering  
New Mexico State University  
3035 South Espina Street  
Hernandez Hall, Box 30001, MSC 3CE  
Las Cruces, NM 88003

**From:** [Lori McKee](#)  
**To:** [Carlos S Lobato](#)  
**Cc:** [John Roberts](#); [nex@nmsu.edu](mailto:nex@nmsu.edu); [Norma Grijalva](#); [Nate Whitten](#); [Curtis Ewing](#); [Siiri Rogers](#)  
**Subject:** RE: COVID-19 contact tracking web application  
**Date:** Friday, June 5, 2020 10:54:00 AM  
**Attachments:** [COVID TRACING.xlsx](#)  
[image001.png](#)

---

Carlos

The AHCW has been tasked by Robust 4 (Rapid Return Team) to provide contact tracing for NMSU positive COVID cases. Currently the tracing is being done by David Carbajal, WC Coordinator, with the attached spreadsheet. After using it for a month we have found that it would also be useful for all contact tracing of infectious disease to include: measles, mumps, chicken pox, meningitis, stds etc. These illnesses are all reportable to the NM Department of Health which require official tracing by their team of epidemiologists. Our hope is to create a small database to store the information in so that we could pull reports. Most of the data is demographic in nature with the only HIPAA protected component being the positive illness, i.e. COVID. This could also be modified as a pull down menu with abbreviations such as CV- COVID, ME- Measles, CP- Chicken Pox, etc. The idea is to create a record of the positive case that would include: case demographics, test dates, results, quarantine period, contacts, supervisor, location. This way we could interact with the FS department for sanitization and also act as a resource of information for the case and contacts. If a contact is tested and turns positive, they would then turn into a case and a record would be created for them.

We are not using Mediat our HIPAA compliant medical record because these results are being reported by the case and not as a medical visit so that are not considered a part of an official record. Employees and students may receive testing outside of NMSU with private physicians or DOH and thus the database is just a tracking mechanism for returning to work or school. It would also give us the ability to trend contagious disease illness and exposure over periods of time and location. I hope this gives you a brief background. I look forward the call in about 5 mins. LM



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**New Mexico State University**  
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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
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**(575) 646-8306**

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---

**From:** Carlos S Lobato <clobato@ad.nmsu.edu>

**Sent:** Friday, June 5, 2020 10:40 AM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** COVID-19 contact tracking web application

Hello Lori,

It has been brought to my attention that Siiri has been asked to develop a web application for you to do COVID-19 contact tracking?

Would you please describe your need briefly, so I can understand? Thank you.

Carlos,

**Carlos S. Lobato, CPA, CISA, CISSP**  
**NMSU system IT Compliance Officer/Chief Privacy Officer**  
575-646-5902  
Information & Communication Technologies  
<https://privacy.nmsu.edu>

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**From:** [Carol MacDonald](#)  
**To:** [Lori McKee](#)  
**Cc:** "[Judi Voelz](#)"; [mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)  
**Subject:** RE: Covid-19 Guidelines for our website  
**Date:** Monday, June 8, 2020 8:45:28 AM  
**Attachments:** [Covid-19 decision tree.xlsx](#)  
[image001.png](#)  
[image002.png](#)

---

Hi Melissa,

Attached is the original for our website. If you can also change "March 16, 2020 –Update from Aggie Health and Wellness" to today's date.

Thank you!

Carol

---

**From:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Sent:** Monday, June 8, 2020 8:39 AM  
**To:** Carol MacDonald <[nevarezc@ad.nmsu.edu](mailto:nevarezc@ad.nmsu.edu)>  
**Cc:** 'Judi Voelz' <[jvoelz@nmsu.edu](mailto:jvoelz@nmsu.edu)>; [mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)  
**Subject:** RE: Covid-19 Guidelines for our website

Carol

It looks good. Send the original excel to Melissa. LM



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**From:** Carol MacDonald <[nevarezc@ad.nmsu.edu](mailto:nevarezc@ad.nmsu.edu)>  
**Sent:** Monday, June 8, 2020 8:27 AM  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Cc:** 'Judi Voelz' <[jvoelz@nmsu.edu](mailto:jvoelz@nmsu.edu)>  
**Subject:** Covid-19 Guidelines for our website  
**Importance:** High

Hi Lori and Dr. Voelz,

Our wellness website on Covid-19 needs to be updated <https://wellness.nmsu.edu/travel-information/> to the current guidelines. Below are the revised guidelines. If it looks okay with you, I will send it to Amanda so she can change it. Take a look and feel free to change anything.

|                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Box 1</b><br>If you are sick or showing signs and symptoms such as fever greater than 100°F, chills, cough, shortness of breath, difficulty breathing, muscle/body aches, headache, loss of taste/smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea | <ul style="list-style-type: none"><li>• Call your PCP or the NM Department of Health at 855-600-3453/ 575-528-5063 and get tested <a href="https://cvprovider.nmhealth.org/directory.html">https://cvprovider.nmhealth.org/directory.html</a></li><li>• If you do not have a PCP, call us (The Aggie Health &amp; Wellness Center) at 575-646-1512</li><li>• Self-isolate for 10 days and follow instructions from your health care provider</li></ul>                                                |
| <b>Box 2</b><br>If you have had direct contact with a known covid-19 (coronavirus) patient                                                                                                                                                                                      | <ul style="list-style-type: none"><li>• Self-isolate for 10 days, get tested and if symptoms develop, refer to Box 1</li><li>• If no symptoms develop, refer to Box 5</li></ul>                                                                                                                                                                                                                                                                                                                       |
| <b>Box 3</b><br>If you have traveled internationally in the last 14 days                                                                                                                                                                                                        | <ul style="list-style-type: none"><li>• Self-isolate for 14 days and if symptoms develop, refer to Box 1</li><li>• If no symptoms develop, refer to Box 5</li></ul>                                                                                                                                                                                                                                                                                                                                   |
| <b>Box 4</b><br>If you traveled outside the State of New Mexico via airplane or returning from high risk cities/states via your personal vehicle                                                                                                                                | <ul style="list-style-type: none"><li>• Self-isolate for 14 days for travel and if symptoms develop, refer to Box 1</li><li>• If no symptoms develop, refer to Box 5</li></ul>                                                                                                                                                                                                                                                                                                                        |
| <b>Box 5</b><br>If none of the above situations apply, follow prevention and protection measures                                                                                                                                                                                | <ul style="list-style-type: none"><li>• Avoid close contact with people who are sick (6 feet away)</li><li>• Avoid touching your eyes, nose, and mouth</li><li>• Cover your cough or sneeze with a tissue, then throw it in the trash and wash your hands for 20 seconds</li><li>• Stay home when you are sick except to get medical care</li><li>• Wash your hands often with soap and water for at least 20 seconds</li><li>• Clean and disinfect frequently touched objects and surfaces</li></ul> |

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-3459**



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**From:** [Lori McKee](#)  
**To:** [Carol MacDonald](#)  
**Cc:** "[Judi Voelz](#)"; [mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)  
**Subject:** RE: Covid-19 Guidelines for our website  
**Date:** Monday, June 8, 2020 8:39:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Carol

It looks good. Send the original excel to Melissa. LM



**Health and Wellness**  
**New Mexico State University**  
**BE BOLD. Shape the Future**

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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**From:** Carol MacDonald <[nevarezc@ad.nmsu.edu](mailto:nevarezc@ad.nmsu.edu)>  
**Sent:** Monday, June 8, 2020 8:27 AM  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Cc:** 'Judi Voelz' <[jvoelz@nmsu.edu](mailto:jvoelz@nmsu.edu)>  
**Subject:** Covid-19 Guidelines for our website  
**Importance:** High

Hi Lori and Dr. Voelz,

Our wellness website on Covid-19 needs to be updated <https://wellness.nmsu.edu/travel-information/> to the current guidelines. Below are the revised guidelines. If it looks okay with you, I will send it to Amanda so she can change it. Take a look and feel free to change anything.

|                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Box 1</b><br>If you are sick or showing signs and symptoms such as fever greater than 100°F, chills, cough, shortness of breath, difficulty breathing, muscle/body aches, headache, loss of taste/smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea | <ul style="list-style-type: none"> <li>• Call your PCP or the NM Department of Health at 855-600-3453/ 575-528-5063 and get tested <a href="https://cvprovider.nmhealth.org/directory.html">https://cvprovider.nmhealth.org/directory.html</a></li> <li>• If you do not have a PCP, call us (The Aggie Health &amp; Wellness Center) at 575-646-1512</li> <li>• Self-isolate for 10 days and follow instructions from your health care provider</li> </ul>                                                   |
| <b>Box 2</b><br>If you have had direct contact with a known covid-19 (coronavirus) patient                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Self-isolate for 10 days, get tested and if symptoms develops, refer to Box 1</li> <li>• If no symptoms develop, refer to Box 5</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| <b>Box 3</b><br>If you have traveled internationally in the last 14 days                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Self-isolate for 14 days and if symptoms develop, refer to Box 1</li> <li>• If no symptoms develop, refer to Box 5</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
| <b>Box 4</b><br>If you traveled outside the State of New Mexico via airplane or returning from high risk cities/states via your personal vehicle                                                                                                                                | <ul style="list-style-type: none"> <li>• Self-isolate for 14 days for travel and if symptoms develop, refer to Box 1</li> <li>• If no symptoms develop, refer to Box 5</li> </ul>                                                                                                                                                                                                                                                                                                                            |
| <b>Box 5</b><br>If none of the above situations apply, follow prevention and protection measures                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Avoid close contact with people who are sick (6 feet away)</li> <li>• Avoid touching your eyes, nose, and mouth</li> <li>• Cover your cough or sneeze with a tissue, then throw it in the trash and wash your hands for 20 seconds</li> <li>• Stay home when you are sick except to get medical care</li> <li>• Wash your hands often with soap and water for at least 20 seconds</li> <li>• Clean and disinfect frequently touched objects and surfaces</li> </ul> |

**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-3459**



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**From:** [Melissa Chavira](#)  
**To:** [Judi Voelz](#); [Carol MacDonald](#); [Lori McKee](#)  
**Cc:** [Judi Voelz](#)  
**Subject:** Re: Covid-19 Guidelines for our website  
**Date:** Monday, June 8, 2020 1:00:18 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hello Judi, Carol, and Lori.  
These updates have been made.

