

NTU Management Plan for Infectious Diseases

Amended and motioned through the 2932rd administrative meeting on Nov 27, 2016
Amended and motioned through the 2694rd administrative meeting on Nov 29, 2011
Motioned through the 2331st administrative meeting on March 2, 2004
Amended and motioned through the 2333rd administrative meeting on March 16, 2004
Amended and motioned through the 2339th administrative meeting on April 27, 2004
Amended and motioned through the 2351st administrative meeting on July 26, 2004
Announced and implemented on August 30, 2004
Amended and motioned through the school health committee meeting on May 10, 2005

Part One. Premise

- I. As per resolution voted through the school SARS response taskforce meeting held on July 28, 2003 and the school campus infectious disease prevention and treatment taskforce meeting held on December 12, 2003.
- II. The Communicable Disease Control Act.
- III. The “Current Year (2003) Fall/Winter Influenza and SARS Critical Epidemic Prevention Policy and Various Measures” announced by the Centers for Disease Control, Department of Health, Executive Yuan.

Part Two. Objective

- I. To strengthen the cooperation among all school units in enforcing the infectious disease prevention and treatment work.
- II. To effectively incorporate known or emerging epidemic-prone infectious disease prevention and treatment policy by curtailing such type of infectious diseases from occurring, infecting and spreading on campus.

Part Three. All relevant units’ mission and responsibility

- I. The campus infectious disease prevention and remedy taskforce
 - (I) Commissioner: the dean of teaching administration who is to coordinate relevant level one units to join in the epidemic prevention work.
 - (II) Execution liaison: the superintendent of the Student Health Center or the school doctor who is charged with carrying out resolutions made by the infectious disease prevention and treatment taskforce.
 - (III) Epidemic scenario inquiry: The Division of Internal Medicine (the Division of Infectious Diseases), School of Medicine, College of Medicine; the university Infection Control Center; the Graduate Institute of Epidemiology and Institute of Preventive Medicine, College of Public Health.
 - (IV) Epidemic scenario announcement: the Secretariat Office is to announce to the media the progress of the campus infectious disease prevention and treatment work and explain the state of campus epidemic.
- II. The student affairs division
 - (I) The Student Health Center (hereinafter referred to as the Health Center)
 - (1) To develop, announce and promote the campus infectious disease prevention and treatment plan.
 - (2) To campaign the health education and response proposal via the school announcement system or by sending electronic mail.
 - (3) To offer medical treatment service and consultation.
 - (4) To actively discern the state of patients at various units with the requisite of protecting individual privacy by supporting the health authorities in the

- investigation and quarantine for epidemic screening on source of infection, and to recommend the subsequent arrangements for patients at various units or those in quarantine from the professional medical stance.
- (5) To form a campus infectious disease prevention and treatment reporting center for lodging in epidemic reporting, consolidating school-wide epidemic intelligence, and to summon school health committee meeting depending on the circumstances to discuss ways to prevent and contain the epidemic.
 - (6) To arrange the patients for seeking medical attention by coordinating with the university hospital.
- (II) The Student Housing Service Division (hereinafter referred to as the Housing Service Division)
- (1) Upon receiving infectious disease reporting by the Health Center, the dormitory military training instructor or dormitory superintendent of a particular students dormitory under the dormitory section is to actively investigate whether there are students returning from areas where local or foreign epidemic cases are reported or the fact whether any of them have come into contact with infected cases, and to document and follow up on the state of health of such student, as well as to notify the Health Center immediately in the wake of any disease occurrence.
 - (2) To notify the Health Center at once in the wake of any group infection among the boarding students, and to support the health authorities investigate whether there are signs of group infection.
 - (3) To arrange for on-site or quarantine dormitories or house quarantine by returning home when in need of quarantining boarding students, and to arrange for adequate accommodations during the period where boarding student patients recuperate and receive treatment at the community; to arrange the boarding students to return home or receive on-site quarantine in the wake of a school-wide class suspension.
 - (4) To adopt counterstrategy for safeguarding infectious disease from spreading in the dormitories.
- (III) The general living counseling section
- (1) To assist the general living of student patients and quarantined students and to subscribe the safety insurance service for the students.
 - (2) To maintain contact with the class counselor and to care for the students through the class counselor-student communication network by providing living assistance.
- (IV) The Overseas Student Advising Section
- (1) To actively investigate whether there are overseas Chinese students or Mainland students coming from epidemic-concentrated areas in the wake of any epidemic outbreak overseas, and to investigate the state of health of such students, as well as to report the information on the sick students to the Health Center in the wake of any infection.
 - (2) To provide general living assistance to overseas Chinese students or Mainland students who are unable to attend the school due to illness.
- (V) The student psychological counseling center

To offer support and counseling for patients and quarantined students.

- (VI) Military training office
The duty military training officer is to timely grapple the epidemic development according to whose administrative duties, and to maintain contact and report filing with the Campus Safety Center, Ministry of Education.
- (VII) The teaching administration's miscellaneous sections and offices
To timely provide assistance and support depending on the state of epidemic.

