



Policy on Infectious Disease Response

(Approved by the President in July 28, 2006)

I. PURPOSE

To establish a policy to implement planning and response in the event of an influenza or other infectious disease outbreak or pandemic in order to protect employees' health and safety as well as limit the negative impact to the university. The Policy applies to all UMBI employees.

II. BACKGROUND

The Department of Health and Human Services, the Centers for Disease Control and Prevention and the State of Maryland have developed planning guidelines for pandemic influenza and outbreaks of other infectious diseases. This policy on infectious disease response is not related to UMBI Procedure on Emergency Conditions: Release of Employees VI-12.00(A) or BOR Policy VI - 12.00 Policy on Emergency Conditions: Cancellation of Classes and Release of Employees.

III. DEFINITIONS

- A. "Pandemic" - An outbreak of an infectious disease that spreads worldwide, or at least across a large region. An "influenza pandemic" is a global outbreak of disease that occurs when a new influenza A virus appears or "emerges" in the human population, causes serious illness, and then spreads easily from person to person worldwide.
- B. "Infectious Disease Outbreak" – An infectious disease outbreak occurs when the observed number of cases of an infectious disease exceeds the expected number in a given time frame.

IV. POLICY

- A. The Compliance Officer shall be the Infectious Disease Response Commander and will provide consultation and information concerning health, safety and environmental issues and assist with monitoring of procedure compliance.
- B. The response team shall be made up of:
 - 1. Response Commander (Compliance Officer),
 - 2. Response Operations Facilitator (VP Operations & Finance),
 - 3. Director of Communications or designee, and
 - 4. Response Support (VP Academic Affairs, Assistant VP Human Resources, Director Facilities Management, and Center Assistant Directors).
- C. The response team will collaborate with local, state and federal agencies and the University System of Maryland to formulate the plan for UMBI's response to a public health announcement of an infectious disease outbreak.
- D. The response team will develop and periodically review the UMBI Infectious Disease (ID) Response Matrix (Appendix A) procedures with the P & P Committee and distribute the procedures to UMBI administrative units.

UMBI Policies and Procedures

- E. Unit Administration shall:
 - 1. Ensure implementation of response procedures;
 - 2. Maintain compliance and training documentation as appropriate; and
 - 3. Inform supervisors of their training management responsibilities.

- F. Supervisors shall: Ensure personnel complete their response training and follow response requirements;

- G. Personnel shall:
 - 1. Attend appropriate response training applicable to their tasks and duties;
 - 2. Follow response procedures as instructed by their Supervisor.

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UMBI Policies and Procedures

UMBI Infectious Disease (ID) Response Matrix (Appendix A)

Preparation	Activities undertaken now to prepare for any infectious disease (ID) outbreak
Level 1	Activated UMBI-wide on CDC report of a pandemic or infectious disease outbreak in the US.
Level 2	Activated UMBI-wide when local health authority declares a pandemic or infectious disease outbreak

Response Team (RT) Action Implementation

RC	Response Commander (Compliance Officer)
ROF	Response Operations Facilitator (VP Operations & Finance)
COM	Director of Communications or designee
RS	Response Support (VP Academic Affairs, Assistant VP Human Resources, Director Facilities Management and Center Assistant Directors)

Groups	Preparation	Level 1	Level 2 (plus Level 1 actions)
RT	<ol style="list-style-type: none"> 1. Monitor national situation 2. Communicate with Center Assistant Directors or their appointed representatives 3. Communicate with UMB and UMCP safety offices to coordinate efforts. 4. Develop a list of essential personnel 5. Meet and coordinate with appropriate Local and State Public Health Officials 6. Formulate procedures for the University's response 7. Order materials that are deemed necessary 	<ol style="list-style-type: none"> 1. Communicate with unit faculty, staff, students and visitors 2. Update procedure as appropriate 3. Follow US Gov guidelines on foreign travel 4. Establish location of Response Command Center. 5. Initiate poster & email campaign for self-protection 6. Consider cancellation of public functions and events. 	<ol style="list-style-type: none"> 1. Activate the Response Team Command Center 2. Coordinate all actions with State and Local public health authorities 3. Implement emergency action procedure 4. Ensure that all groups have appropriate staffing 5. Evaluate information on institutional effects and set response priorities.
ROF	<ol style="list-style-type: none"> 1. Identify essential staff to maintain power plant operations, electric, communications, and other services 	<ol style="list-style-type: none"> 1. Train security staff on Emergency Response and infectious disease transmission 2. Provide respirator training & respirators to essential personnel. 	<ol style="list-style-type: none"> 1. Secure buildings as directed by Response Team 2. Post signage
COM	<ol style="list-style-type: none"> 1. Participate in procedure planning meetings 	<ol style="list-style-type: none"> 1. Draft internal and External bulletins/announcements 2. Establish emergency telephone line for infectious disease issues 3. Write and record updates through usual unit compliance channels 	<ol style="list-style-type: none"> 1. Organize phone banks. 2. Establish a Media Relations Center remote from the Response Team Command Center.