Thanks,  
Melissa

---

**From:** Judi Voelz <jvoelz@ad.nmsu.edu>  
**Date:** Monday, June 8, 2020 at 9:05 AM  
**To:** Carol MacDonald <nevarezc@ad.nmsu.edu>, Lori McKee <lomckee@ad.nmsu.edu>  
**Cc:** Judi Voelz <jvoelz@nmsu.edu>, Melissa Chavira <mchavira@nmsu.edu>  
**Subject:** Re: Covid-19 Guidelines for our website

Carol, that looks good. Things are always changing aren't they? Judi

---

**From:** Carol MacDonald <nevarezc@ad.nmsu.edu>  
**Sent:** Monday, June 8, 2020 8:58 AM  
**To:** Lori McKee  
**Cc:** 'Judi Voelz'; mchavira@nmsu.edu  
**Subject:** RE: Covid-19 Guidelines for our website

Hi Melissa,  
Can you also remove the "Travel from New York" box since there are many other higher risk cities now besides NY and it's covered in the revised box I sent.

Thanks,  
Carol

---

**From:** Lori McKee <lomckee@ad.nmsu.edu>  
**Sent:** Monday, June 8, 2020 8:39 AM  
**To:** Carol MacDonald <nevarezc@ad.nmsu.edu>  
**Cc:** 'Judi Voelz' <jvoelz@nmsu.edu>; mchavira@nmsu.edu  
**Subject:** RE: Covid-19 Guidelines for our website

Carol  
It looks good. Send the original excel to Melissa. LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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**Sent:** Monday, June 8, 2020 8:27 AM  
**To:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>  
**Cc:** 'Judi Voelz' <[jvoelz@nmsu.edu](mailto:jvoelz@nmsu.edu)>  
**Subject:** Covid-19 Guidelines for our website  
**Importance:** High

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**Carol MacDonald, RN, BSN, MBA**  
**Nurse Supervisor**  
**Aggie Health & Wellness Center**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
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**From:** [Jon Webster](#)  
**To:** [Katrina Doolittle](#); [Enrico Pontelli](#); [Fabio Tardivo](#)  
**Cc:** [Lori McKee](#)  
**Subject:** RE: COVID-19 Positive Case Self-Reporting : lomckee@nmsu.edu  
**Date:** Thursday, July 30, 2020 1:08:49 PM  
**Attachments:** [image004.png](#)  
[image005.png](#)  
[image001.png](#)

---

I recommend using Aggie/Banner ID. The both terms are still used across campus and thus would eliminate confusion. Just a suggestion but I am ok with just Aggie ID.

Jon Webster  
NMSU COVID-19 Project Manager  
Assistant Director, Project Development & Engineering  
Facilities and Services  
New Mexico State University  
(575) 646-5248 Office  
(915) 245-5319 Cell  
[jonweb78@nmsu.edu](mailto:jonweb78@nmsu.edu)

**[NMSU Ready Plan](#)**

HAVE A COVID-19 QUESTION – Send an email to [Covid19@nmsu.edu](mailto:Covid19@nmsu.edu)



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---

**From:** Katrina Doolittle <kadoolit@ad.nmsu.edu>  
**Sent:** Thursday, July 30, 2020 12:17 PM  
**To:** Enrico Pontelli <epontell@nmsu.edu>; Fabio Tardivo <ftardivo@nmsu.edu>  
**Cc:** Jon Webster <jonweb78@ad.nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Katrina Doolittle <kadoolit@ad.nmsu.edu>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : lomckee@nmsu.edu

Looking deeper, I did find a couple things, Banner ID should be Aggie ID and this one should read Las Cruces (instead of Main) and spelling Carlsbad

## COVID-19 Self-Report

First name:

Last name:

Banner ID:

Campus:   
Alamogordo  
Occupation:   
DACC  
Grants

Phone:

Email:

Location of test:

Day of test:

Date of notification of positive status:

*Katrina*

Katrina Doolittle, Ph.D.  
Executive Director  
Environmental Health Safety & Risk Management  
New Mexico State University  
Box 30001/MSC 3578, Las Cruces, NM 88003  
(575) 646-3327  
Safety.nmsu.edu

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**Be Safe. Manage Risk and Prevent Loss**

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---

**From:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 12:08 PM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

Keep me posted – if there are any changes to be done to the portal and app we would be happy to make them.

Enrico

---

**From:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 11:42 AM  
**To:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

Again, we do not need results. We need an accounting that individuals were offered the ability to self-check and receive guidance if they are not feeling well and we need to be able to provide documentation of that activity. No one is required to use this methodology as departments may use other sources. If we are asked by the NMDOH to provide proof of screening from a certain area, then we could pull a report of those that screened. I will address it in today's HR TT too. LM



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COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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---

**From:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 11:03 AM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)



We may need to think a more creative solution – is HR ok with us imposing the use of the self-check for all employees? If that's the case, we can ask at the beginning the question of whether the person is a student/staff/faculty/other and for staff (and faculty?) we should make the final registration not optional. I am concerned about students not willing to provide the results of their self-check.

Enrico

---

**From:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 10:54 AM  
**To:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

Ok. But the State CSPs say we are Required to screen employees each day before they enter the work place. All we need is a log that they completed, nothing more. LM

## COVID-SAFE PRACTICES FOR ALL EMPLOYERS

Our business leaders have shown great determination and leadership in the face of the extraordinary hardship caused by COVID-19. As the economy reopens, we are asking for your help to ensure all New Mexicans—your customers, employees, and families—take precautions to remain safe when entering a place of business. Please help us set the highest standards for living with COVID-19 by enacting these requirements and additional best practices.

### Required

- Limit operations to remote work to the greatest extent possible.
  - Arrange workplace to provide for 6 feet of distance between individuals wherever possible.
  - Close common areas where personnel are likely to congregate wherever possible or modify them to minimize contact.
  - Provide for all meetings to take place remotely whenever possible.
  - Ensure all employees have face coverings or masks and wear them in the workplace at all times when in the presence of others, except when eating, drinking or exercising, or unless otherwise advised by a health care provider.
  - Train all employees on daily cleaning and disinfecting protocol, hygiene, and respiratory etiquette (e.g., covering coughs).
  - Make handwashing, sanitizer, and other hygiene support available to employees.  
**Note:** the use of gloves is not a substitute for frequent handwashing.
  - Screen employees before they enter the workplace each day (verbally or with a written form or text-based or other app). Send employees home who are experiencing the following COVID-19 symptoms related to COVID-19 and direct them to obtain free testing through the [Department of Health](#).
- |                                              |                                      |                                                       |
|----------------------------------------------|--------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Fever               | <input type="checkbox"/> Sore throat | <input type="checkbox"/> Chills                       |
| <input type="checkbox"/> Cough               | <input type="checkbox"/> Headache    | <input type="checkbox"/> Repeated shaking with chills |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Loss of taste or smell       |

---

**From:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 10:46 AM

**To:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

The first change is easy.

I am still uncomfortable in forcing the reporting for everyone, just as we cannot force testing I would prefer not to collect information unless people are comfortable in doing so.

Good point about the final message after registration.

Enrico

---

**From:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 10:16 AM  
**To:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
**Subject:** FW: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)  
**Importance:** High

Yay, the reporting feature is working great! Only change...when the person submits it goes back to the home page. Could you add after the submission: **Thank you for self-reporting. Please be aware that someone from the Aggie Health & Wellness Center will be notifying you to complete contact tracing.** Also, if possible we really need a phone number on the report as people do not always check their email timely.

Self-check changes look good. My last question is do we have to ask about the reporting of self-check? I would like to capture that data without saying yes or no. Could we change that question to: **To complete self-checking please enter your Banner ID and Email. Submit. Then....Thank you for participating in daily self-checks! Be sure and use this self-checker daily as you come to campus.**

Self-Registration- I think after submitting in this area, instead of saying Thank you for self-reporting, we should say **Thank you for self-registration of location tracing.** Self-reporting is when you report your positive.

Overall, very easy to use. LM

---

**From:** NMSU No-Reply <[noreply@nmsu.edu](mailto:noreply@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 9:59 AM  
**To:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>  
**Subject:** COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

**From:** [Enrico Pontelli](#)  
**To:** [Lori McKee](#)  
**Cc:** [Jon Webster](#); "[Katrina Doolittle \(kadoolit@ad.nmsu.edu\)](#)"; [Fabio Tardivo](#)  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : lomckee@nmsu.edu  
**Date:** Thursday, July 30, 2020 12:07:49 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**Subject:** RE: COVID-19 Postive Case Self-Reporting : lomckee@nmsu.edu

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**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
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**Attachments:** [image002.png](#)  
[image003.png](#)

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Again, we do not need results. We need an accounting that individuals were offered the ability to self-check and receive guidance if they are not feeling well and we need to be able to provide documentation of that activity. No one is required to use this methodology as departments may use other sources. If we are asked by the NMDOH to provide proof of screening from a certain area, then we could pull a report of those that screened. I will address it in today's HR TT too. LM



**Health and Wellness**  
**New Mexico State University**  
**BE BOLD. Shape the Future**

*No Challenge; No Change*  
*Know Challenge; Know Change*

COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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**Subject:** RE: COVID-19 Postive Case Self-Reporting : lomckee@nmsu.edu  
**Date:** Thursday, July 30, 2020 11:12:52 AM  
**Attachments:** [image001.png](#)

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I'm including Dr. Jones here and we are meeting to discuss creative solutions to encourage employee use of the app for self-check. We are requiring an employee commitment to monitor health but no requirement to report has been established.

I am going to encourage my staff to use the app with this: if they use app for registering in buildings and allow tracking of movements, I won't require a paper log be completed. for tracing.

*Katrina*

Katrina Doolittle, Ph.D.  
Executive Director  
Environmental Health Safety & Risk Management  
New Mexico State University  
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(575) 646-3327  
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**Be Bold. Shape the Future.**  
**Be Safe. Manage Risk and Prevent Loss**

*This message and all its attachments may contain information that is confidential and privileged. It is for the sole use of the intended recipient(s). Any unauthorized review, use, disclosure or distribution is prohibited. If you received this message in error, please notify the sender by reply e-mail and delete the message immediately.*

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Self-check changes look good. My last question is do we have to ask about the reporting of self-check? I would like to capture that data without saying yes or no. Could we change that question to: **To complete self-checking please enter your Banner ID and Email. Submit. Then....Thank you for participating in daily self-checks! Be sure and use this self-checker daily as you come to campus.**

Self-Registration- I think after submitting in this area, instead of saying Thank you for self-reporting, we should say **Thank you for self-registration of location tracing.** Self-reporting is when you report your positive.

Overall, very easy to use. LM

---

**From:** NMSU No-Reply <[noreply@nmsu.edu](mailto:noreply@nmsu.edu)>

**Sent:** Thursday, July 30, 2020 9:59 AM

**To:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>

**Subject:** COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

**This is self-reporting for [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu) who took the test on 2020-06-29 and received the COVID-19 positive result on 2020-06-30**

**From:** [Katrina Doolittle](#)  
**To:** [Enrico Pontelli](#); [Fabio Tardivo](#)  
**Cc:** [Jon Webster](#); [Lori McKee](#); [Katrina Doolittle](#)  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : lomckee@nmsu.edu  
**Date:** Thursday, July 30, 2020 12:17:03 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)

Looking deeper, I did find a couple things, Banner ID should be Aggie ID and this one should read Las Cruces (instead of Main) and spelling Carlsbad

## COVID-19 Self-Report

First name:

Last name:

Banner ID:

Campus:   
Alamogordo  
Occupation:   
DACC  
Grants

Phone:

Email:

Location of test:

Day of test:

Date of notification of positive status:

*Katrina*

Katrina Doolittle, Ph.D.  
Executive Director  
Environmental Health Safety & Risk Management  
New Mexico State University  
Box 30001/MSC 3578, Las Cruces, NM 88003  
(575) 646-3327  
[Safety.nmsu.edu](mailto:Safety.nmsu.edu)

**Be Bold. Shape the Future.**  
**Be Safe. Manage Risk and Prevent Loss**

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**From:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>



**Sent:** Thursday, July 30, 2020 12:08 PM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Cc:** Jon Webster <jonweb78@ad.nmsu.edu>; Katrina Doolittle <kadoolit@ad.nmsu.edu>; Fabio Tardivo <ftardivo@nmsu.edu>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : lomckee@nmsu.edu

Keep me posted – if there are any changes to be done to the portal and app we would be happy to make them.

Enrico

---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Thursday, July 30, 2020 11:42 AM  
**To:** Enrico Pontelli <epontell@nmsu.edu>  
**Cc:** Jon Webster <jonweb78@ad.nmsu.edu>; 'Katrina Doolittle (kadoolit@ad.nmsu.edu)' <kadoolit@ad.nmsu.edu>; Fabio Tardivo <ftardivo@nmsu.edu>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : lomckee@nmsu.edu

Again, we do not need results. We need an accounting that individuals were offered the ability to self-check and receive guidance if they are not feeling well and we need to be able to provide documentation of that activity. No one is required to use this methodology as departments may use other sources. If we are asked by the NMDOH to provide proof of screening from a certain area, then we could pull a report of those that screened. I will address it in today's HR TT too. LM



**Health and Wellness**  
**New Mexico State University**  
**BE BOLD. Shape the Future**

*No Challenge; No Change*  
*Know Challenge; Know Change*

COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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**From:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 11:03 AM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

We may need to think a more creative solution – is HR ok with us imposing the use of the self-check for all employees? If that's the case, we can ask at the beginning the question of whether the person is a student/staff/faculty/other and for staff (and faculty?) we should make the final registration not optional. I am concerned about students not willing to provide the results of their self-check.

Enrico

---

**From:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 10:54 AM  
**To:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>  
**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>  
**Subject:** RE: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

Ok. But the State CSPs say we are Required to screen employees each day before they enter the work place. All we need is a log that they completed, nothing more. LM

# COVID-SAFE PRACTICES FOR ALL EMPLOYERS

Our business leaders have shown great determination and leadership in the face of the extraordinary hardship caused by COVID-19. As the economy reopens, we are asking for your help to ensure all New Mexicans—your customers, employees, and families—take precautions to remain safe when entering a place of business. Please help us set the highest standards for living with COVID-19 by enacting these requirements and additional best practices.

## Required

- Limit operations to remote work to the greatest extent possible.
  - Arrange workplace to provide for 6 feet of distance between individuals wherever possible.
  - Close common areas where personnel are likely to congregate wherever possible or modify them to minimize contact.
  - Provide for all meetings to take place remotely whenever possible.
  - Ensure all employees have face coverings or masks and wear them in the workplace at all times when in the presence of others, except when eating, drinking or exercising, or unless otherwise advised by a health care provider.
  - Train all employees on daily cleaning and disinfecting protocol, hygiene, and respiratory etiquette (e.g., covering coughs).
  - Make handwashing, sanitizer, and other hygiene support available to employees.  
**Note:** the use of gloves is not a substitute for frequent handwashing.
  - Screen employees before they enter the workplace each day (verbally or with a written form or text-based or other app). Send employees home who are experiencing the following COVID-19 symptoms related to COVID-19 and direct them to obtain free testing through the [Department of Health](#).
- |                                              |                                      |                                                       |
|----------------------------------------------|--------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Fever               | <input type="checkbox"/> Sore throat | <input type="checkbox"/> Chills                       |
| <input type="checkbox"/> Cough               | <input type="checkbox"/> Headache    | <input type="checkbox"/> Repeated shaking with chills |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Loss of taste or smell       |

---

**From:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>

**Sent:** Thursday, July 30, 2020 10:46 AM

**To:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>

**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>

**Subject:** RE: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

The first change is easy.

I am still uncomfortable in forcing the reporting for everyone, just as we cannot force testing I would prefer not to collect information unless people are comfortable in doing so.

Good point about the final message after registration.

Enrico

---

**From:** Campus Health <[campus\\_health@nmsu.edu](mailto:campus_health@nmsu.edu)>

**Sent:** Thursday, July 30, 2020 10:16 AM

**To:** Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>

**Cc:** Jon Webster <[jonweb78@ad.nmsu.edu](mailto:jonweb78@ad.nmsu.edu)>; 'Katrina Doolittle ([kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu))' <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; Fabio Tardivo <[ftardivo@nmsu.edu](mailto:ftardivo@nmsu.edu)>

**Subject:** FW: COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

**Importance:** High

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Self-Registration- I think after submitting in this area, instead of saying Thank you for self-reporting, we should say **Thank you for self-registration of location tracing.** Self-reporting is when you report your positive.

Overall, very easy to use. LM

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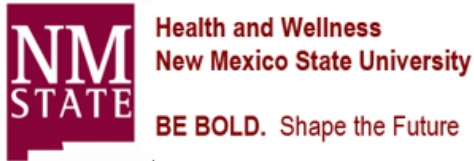
**Subject:** COVID-19 Postive Case Self-Reporting : [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)

**This is self-reporting for [lomckee@nmsu.edu](mailto:lomckee@nmsu.edu) who took the test on 2020-06-29 and received the COVID-19 positive result on 2020-06-30**

**From:** [Lori McKee](#)  
**To:** [Stephen Lopez](#)  
**Subject:** RE: COVID-19 Risk Chart from Texas Medical Association  
**Date:** Monday, July 6, 2020 10:47:00 AM  
**Attachments:** [image001.png](#)

---

Absolutely, but we can't seem to get them out of the training facilities. Had 19 positives over the past week and they were social distancing. How are they going to practice side by side? I can't see football making it in the fall. LM



Lori McKee, MBA  
Executive Director of Health & Wellness  
PO Box 30001 MSC 3529  
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---

**From:** Stephen Lopez <[stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu)>  
**Sent:** Monday, July 6, 2020 10:45 AM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** RE: COVID-19 Risk Chart from Texas Medical Association

I like it, also, though I have to say that their ranking of going to a sports stadium is way too high if we are talking about either the Miners' or Aggies' attendance numbers late in the season. At that point, it probably isn't any riskier than a 4 or 5, unfortunately. 😊

---

**From:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Sent:** Monday, July 06, 2020 10:42 AM  
**To:** Stephen Lopez <[stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu)>  
**Subject:** RE: COVID-19 Risk Chart from Texas Medical Association

I like it. It is very visual. LM



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**From:** Stephen Lopez <[stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu)>  
**Sent:** Monday, July 6, 2020 10:40 AM

**To:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>; Renay Scott <[rmscott@nmsu.edu](mailto:rmscott@nmsu.edu)>; Ann Coombes Goodman <[anng@nmsu.edu](mailto:anng@nmsu.edu)>; Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>; Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; owatkins <[owatkins@ad.nmsu.edu](mailto:owatkins@ad.nmsu.edu)>; [jbannist@ad.nmsu.edu](mailto:jbannist@ad.nmsu.edu); Kathryn Hanley <[khanley@nmsu.edu](mailto:khanley@nmsu.edu)>  
**Cc:** Melody Munson-Mcgee <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>; Andrew Bowen <[abowen@nmsu.edu](mailto:abowen@nmsu.edu)>; Jeffrey Harvey <[jharvey@nmsu.edu](mailto:jharvey@nmsu.edu)>; Nelson McGuire <[neslond@nmsu.edu](mailto:neslond@nmsu.edu)>; Kelly Brooks <[kbrooks@dacc.nmsu.edu](mailto:kbrooks@dacc.nmsu.edu)>  
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Hi,

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Feel free to share the chart with others.

Thanks,

Stephen

**COVID-19**  
CORONAVIRUS DISEASE

**BE INFORMED:**

**Know Your Risk During COVID-19**

*On a scale of 1 to 10, how risky is...*

*Ranked by physicians from the TMA COVID-19 Task Force and the TMA Committee on Infectious Diseases*



Texas Medical Association | 401 W. 15th St. | Austin, TX 78701-1680

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**From:** [Stephen Lopez](#)  
**To:** [Lori McKee](#)  
**Subject:** RE: COVID-19 Risk Chart from Texas Medical Association  
**Date:** Monday, July 6, 2020 10:44:40 AM  
**Attachments:** [image001.png](#)

---

I like it, also, though I have to say that their ranking of going to a sports stadium is way too high if we are talking about either the Miners' or Aggies' attendance numbers late in the season. At that point, it probably isn't any riskier than a 4 or 5, unfortunately. 😊

---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Monday, July 06, 2020 10:42 AM  
**To:** Stephen Lopez <stephenl@ad.nmsu.edu>  
**Subject:** RE: COVID-19 Risk Chart from Texas Medical Association

I like it. It is very visual. LM



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**Cc:** Melody Munson-Mcgee <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>; Andrew Bowen <[abowen@nmsu.edu](mailto:abowen@nmsu.edu)>; Jeffrey Harvey <[jharvey@nmsu.edu](mailto:jharvey@nmsu.edu)>; Nelson McGuire <[neslond@nmsu.edu](mailto:neslond@nmsu.edu)>; Kelly Brooks <[kbrooks@dacc.nmsu.edu](mailto:kbrooks@dacc.nmsu.edu)>  
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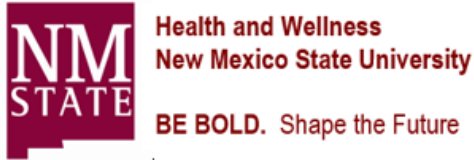
Texas Medical Association | 401 W. 15th St. | Austin, TX 78701-1680

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**From:** [Lori McKee](#)  
**To:** [Stephen Lopez](#)  
**Subject:** RE: COVID-19 Risk Chart from Texas Medical Association  
**Date:** Monday, July 6, 2020 10:41:00 AM  
**Attachments:** [image002.png](#)

---

I like it. It is very visual. LM



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**To:** Ruth Johnston <ruthj@nmsu.edu>; Renay Scott <rmscott@nmsu.edu>; Ann Coombes Goodman <anng@nmsu.edu>; Lori McKee <lomckee@ad.nmsu.edu>; Katrina Doolittle <kadoolit@ad.nmsu.edu>; owatkins <owatkins@ad.nmsu.edu>; jbannist@ad.nmsu.edu; Kathryn Hanley <khanley@nmsu.edu>  
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**From:** [Stephen Lopez](#)  
**To:** [Lori McKee](#)  
**Subject:** RE: COVID-19 Risk Chart from Texas Medical Association  
**Date:** Monday, July 6, 2020 10:54:22 AM  
**Attachments:** [image001.png](#)

---

From what I hear, there were several large parties where at least some have been. At this rate, the team will hit the level of herd immunity pretty soon, and then we can just resume normal practices.

---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Monday, July 06, 2020 10:48 AM  
**To:** Stephen Lopez <stephenl@ad.nmsu.edu>  
**Subject:** RE: COVID-19 Risk Chart from Texas Medical Association

Absolutely, but we can't seem to get them out of the training facilities. Had 19 positives over the past week and they were social distancing. How are they going to practice side by side? I can't see football making it in the fall. LM



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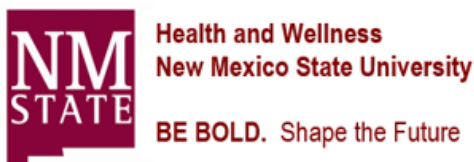
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**From:** Stephen Lopez <[stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu)>

**Sent:** Monday, July 6, 2020 10:40 AM

**To:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>; Renay Scott <[rmscott@nmsu.edu](mailto:rmscott@nmsu.edu)>; Ann Coombes Goodman <[ann@nmsu.edu](mailto:ann@nmsu.edu)>; Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>; Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>; owatkins <[owatkins@ad.nmsu.edu](mailto:owatkins@ad.nmsu.edu)>; [jbannist@ad.nmsu.edu](mailto:jbannist@ad.nmsu.edu); Kathryn Hanley <[khanley@nmsu.edu](mailto:khanley@nmsu.edu)>

**Cc:** Melody Munson-Mcgee <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>; Andrew Bowen <[abowen@nmsu.edu](mailto:abowen@nmsu.edu)>; Jeffrey Harvey <[jharvey@nmsu.edu](mailto:jharvey@nmsu.edu)>; Nelson McGuire <[neslond@nmsu.edu](mailto:neslond@nmsu.edu)>; Kelly Brooks <[kbrooks@dacc.nmsu.edu](mailto:kbrooks@dacc.nmsu.edu)>

**Subject:** COVID-19 Risk Chart from Texas Medical Association

Hi,

In case you haven't seen it, below is a recently released chart by the Texas Medical Association on the "riskiness" of various activities. The approach they used seems like it might be more effective than prior methods of trying to tell people not to do certain things, since it allows them to see where the particular activity falls. A similar approach might be useful as we prepare for the return of students to campus.

Feel free to share the chart with others.

Thanks,

Stephen

**COVID-19**  
CORONAVIRUS DISEASE

**BE INFORMED:**

**Know Your Risk During COVID-19**

*On a scale of 1 to 10, how risky is...*

*Ranked by physicians from the TMA COVID-19 Task Force and the TMA Committee on Infectious Diseases*



Texas Medical Association | 401 W. 15th St. | Austin, TX 78701-1680

www.texmed.org | @texmed | @wearetma



**From:** [Daniels, David, DOH](#)  
**To:** [Lori McKee](#)  
**Cc:** [Vela, Beatriz, DOH](#); [Pinales, Maria, DOH](#); [Sanchez, Dawn, DOH](#); [Leyva, Travis, DOH](#)  
**Subject:** RE: COVID-19 self registration  
**Date:** Tuesday, June 30, 2020 12:00:35 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

<https://cvtestreg.nmhealth.org/>

apologies!

Dave

## David Daniels, MPH

Disease Prevention Program Manager  
Quality Improvement Catalyst



Accredited since 2015

Public Health Division, Southwest Region  
1170 N. Solano Dr  
Las Cruces, NM 88001  
(575) 528-5031 Office  
(505) 690-2282 Cell  
[www.nmhealth.org](http://www.nmhealth.org)



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---

**From:** Daniels, David, DOH  
**Sent:** Tuesday, June 30, 2020 11:42 AM  
**To:** 'Lori McKee' <lomckee@ad.nmsu.edu>  
**Cc:** Vela, Beatriz, DOH <Beatriz.Vela@state.nm.us>; Pinales, Maria, DOH <Maria.Pinales@state.nm.us>; Sanchez, Dawn, DOH <Dawn.Sanchez@state.nm.us>; Leyva, Travis, DOH <Travis.Leyva@state.nm.us>  
**Subject:** COVID-19 self registration

Hi Lori,

Here is the link for anyone to self register for our COVID-19 screenings.

After registration is complete, please call 528-5063 to schedule an appointment and let them know that self-registration has been completed.

Let me know if you have any questions.

Thanks Lori!

Dave



*Accredited since 2015*

## David Daniels, MPH

Disease Prevention Program Manager  
Quality Improvement Catalyst

Public Health Division, Southwest Region  
1170 N. Solano Dr  
Las Cruces, NM 88001  
(575) 528-5031 Office  
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---

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**From:** [Lori McKee](#)  
**To:** [Christopher Brown](#)  
**Subject:** RE: COVID-19 testing at NMSU  
**Date:** Wednesday, July 15, 2020 1:10:00 PM  
**Attachments:** [image001.png](#)

---

Chris

There is a bit of confusion, AHCW can do testing for person's calling in with symptoms of COVID but currently the Department of Health has the quickest route for testing and want us to refer there until we return or supplies are limited in the community. You may want to direct your questions directly to Ruth regarding the new lab as I do not really know all the specifics, but it is not a commercial lab that anyone can walk up to and be tested. It is a satellite facility to process additional workloads from the contracted large labs in the state. I hope this answers your questions.

Listed below is the link to testing sites in the community. LM

<https://cvprovider.nmhealth.org/directory.html>



**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Christopher Brown <brownchr@nmsu.edu>  
**Sent:** Wednesday, July 15, 2020 10:34 AM  
**To:** Lori McKee <lomckee@ad.nmsu.edu>  
**Subject:** COVID-19 testing at NMSU

Lori,

I hope you are well. I am reviewing the NMSU COVID-19 – Frequently Asked Questions and I see a problem with testing at the CHS. Attached is a screen shot from the FAQ noting the CHS is doing testing. I just called and spoke to staff, and they advised you all are not.

- Can you as Ruth's team to change this response?  
Can you provide an update on NMSU standing up an on campus testing and processing facility that Kathy Hanley is working to stand up?

Thanks for info on the above and your good work to keep us healthy.

Christopher

~~~~~

Christopher Brown, Ph.D.
Associate Professor - Department of Geography
Co-Director, NMSU Spatial Applications Research Center
PO Box 30001, MSC MAP
New Mexico State University
Las Cruces, NM 88003-8001
575-646-3509 (Department office)
575-646-1892 (my office)
575-646-7430 (Facsimile)
EMAIL: brownchr@nmsu.edu

"One hand washes the other, and the two wash the face."

Translation of Spanish proverb on cooperation

~~~~~

**From:** [Amanda Bradford](#)  
**To:** [Michael Kaczmarek](#)  
**Cc:** [John Reyes](#); [Lori McKee](#)  
**Subject:** Re: COVID-19 Testing Footage Dates  
**Date:** Thursday, July 30, 2020 5:28:48 PM

---

Actually, I was just on a call with Lori McKee, so I'm copying her into this conversation. We do have some testing going on next week for our resident students who are arriving this weekend to quarantine for 14 days.

Lori, what do you think of us getting some photos and video of testing? (Not to promote the testing, since it's not open to the public, but for B-roll in an upcoming video.)

We can follow whatever restrictions we need to when it comes to getting permission, not showing faces, etc.

Let us know what is doable!

Thanks!  
Amanda

On 7/30/20, 5:05 PM, "Michael Kaczmarek" <[mkacz@nmsu.edu](mailto:mkacz@nmsu.edu)> wrote:

Just curious if you know if there will be any COVID testing over the weekend or next week? John and I are working on a video where that b-roll would be cool but we only have next week to shoot so no worries if they do not.

Also, do you know where the testing takes place. We're thinking John could at least shoot the signage there if there's nothing scheduled again just yet.

> On Jul 6, 2020, at 10:59 AM, Michael Kaczmarek <[mkacz@nmsu.edu](mailto:mkacz@nmsu.edu)> wrote:  
>  
> Hi Mandy,  
>  
> Can you please keep us posted if you learn more about any opportunities for John to capture future COVID-19 testing on campus?  
>  
> I'd like to work some of that into our "making campus ready for the Fall" social campaign.  
>  
> Peace,  
> Michael

**From:** [John Reyes](#)  
**To:** [Michael Kaczmarek](#)  
**Cc:** [Amanda Bradford](#); [Lori McKee](#)  
**Subject:** Re: COVID-19 Testing Footage Dates  
**Date:** Friday, July 31, 2020 9:09:33 AM

---

Thanks everyone!

Sent from my iPhone

On Jul 31, 2020, at 8:04 AM, Michael Kaczmarek <[mkacz@nmsu.edu](mailto:mkacz@nmsu.edu)> wrote:

Great! John will plan to cover then... thank you, all!

On Jul 30, 2020, at 5:56 PM, Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)> wrote:

Thanks, Lori! We'll keep an eye out for more details.

---

**From:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Date:** Thursday, July 30, 2020 at 5:50 PM  
**To:** Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>, Michael Kaczmarek <[mkacz@nmsu.edu](mailto:mkacz@nmsu.edu)>  
**Cc:** John Reyes <[john18@nmsu.edu](mailto:john18@nmsu.edu)>  
**Subject:** RE: COVID-19 Testing Footage Dates

I think that is totally doable. I will send the final details on Monday but it looks like W-Th-Fri 7-10 am. Should be plenty of opportunities for photos. Lm

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>  
Date: 7/30/20 5:28 PM (GMT-07:00)  
To: Michael Kaczmarek <[mkacz@nmsu.edu](mailto:mkacz@nmsu.edu)>  
Cc: John Reyes <[john18@nmsu.edu](mailto:john18@nmsu.edu)>, Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
Subject: Re: COVID-19 Testing Footage Dates

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Thanks!  
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>

> Peace,

> Michael

**From:** [Lori McKee](#)  
**To:** [Amanda Bradford](#); [Michael Kaczmarek](#)  
**Cc:** [John Reyes](#)  
**Subject:** RE: COVID-19 Testing Footage Dates  
**Date:** Thursday, July 30, 2020 5:50:09 PM

---

I think that is totally doable. I will send the final details on Monday but it looks like W-Th-Fri 7-10 am. Should be plenty of opportunities for photos. Lm

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>  
Date: 7/30/20 5:28 PM (GMT-07:00)  
To: Michael Kaczmarek <[mkacz@nmsu.edu](mailto:mkacz@nmsu.edu)>  
Cc: John Reyes <[john18@nmsu.edu](mailto:john18@nmsu.edu)>, Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
Subject: Re: COVID-19 Testing Footage Dates

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- >
- > I'd like to work some of that into our "making campus ready for the Fall" social campaign.
- >
- > Peace,
- > Michael

**From:** [Ruth Johnston](#)  
**To:** [stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu); [Katrina Doolittle](#); [Melody Munson-Mcgee](#); [Enrico Pontelli](#); [Luis Cifuentes](#)  
**Cc:** [Lori McKee](#); [Rosario Barela](#); [owatkins](#); [Renay Scott](#)  
**Subject:** Re: COVID-19 testing for incoming out-of-state students  
**Date:** Friday, July 31, 2020 7:46:28 AM

---

This is fantastic – thank you all.

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

For information about **NMSU Ready - our Return to Campus Plan** visit: [ready.nmsu.edu](https://ready.nmsu.edu)  
**HAVE A COVID-19 QUESTION** – Let us know at [covid19@nmsu.edu](mailto:covid19@nmsu.edu)

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**New Mexico State University**

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**From:** Stephen Lopez <[stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu)>  
**Date:** Thursday, July 30, 2020 at 8:02 PM  
**To:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Katrina Doolittle <[kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu)>, Melody Munson-McGee <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>, Enrico Pontelli <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>, Luis And lauren Cifuentes <[lacifuen@nmsu.edu](mailto:lacifuen@nmsu.edu)>  
**Cc:** Lori McKee <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>, Rosario Barela <[chayobar@nmsu.edu](mailto:chayobar@nmsu.edu)>, owatkins <[owatkins@ad.nmsu.edu](mailto:owatkins@ad.nmsu.edu)>  
**Subject:** COVID-19 testing for incoming out-of-state students

Hi Everyone,

Just a quick note to make sure everyone is in the loop. We continue to work very well with our partners at NM Department of Health, and have everything arranged to conduct the testing on out-of-state students who will be living on campus. Attached is the registration instruction sheet that will be given to them as they check in starting tomorrow (Friday, July 31, 2020).



Please let us know if you have any questions.

Thanks,

Stephen

Stephen Lopez  
Chief of Police  
New Mexico State University Police Department  
PO BOX 30001 / MSC 3187  
Las Cruces, NM 88003-8001  
(575) 646-3311  
[police@nmsu.edu](mailto:police@nmsu.edu)

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**From:** [Ophelia Watkins](#)  
**To:** [stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu); [Ruth Johnston](#); [Katrina Doolittle](#); [Melody Munson-Mcgee](#); [Enrico Pontelli](#); [Luis Cifuentes](#)  
**Cc:** [Lori McKee](#); [Rosario Barela](#)  
**Subject:** RE: COVID-19 testing for incoming out-of-state students  
**Date:** Thursday, July 30, 2020 8:07:44 PM

---

Thank you Stephen,

Copies are printing!

Best regards,  
Ophelia

**Ophelia Watkins**

Interim Executive Director  
Housing & Residential Life  
New Mexico State University  
[owatkins@nmsu.edu](mailto:owatkins@nmsu.edu)

*Telework hours: 8:00am-5:00pm, Monday-Friday*

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**From:** Stephen Lopez <[stephenl@ad.nmsu.edu](mailto:stephenl@ad.nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 8:02 PM  
**To:** [Ruth Johnston](mailto:ruthj@nmsu.edu) <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>; [kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu); [Melody Munson-Mcgee](mailto:Melody Munson-Mcgee) <[mmunsonm@nmsu.edu](mailto:mmunsonm@nmsu.edu)>; [Enrico Pontelli](mailto:Enrico Pontelli) <[epontell@nmsu.edu](mailto:epontell@nmsu.edu)>; [Luis Cifuentes](mailto:Luis Cifuentes) <[lacifuen@nmsu.edu](mailto:lacifuen@nmsu.edu)>  
**Cc:** [Lori McKee](mailto:Lori McKee) <[lomckee@ad.nmsu.edu](mailto:lomckee@ad.nmsu.edu)>; [Rosario Barela](mailto:Rosario Barela) <[chayobar@nmsu.edu](mailto:chayobar@nmsu.edu)>; [Ophelia Watkins](mailto:Ophelia Watkins) <[owatkins@ad.nmsu.edu](mailto:owatkins@ad.nmsu.edu)>  
**Subject:** COVID-19 testing for incoming out-of-state students

Hi Everyone,

Just a quick note to make sure everyone is in the loop. We continue to work very well with our partners at NM Department of Health, and have everything arranged to conduct the testing on out-of-state students who will be living on campus. Attached is the registration instruction sheet that will be given to them as they check in starting tomorrow (Friday, July 31, 2020).

Please let us know if you have any questions.

Thanks,

Stephen

Stephen Lopez  
Chief of Police  
New Mexico State University Police Department  
PO BOX 30001 / MSC 3187  
Las Cruces, NM 88003-8001  
(575) 646-3311  
[police@nmsu.edu](mailto:police@nmsu.edu)

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**From:** [Lori McKee](#)  
**To:** [Anne Ricksecker](#)  
**Subject:** RE: COVID-19 testing for work studies  
**Date:** Thursday, July 30, 2020 1:29:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Anne

We are not recommending testing before the semester starts. If the student lives in NM and has not come from out of state then they just need to be instructed to not come to work if ill, use the COVID Safe Practices, and if they become ill with signs of COVID, go home self-monitor and get tested. LM



**Health and Wellness**  
**New Mexico State University**  
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*No Challenge; No Change*  
*Know Challenge; Know Change*

COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Anne Ricksecker <[anricks@nmsu.edu](mailto:anricks@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 1:28 PM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** Fw: COVID-19 testing for work studies

Hi Lori,

I know that testing is recommended for all faculty and staff before semester starts, but what about work-study students? What will the protocol be?

Please advise.

Thanks,

Anne Ricksecker, MA Ed.  
Vice President for Student Success  
NMSU-A Student Services  
Office: 575-439-3717  
Fax: 575-439-3760  
[anricks@nmsu.edu](mailto:anricks@nmsu.edu)



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---

**From:** Anne Ricksecker <[anricks@nmsu.edu](mailto:anricks@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 1:25 PM  
**To:** Doris C. Valdespino <[dohiggin@nmsu.edu](mailto:dohiggin@nmsu.edu)>  
**Cc:** StuServesAlamo <[ssalamo@nmsu.edu](mailto:ssalamo@nmsu.edu)>  
**Subject:** Re: COVID-19 testing for work studies

I do not know the answer to that question but I will check on it.

Anne Ricksecker, MA Ed.  
Vice President for Student Success  
NMSU-A Student Services  
Office: 575-439-3717  
Fax: 575-439-3760  
[anricks@nmsu.edu](mailto:anricks@nmsu.edu)



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---

**From:** Doris C. Valdespino <[dohiggin@nmsu.edu](mailto:dohiggin@nmsu.edu)>  
**Sent:** Thursday, July 30, 2020 10:06 AM  
**To:** Anne Ricksecker <[anricks@nmsu.edu](mailto:anricks@nmsu.edu)>

**Cc:** StuServesAlamo <[ssalamo@nmsu.edu](mailto:ssalamo@nmsu.edu)>

**Subject:** COVID-19 testing for work studies

Hello Anne,

Will work studies need to be tested for COVID-19 before returning to work? Our work study, Brianna is starting work on Monday the 17<sup>th</sup> of August.

Thanks,  
Doris

**From:** [Ruth Johnston](#)  
**To:** [Lori McKee](#); [Melissa Chavira](#); [Justin Bannister](#)  
**Subject:** Re: COVID-19 testing Saturday in Mesilla  
**Date:** Tuesday, July 21, 2020 4:52:29 PM  
**Attachments:** [image001.png](#)

---

Yes, good idea!

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
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**From:** Lori McKee <lomckee@nmsu.edu>  
**Date:** Tuesday, July 21, 2020 at 4:51 PM  
**To:** Melissa Chavira <mchavira@nmsu.edu>, Justin Bannister <jbannist@nmsu.edu>  
**Cc:** "Ruth A. Johnston" <ruthj@nmsu.edu>  
**Subject:** FW: COVID-19 testing Saturday in Mesilla

We may want to put this on Hotline because we have been getting a lot of requests about when the next testing will be. LM



*No Challenge; No Change  
Know Challenge; Know Change*

COVID-19 Information: <https://nmsu.edu/coronavirus/>  
Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** New Mexico Department of Health <david.morgan@state.nm.us>  
**Sent:** Tuesday, July 21, 2020 4:01 PM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** COVID-19 testing Saturday in Mesilla

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**Media Contact:** David Morgan  
Media & Social Media Manager, NMDOH  
Mobile: (575) 649-0754  
Email: [david.morgan@state.nm.us](mailto:david.morgan@state.nm.us)

July 21, 2020

**Department of Health provides COVID-19  
testing Saturday in Mesilla**

**SANTA FE** – The New Mexico Department of Health will provide drive up screening for

the COVID-19 virus on Saturday, July 25th at the Mesilla Town Hall, [2231 Avenida De Mesilla](#) from 7:00 to 9:00 am.

Those interested in testing are strongly encouraged to pre-register online, day or night, at <https://cvtestreg.nmhealth.org/>. When arriving to the testing location, please enter from northbound Avenida de Mesilla. This would be a right turn into the Mesilla Town Hall.

The Department of Health prioritizes COVID-19 testing for New Mexicans who are symptomatic, have known contacts to someone who have tested positive or live or work in congregate care settings.

All testing is still FREE OF CHARGE to anyone getting the test, and anyone can get tested, whether they have insurance or not. Those with insurance are asked to provide their insurance information.

For more information about COVID-19 and testing options available statewide, visit <https://cv.nmhealth.org/>. In addition, New Mexicans can continue to call with health-related questions to the Department of Health's coronavirus hotline at 855-600-3453. For non-health-related questions or concerns call 833-551-0518 or visit [newmexico.gov](http://newmexico.gov).

# # #

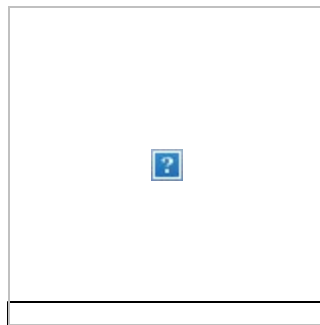


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**From:** [Justin Bannister](#)  
**To:** [Ruth Johnston](#); [Lori McKee](#); [Melissa Chavira](#); [Amanda Bradford](#)  
**Subject:** Re: COVID-19 testing Saturday in Mesilla  
**Date:** Tuesday, July 21, 2020 5:01:54 PM  
**Attachments:** [image001.png](#)

---

Sounds good. We can get this into Hotline.  
-Justin

---

**From:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Date:** Tuesday, July 21, 2020 at 4:52 PM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>, Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>, Justin Bannister <[jbannist@nmsu.edu](mailto:jbannist@nmsu.edu)>  
**Subject:** Re: COVID-19 testing Saturday in Mesilla

Yes, good idea!

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

For information about **NMSU Ready - our Return to Campus Plan** visit: [ready.nmsu.edu](https://ready.nmsu.edu)  
**HAVE A COVID-19 QUESTION** – Let us know at [covid19@nmsu.edu](mailto:covid19@nmsu.edu)

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**New Mexico State University**

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---

**From:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Date:** Tuesday, July 21, 2020 at 4:51 PM  
**To:** Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>, Justin Bannister <[jbannist@nmsu.edu](mailto:jbannist@nmsu.edu)>  
**Cc:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Subject:** FW: COVID-19 testing Saturday in Mesilla

We may want to put this on Hotline because we have been getting a lot of requests about when the next testing will be. LM



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**New Mexico State University**

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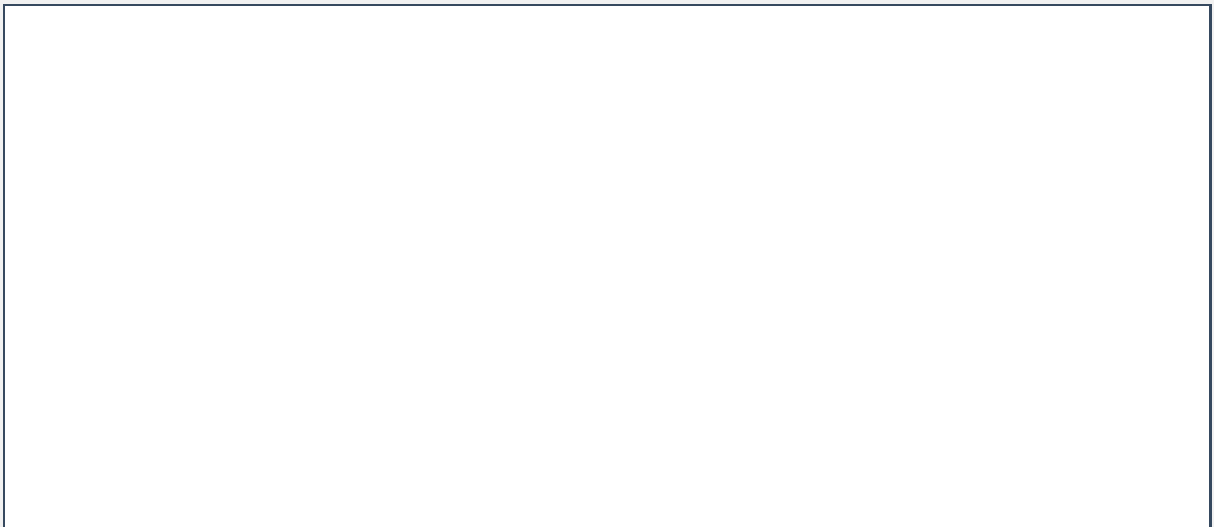
**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** New Mexico Department of Health <david.morgan@state.nm.us>  
**Sent:** Tuesday, July 21, 2020 4:01 PM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** COVID-19 testing Saturday in Mesilla

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SANTA FE – The New Mexico Department of Health will provide drive up screening for

## Department of Health provides COVID-19 testing Saturday in Mesilla

July 21, 2020

Email: [david.morgan@state.nm.us](mailto:david.morgan@state.nm.us)

Mobile: (575) 649-0754

Media & Social Media Manager, NMDOH

Media Contact: David Morgan

**FOR IMMEDIATE RELEASE**



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the COVID-19 virus on Saturday, July 25th at the Mesilla Town Hall, [2231 Avenida De Mesilla](#) from 7:00 to 9:00 am.

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# # #

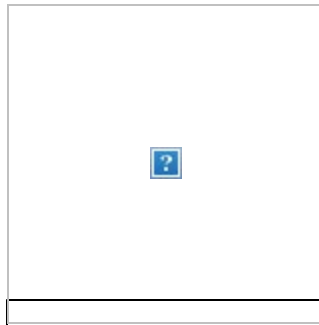


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**From:** [Judi Voelz](#)  
**To:** [Lori McKee](#)  
**Subject:** Re: COVID-19 testing turnaround time  
**Date:** Tuesday, July 28, 2020 3:03:55 PM  
**Attachments:** [image001.png](#)

---

What do you mean?

---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Tuesday, July 28, 2020 2:57 PM  
**To:** Carol MacDonald; Judi Voelz  
**Subject:** FW: COVID-19 testing turnaround time

We may need to start testing at the AHCW for symptom based students instead of referring to DOH. Lets talk about it tomorrow in Admin. LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Jennifer Miner <minerj@nmsu.edu>  
**Sent:** Tuesday, July 28, 2020 2:56 PM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** COVID-19 testing turnaround time

Hi Lori,

I hope you are having a great day! Would you be able to provide some guidance on how the process for COVID-19 testing works? We are directing the students to contact Aggie Health & Wellness

Center if they are experiencing symptoms, but would like to know are they then directed to get tested at the county/public health department or Memorial Medical? Athletics had a bunch of questions about it and I wanted to make sure I was clear on my answers. They were also asking about the turn around time for testing.

Please let me know. I really appreciate your help!

Thanks,

**Jennifer Miner**

Associate Director of Administrative Operations  
Housing & Residential Life  
New Mexico State University  
P: 575-646-3202 | E: [minerj@nmsu.edu](mailto:minerj@nmsu.edu)

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**From:** [Lori McKee](#)  
**To:** [Judi Voelz](#)  
**Subject:** RE: COVID-19 testing turnaround time  
**Date:** Tuesday, July 28, 2020 3:06:00 PM  
**Attachments:** [image001.png](#)

---

Currently, our message is that AHCW doesn't test that they go to DOH. I think we are at a point that we need quicker response times than DOH can deliver so if they screen for COVID criteria, then we should test them here and bill insurance. We need to test our system. LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
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---

**From:** Judi Voelz <jvoelz@ad.nmsu.edu>  
**Sent:** Tuesday, July 28, 2020 3:04 PM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** Re: COVID-19 testing turnaround time

What do you mean?

---

**From:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Sent:** Tuesday, July 28, 2020 2:57 PM  
**To:** Carol MacDonald; Judi Voelz  
**Subject:** FW: COVID-19 testing turnaround time

We may need to start testing at the AHCW for symptom based students instead of referring to DOH. Lets talk about it tomorrow in Admin. LM



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---

**From:** Jennifer Miner <[minerj@nmsu.edu](mailto:minerj@nmsu.edu)>  
**Sent:** Tuesday, July 28, 2020 2:56 PM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** COVID-19 testing turnaround time

Hi Lori,

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**Jennifer Miner**  
Associate Director of Administrative Operations  
Housing & Residential Life  
New Mexico State University  
P: 575-646-3202 | E: [minerj@nmsu.edu](mailto:minerj@nmsu.edu)

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**From:** [David Carbajal](#)  
**To:** [Lori McKee](#)  
**Subject:** RE: COVID-19 Testing  
**Date:** Monday, July 13, 2020 3:02:26 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)

---

I got two from the library with the same situation. The only difference is one is getting tested tomorrow but she is experiencing sore throat and shortness of breath.



**Health and Wellness**  
**New Mexico State University**  
*"Be Bold. Shape the Future"*

*David Carbajal*  
*Workers Compensation Specialist*  
*New Mexico State University*  
*3080 Breland Dr.*  
*Las Cruces, NM 88003*  
*Phone: 575 646-7375*

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---

**From:** Lori McKee <lomckee@nmsu.edu>  
**Sent:** Monday, July 13, 2020 2:53 PM  
**To:** Rebecca Nezzar <rebasand@ad.nmsu.edu>  
**Cc:** David Carbajal <davidcar@ad.nmsu.edu>  
**Subject:** RE: COVID-19 Testing

Rebecca

At this time I will not be tracking this as it is not a work exposure. If you both have tested and are staying home until results come in you will need to utilize sick leave or work it out with your supervisor for telework. If you become positive then we would need you to report it to David and I for NMSU contact tracing. LM



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**Lori McKee, MBA**

**Executive Director of Health & Wellness**

**PO Box 30001 MSC 3529**

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---

**From:** [Lori McKee](#)  
**To:** [Ruth Johnston](#); [Amanda Bradford](#); [Melissa Chavira](#); [Lauren Goldstein](#); [Jon Webster](#); [Gena Barela](#); [Melody Munson-Mcgee](#); [Katrina Doolittle](#); [Renay Scott](#); [Luis Cifuentes](#); [Luis Campos](#)  
**Subject:** Re: Reopening FAQ Draft  
**Date:** Friday, July 24, 2020 12:56:29 PM

---

It seems to have answered the key questions very concisely with clear definitions of the required 14 day quarantine. I feel comfortable that we are meeting the guidelines written in this document. LM

---

**From:** Ruth Johnston <ruthj@nmsu.edu>  
**Sent:** Friday, July 24, 2020 11:12 AM  
**To:** Amanda Bradford <ambradfo@ad.nmsu.edu>; Melissa Chavira <mchavira@nmsu.edu>; Lauren Goldstein <poet@nmsu.edu>; Jon Webster <jonweb78@ad.nmsu.edu>; Gena Barela <gbarela@nmsu.edu>; Melody Munson-Mcgee <mmunsonm@nmsu.edu>; Lori McKee <lomckee@nmsu.edu>; Katrina Doolittle <kadoolit@nmsu.edu>; Renay Scott <rmsscott@nmsu.edu>; Luis Cifuentes <lacifuen@ad.nmsu.edu>; Luis Campos <campos1@nmsu.edu>  
**Cc:** Ruth Johnston <ruthj@nmsu.edu>  
**Subject:** FW: Reopening FAQ Draft

All – this just came in and I think this is supportive. Please review carefully and let us know what/if anything needs to change for Ready Report.

Ruth

-----  
Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

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**From:** "Serna, Ricky, NMDWS" <Ricky.Serna@state.nm.us>

**Date:** Friday, July 24, 2020 at 11:00 AM

**To:** "alena.chalan@BIE.EDU" <alena.chalan@BIE.EDU>, "Allison, Sherry" <sherry.allison@bie.edu>, "Amy.Pena@nmmc.edu" <Amy.Pena@nmmc.edu>, "Angie.Brown@iaia.edu" <Angie.Brown@iaia.edu>, Andrew Nwanne <anwanne@nmsu.edu>, "Bailey, Richard J." <rick.bailey@nmmc.edu>, "Barry, Dr. Phillip" <conniec@mesalands.edu>, "Becky.Rowley@sfcc.edu" <Becky.Rowley@sfcc.edu>, "belopez@dinecollege.edu" <belopez@dinecollege.edu>, Mickey Best <mbest@nmsu.edu>, "beverly.aragon@clovis.edu" <beverly.aragon@clovis.edu>, "carolina@nmhu.edu" <carolina@nmhu.edu>, "Carstens, D. Ryan" <ryan.carstens@enmu.edu>, "Charles.nwankwo@clovis.edu" <Charles.nwankwo@clovis.edu>, "chumbers@unm.edu" <chumbers@unm.edu>, "Community College, Mesalands" <natalieg@mesalands.edu>, "eamorelli@salud.unm.edu" <eamorelli@salud.unm.edu>, "ebradshaw3@cnm.edu" <ebradshaw3@cnm.edu>, "ellisdon@sanjuancollege.edu" <ellisdon@sanjuancollege.edu>, "Elwell, Jeffery" <Jeff.Elwell@enmu.edu>, "rosemary.gallegos@nmsd.k12.nm.us" <rosemary.gallegos@nmsd.k12.nm.us>, "Grizzle, Jerry" <grizzle@nmmi.edu>, "Guy, Elmer" <eguy@navajotech.edu>, Janie Gutierrez <janieg61@nmsu.edu>, Janice Carnathan <jcarnath@nmsu.edu>, "Jmlujan@unm.edu" <Jmlujan@unm.edu>, "Julie.Morales@wnmu.edu" <Julie.Morales@wnmu.edu>, "Karen.VanRuiten@enmu.edu" <Karen.VanRuiten@enmu.edu>, "kathy@kulibarriconsulting.com" <kathy@kulibarriconsulting.com>, "kpatterson@luna.edu" <kpatterson@luna.edu>, Lydia Duran - Contact <lbduran@ad.nmsu.edu>, "Letteney, Dr. Alice" <alichel@unm.edu>, "Liliana.Macias@nmsd.k12.nm.us" <Liliana.Macias@nmsd.k12.nm.us>, "Linde.newman@roswell.enmu.edu" <Linde.newman@roswell.enmu.edu>, "ltaylor06@unm.edu" <ltaylor06@unm.edu>, "llyle@nmsbvi.k12.nm.us" <llyle@nmsbvi.k12.nm.us>, "Malm, James" <malm@unm.edu>, "Martin, Robert" <rmartin@iaia.edu>, Mary Fechner <mfechner@nmsu.edu>, "mgarrity@unm.edu" <mgarrity@unm.edu>, "Minner, Sam" <president\_office@nmhu.edu>, "motorres@dacc.nmsu.edu" <motorres@dacc.nmsu.edu>, "msaav@nmcup.us" <msaav@nmcup.us>, "NFaught@nmjc.edu" <NFaught@nmjc.edu>, "nicole.delorenzo@enmu.edu" <nicole.delorenzo@enmu.edu>, "noriega@nmmi.edu" <noriega@nmmi.edu>, "patrice.caldwell@enmu.edu" <patrice.caldwell@enmu.edu>, "patricia.newman@sfcc.edu" <patricia.newman@sfcc.edu>, "Pendergrass, Toni" <pendergrasst@sanjuancollege.edu>, President Floros <president.floros@nmsu.edu>, "presidentstokes@unm.edu" <presidentstokes@unm.edu>, "proth@salud.unm.edu" <proth@salud.unm.edu>, "Roessel, Charles" <cmroessel@dinecollege.edu>, "Rooney, Cynthia J." <cjrooney@unm.edu>, "Ruth A. Johnston" <ruthj@nmsu.edu>, "Sharp, Kelvin" <KSharp@nmjc.edu>, "shawn.powell@roswell.enmu.edu" <shawn.powell@roswell.enmu.edu>, "Shepard, Joseph" <shepardj@wnmu.edu>, "slalla@luna.edu" <slalla@luna.edu>, "sminner@nmhu.edu" <sminner@nmhu.edu>, "stokesg@unm.edu" <stokesg@unm.edu>, "Tbecenti@navajotech.edu" <Tbecenti@navajotech.edu>, "thartzler@cnm.edu" <thartzler@cnm.edu>,

"ThereseGraham@msn.com" <ThereseGraham@msn.com>, "trujill8@unm.edu" <trujill8@unm.edu>, "Valdez, Patrick" <plvaldez@unm.edu>, Ken Van Winkle <kvanwink@nmsu.edu>, "vanessa.grain@nmt.edu" <vanessa.grain@nmt.edu>, "vhaggard@dacc.nmsu.edu" <vhaggard@dacc.nmsu.edu>, "Wells, Stephen G." <stephen.wells@nmt.edu>

**Cc:** "Rodriguez, Stephanie, GOV" <Stephanie.Rodriguez3@state.nm.us>

**Subject:** Reopening FAQ Draft

Presidents and Chancellors,

We appreciate your patience as we prepared the attached document. At this time we are presenting the FAQ as a draft and asking for your insights. Please let us know if we need to provide additional information or clarifying language. We expect to make the document available to the public on Monday.

Appreciate your response.

Ricky Serna  
Deputy Cabinet Secretary  
505-273-0293



**From:** [Lori McKee](#)  
**To:** [Amanda Bradford](#); [Ruth Johnston](#); [Katrina Doolittle](#)  
**Cc:** [Melissa Chavira](#)  
**Subject:** RE: Reporting COVID sign and 3 min DOH for contact tracing  
**Date:** Wednesday, July 29, 2020 6:03:02 PM  
**Attachments:** [image001.png](#)

---

All

If we contradict NMDOH standards our employees and students will be receiving two different sets of information. If that is the case we should consider only tracing the positives and letting NMDOH do contacts. NMDOH will interview the positive and will get the same information based on two guidelines which already caused issues with reporting accuracy. They have been a tremendous partner and we do not want to hinder this relationship. NMSU's priority is educating on social distancing 6 ft or more, masking, and ensuring that our F2F classes meet the distance standard. Lm

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>  
**Date:** 7/29/20 5:12 PM (GMT-07:00)  
**To:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>  
**Cc:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>, Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>  
**Subject:** Re: Reporting COVID sign and 3 min DOH for contact tracing

Ok. Should we change that in the PDF and on the site now, rather than waiting for next week?

---

**From:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Date:** Wednesday, July 29, 2020 at 5:02 PM  
**To:** Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>  
**Cc:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>, Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>, Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>, Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>  
**Subject:** Re: Reporting COVID sign and 3 min DOH for contact tracing

We will stick with 15 min plan – Dan wants to let BOR know first.

---

Ruth A Johnston, Ph.D.  
Vice Chancellor and Chief Covid-19 Officer  
New Mexico State University  
Las Cruces, NM 88003-8001  
575-646-9875, cell: 425-922-9049  
[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

For information about **NMSU Ready - our Return to Campus Plan** visit: [ready.nmsu.edu](https://ready.nmsu.edu)  
**HAVE A COVID-19 QUESTION** – Let us know at [covid19@nmsu.edu](mailto:covid19@nmsu.edu)

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**New Mexico State University**

 Please consider the environment before printing this email.

---

**From:** Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>  
**Date:** Wednesday, July 29, 2020 at 3:47 PM

**To:** "Ruth A. Johnston" <ruthj@nmsu.edu>

**Cc:** Lori McKee <lomckee@nmsu.edu>, Katrina Doolittle <kadoolit@ad.nmsu.edu>

**Subject:** Reporting COVID sign and 3 min DOH for contact tracing

[https://ready.nmsu.edu/campus/signage-toolkits/Right\\_to\\_Know\\_COVID19-2.pdf](https://ready.nmsu.edu/campus/signage-toolkits/Right_to_Know_COVID19-2.pdf)

Ruth you are speaking to ET about the 3 minute rule for contact tracing. This sign also notes all information to be funneled through AHC and Lori has since established contact tracers for the community colleges. Not sure we want to get into the deep level of detail that is given here, in a sign. Once posted can get out of date.

# Do Your Part — Make #NMSUReady

## Reporting COVID-19 at NMSU

Any employee of the NMSU system or affiliated agencies who has tested 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 must notify their supervisor and Aggie Health and Wellness Center (575-646-1512 or davidcar@nmsu.edu) immediately.

The positive individual may not come to work and must follow current CDC guidance regarding self-quarantine or self-isolation. Any individual who has tested positive for COVID-19 will need to be cleared to return by their health care provider and in accordance with CDC guidance.

Any student is also strongly encouraged to report a positive test to Aggie Health and Wellness Center (575-646-1512 or davidcar@nmsu.edu) immediately.

When NMSU is notified of a person with confirmed COVID-19, Aggie Health and Wellness Center (AHC) will coordinate the process to notify exposed individuals (those who have been within 6 feet for 3 minutes) and disinfect buildings. The identity of the COVID-19 positive person will not be disclosed. Supervisors of staff who may have been in the affected building (e.g. Facilities, ICT) will be alerted in order to share with those staff.

*Katrina*

Katrina Doolittle, Ph.D.  
Executive Director  
Environmental Health Safety & Risk Management  
New Mexico State University

Box 30001/MSC 3578, Las Cruces, NM 88003  
(575) 646-3327  
Safety.nmsu.edu

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**Be Safe. Manage Risk and Prevent Loss**

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**From:** [Lori McKee](#)  
**To:** [Ruth Johnston](#)  
**Cc:** "[Katrina Doolittle \(kadoolit@ad.nmsu.edu\)](#)"  
**Subject:** RE: Reporting COVID sign and 3 min DOH for contact tracing  
**Date:** Thursday, July 30, 2020 8:37:00 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

Ruth

What time would be good for a quick Zoom call with Katrina and I? Thanks. LM



**Health and Wellness**  
**New Mexico State University**

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*Know Challenge; Know Change*

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Reopening Plan: <https://ready.nmsu.edu/plan/index.html>

**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** Ruth Johnston <ruthj@nmsu.edu>  
**Sent:** Wednesday, July 29, 2020 6:08 PM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Cc:** Amanda Bradford <ambradfo@ad.nmsu.edu>; Katrina Doolittle <kadoolit@ad.nmsu.edu>;  
Melissa Chavira <mchavira@nmsu.edu>  
**Subject:** Re: Reporting COVID sign and 3 min DOH for contact tracing

Let's chat tomorrow

Ruth Johnston  
425 922 9049, cellphone

Sent from my iPhone

On Jul 29, 2020, at 6:03 PM, Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)> wrote:

All

If we contradict NMDOH standards our employees and students will be receiving two different sets of information. If that is the case we should consider only tracing the positives and letting NMDOH do contacts. NMDOH will interview the positive and will get the same information based on two guidelines which already caused issues with reporting accuracy. They have been a tremendous partner and we do not want to hinder this relationship. NMSU's priority is educating on social distancing 6 ft or more, masking, and ensuring that our F2F classes meet the distance standard. Lm

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>

Date: 7/29/20 5:12 PM (GMT-07:00)

To: Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>, Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>

Cc: Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>, Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>

Subject: Re: Reporting COVID sign and 3 min DOH for contact tracing

Ok. Should we change that in the PDF and on the site now, rather than waiting for next week?

---

**From:** Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>

**Date:** Wednesday, July 29, 2020 at 5:02 PM

**To:** Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>

**Cc:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>, Melissa Chavira <[mchavira@nmsu.edu](mailto:mchavira@nmsu.edu)>, Amanda Bradford <[ambradfo@ad.nmsu.edu](mailto:ambradfo@ad.nmsu.edu)>, Ruth Johnston <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>

**Subject:** Re: Reporting COVID sign and 3 min DOH for contact tracing

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Vice Chancellor and Chief Covid-19 Officer

New Mexico State University

Las Cruces, NM 88003-8001

575-646-9875, cell: 425-922-9049

[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)

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**New Mexico State University**

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**From:** Katrina Doolittle <[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>

**Date:** Wednesday, July 29, 2020 at 3:47 PM

**To:** "Ruth A. Johnston" <[ruthj@nmsu.edu](mailto:ruthj@nmsu.edu)>

**Cc:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>, Katrina Doolittle  
<[kadoolit@ad.nmsu.edu](mailto:kadoolit@ad.nmsu.edu)>

**Subject:** Reporting COVID sign and 3 min DOH for contact tracing

[https://ready.nmsu.edu/campus/signage-toolkits/Right to Know COVID19-2.pdfh](https://ready.nmsu.edu/campus/signage-toolkits/Right%20to%20Know%20COVID19-2.pdfh)

Ruth you are speaking to ET about the 3 minute rule for contact tracing. This sign also notes all information to be funneled through AHWC and Lori has since established contact tracers for the community colleges. Not sure we want to get into the deep level of detail that is given here, in a sign. Once posted can get out of date.

<image001.png>

*Katrina*

Katrina Doolittle, Ph.D.  
Executive Director  
Environmental Health Safety & Risk Management  
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**From:** [Lori McKee](#)  
**To:** [David Carbajal](#)  
**Subject:** RE: Reporting COVID-19 at NMSU  
**Date:** Thursday, July 23, 2020 9:10:00 AM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

Then go ahead and release him. But get me his name so I can give it to Travis to research at DOH. LM



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**Lori McKee, MBA**  
**Executive Director of Health & Wellness**  
**PO Box 30001 MSC 3529**  
**Las Cruces, NM 88003**  
**(575) 646-8306**

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---

**From:** David Carbajal <davidcar@ad.nmsu.edu>  
**Sent:** Thursday, July 23, 2020 8:49 AM  
**To:** Lori McKee <lomckee@nmsu.edu>  
**Subject:** FW: Reporting COVID-19 at NMSU

Lori,

This is the student we had some issues with yesterday on late reporting. It looks like he got his results yesterday. He tested on July 8<sup>th</sup>. Since then he has been in Quarantine but does not have any symptoms. Read his email below. Do we start quarantine from his test result date again? From what I know he has not been around anyone or on any NMSU premises. I am going to call him in a bit but wanted your thoughts on it.

Thank you,



*David Carbajal*  
*Workers Compensation Specialist*  
*New Mexico State University*  
*3080 Breland Dr.*  
*Las Cruces, NM 88003*  
*Phone: 575 646-7375*

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**From:** [Lori McKee](#)  
**To:** [Debbie Peel](#)  
**Cc:** "[David Carbajal \(davidcar@ad.nmsu.edu\)](#)"  
**Subject:** RE: Reporting COVID-19 at NMSU  
**Date:** Wednesday, July 22, 2020 4:35:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Thanks Deb. If he does not have proof of release his 10 day quarantine starts the day he notifies us of his result. If he hasn't worked yet then I would not count him as an employee. Let's see what David says. LM



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---

**From:** Debbie Peel <dpeel@nmsu.edu>  
**Sent:** Wednesday, July 22, 2020 4:33 PM  
**To:** Lori McKee <lomckee@nmsu.edu>; Ann Coombes Goodman <anng@nmsu.edu>; 'David Carbajal (davidcar@ad.nmsu.edu)' <davidcar@ad.nmsu.edu>  
**Subject:** RE: Reporting COVID-19 at NMSU

Hello,

I knew he was exposed and was tested, but he did not inform me of the results until today, even though I requested him to notify me as soon as he received them. I know it took a number of days for him to receive the results. He is an ASNMSU employee who was hired via Zoom and has never been to the ASNMSU office. He is taking online courses over the summer as well. I will notify him to contact David Carbajal.

David also emailed me and requested additional information, and I will respond now.

Thank you,

Debbie

**Debbie Peel**

**Business Manager I**

**ASNMSU-Fiscal Advisor**

PO Box 30001, MSC 7110

Las Cruces, NM 88003

575-646-4889 (routed to my cell)

[dpeel@nmsu.edu](mailto:dpeel@nmsu.edu)



---

**From:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Sent:** Wednesday, July 22, 2020 4:16 PM  
**To:** Debbie Peel <[dpeel@nmsu.edu](mailto:dpeel@nmsu.edu)>; Ann Coombes Goodman <[anng@nmsu.edu](mailto:anng@nmsu.edu)>; 'David Carbajal ([davidcar@ad.nmsu.edu](mailto:davidcar@ad.nmsu.edu))'  
<[davidcar@ad.nmsu.edu](mailto:davidcar@ad.nmsu.edu)>  
**Subject:** RE: Reporting COVID-19 at NMSU  
**Importance:** High

Debbie

Why are we just hearing about this case today? Who is this employee and when did he test positive? How long has he been quarantining? He is not cleared until we get more data. Please have the employee contact David Carbajal at [davidcar@nmsu.edu](mailto:davidcar@nmsu.edu). Thanks. LM



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---

**From:** David Carbajal <[davidcar@ad.nmsu.edu](mailto:davidcar@ad.nmsu.edu)>  
**Sent:** Wednesday, July 22, 2020 3:47 PM  
**To:** Lori McKee <[lomckee@nmsu.edu](mailto:lomckee@nmsu.edu)>  
**Subject:** FW: Reporting COVID-19 at NMSU

I didn't know about this one.



*David Carbajal*  
*Workers Compensation Specialist*  
*New Mexico State University*  
*3080 Breland Dr.*  
*Las Cruces, NM 88003*  
*Phone: 575 646-7375*

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**From:** [Lori McKee](#)  
**To:** [Debbie Peel](#); [Ann Coombes Goodman](#); "[David Carbajal \(davidcar@ad.nmsu.edu\)](#)"  
**Subject:** RE: Reporting COVID-19 at NMSU  
**Date:** Wednesday, July 22, 2020 4:16:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
**Importance:** High

---

Debbie

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**From:** [Lori McKee](#)  
**To:** [David Carbajal](#)  
**Subject:** RE: Reporting COVID-19 at NMSU  
**Date:** Wednesday, July 22, 2020 3:49:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

You were CCd on July 22? LM



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**To:** [David Carbajal](#)  
**Subject:** RE: Reporting COVID-19 at NMSU  
**Date:** Thursday, July 23, 2020 9:10:00 AM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

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*Phone: 575 646-7375*

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**From:** [sswat](#) on behalf of [Laurie Ferguson](#)  
**To:** [sswat](#)  
**Cc:** [ncahill@ad.nmsu.edu](mailto:ncahill@ad.nmsu.edu)  
**Subject:** [SWAT] COVID Supplies - Preferred Suppliers  
**Date:** Wednesday, July 15, 2020 11:39:28 AM

---

Good Morning.

I hope this email finds you all well and excited with the start of the new semester!

I have received several emails regarding supplies needed for opening. Purchasing, under the guidance of the appropriate TIGER team, has successfully contracted with preferred suppliers to provide the necessary supplies to open our departments. It is important that you use the preferred suppliers because they will furnish the supplies that have been agreed upon by the TIGER Team.

We have been reassured by Purchasing that the supplies will be in stock and delivered in time.

I have included the links available on NMSU Ready. Please take a few minutes, often, to visit this site to update on the most recent changes related to COVID and NMSU.

COVID Supplies

<https://asc.nmsu.edu/covid-supplies/>

How to guide:

<https://asc.nmsu.edu/ordering-instructions-2/>

Please do not purchase these supplies outside AggieMart - the supplies may not match the TIGER team detailed requirements.

If you are having issues in acquiring the necessary supplies, please do not hesitate to contact me.

**Laurie Ferguson**  
**Business Manager**  
**Student Success and Enrollment Management**  
**Aggie Service Center**  
[lferguso@nmsu.edu](mailto:lferguso@nmsu.edu)  
575-646-1713

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