III. The general administration division

- (I) The word processing section
The receiving, distribution and announcement of official epidemic prevention documents.
- (II) The administrative section
 - (1) The cleaning and disinfection of quarantined buildings and dormitories.
 - (2) The disinfection of public venues during the peak epidemic period.
 - (3) The management, replenishment and distribution of cleaning and disinfecting supplies.
 - (4) To support the vehicle dispatch and driver arrangement.
 - (5) To facilitate in vector elimination.
- (III) The custodian section
The distribution and management of epidemic prevention and treatment supplies.
- (IV) The construction section
 - (1) To conduct focus inspection on quarantined buildings and dormitories during normal times and to maintain the normal supply of water and electricity.
 - (2) To support the epidemic prevention authorities conduct detailed inspection and repair maintenance, such as power, lighting, hot/cold water pipes, doors, windows and so forth before kicking off the epidemic prevention.
 - (3) To conduct review and improvement on discrepancies in relevant equipment following the epidemic.
- (V) The procurement operations section
The procurement of epidemic prevention related goods and supplies.
- (VI) The cashier section
To support processing the epidemic-related funding receipt and payout operations.
- (VII) The campus guards company
 - (1) Epidemic intelligence reporting and contact during non-office hours.
 - (2) To maintain the security of school quarantined areas and to monitor the personnel access.
- (VIII) The operations management section
To coordinate and monitor the suppliers in supporting the school's epidemic prevention work by enforcing various quarantine measures.

- IV. Accounting office
The appropriation, review and approval of the epidemic-related funding.
- V. Teaching administration division
Various countermeasures pertaining to devising the class suspension criteria, time leave filing principles, retroactive makeup classes, retroactive makeup examinations, and admissions examinations.
- VI. Personnel office
To develop time-leave filing regulations, suspended working regulations for school patients or quarantined faculty and administrative employees.
- VII. Environmental protection and occupational safety health center
 - (I) To support campaigning for epidemic prevention caution and disinfection methods.
 - (II) To spearhead the laboratories' epidemic prevention measures, and to conduct audit.
 - (III) To develop the control procedure for personnel entering and exiting the buildings depending on the circumstances of the epidemic and the varied purposes of the building.
 - (IV) To assist in providing protective equipment, and to facilitate transporting infectious waste output.
- VIII. Various colleges, departments, schools, division, and offices
 - (I) To establish the emergency contact network and representation system.
 - (II) The emergency contact representatives are to timely maintain contact with the Health Center by timely grappling the emergency contact methods with their responsible faculty, administrative employees and students, and by facilitating the Health Center with epidemic follow-up and investigation.
 - (III) All units are to promptly file a report with the Health Center in the wake of any group sickness.
 - (IV) To adopt counterstrategy for preventing infectious disease from spreading at all units.
- IX. Computer science and information networking center
 - (I) To instill an epidemic-related information network, to facilitate integrating the information on epidemic prevention work, and to facilitate the Health Center forward and distribute the epidemic prevention information and measures via electronic mail.
 - (II) To adopt counterstrategy for preventing infectious disease from spreading at the center.
- X. Library
To adopt counterstrategy for preventing infectious disease from spreading at the library.
- XI. Common education committee
 - (I) Physical education office
To adopt counterstrategy for preventing infectious disease from spreading at the gymnasium.
- XII. Meal service coordination committee
To spearhead various school meal service units with epidemic prevention measures, and to conduct audit.

XIII. Office of international affairs

- (1) To actively investigate whether there are international students coming from epidemic-concentrated areas in the wake of any epidemic outbreak overseas, and to investigate the state of health of such students, as well as to report the information on the sick students to the Health Center in the wake of any infection.
- (2) To provide general living assistance to international students who are unable to attend the school due to illness.

Part Four. Infectious disease prevention and treatment guidelines

- I. The National Taiwan University Post-SARS Era Campus Infectious Disease Prevention and Treatment Guidelines (Appendage 1).
- II. The National Taiwan University Tuberculosis Infection Prevention and Treatment and Management Measure (Appendage 2-1) and the National Taiwan University Management Diagram for Those Come in Contact with Open Tuberculosis Patients (Appendage 202).

Part Five. Various implementation flows

- I. The National Taiwan University Epidemic Reporting and Responding Flowchart (Appendage 3).

Part Six. The National Taiwan University Epidemic prevention and treatment classification and remedial measures (Appendage IV)

The prevention and treatment classification program, more than intended for SARS, also applies to other highly contagious diseases with high fatality rates, particularly of severe infectious diseases transmitted through saliva or are airborne. The particular types of diseases that the prevention and treatment classification program is applicable for is to be reviewed and finalized by the school campus infectious disease prevention and treatment taskforce depending on the changes in the epidemic and by referring to information released by government epidemic prevention authorities.

The National Taiwan University Post-SARS Campus Infectious Disease Prevention and Treatment Guidelines

The outbreak of SARS pandemic that occurred in Taiwan in the spring of 2003 not only brought significant impact to the otherwise tranquil campuses but also highlighted the importance of infectious disease prevention and treatment. As many other infectious diseases, besides SARS, can besiege individuals who neglect to take up prevention or individuals with poor immunity at any time, it is imperative that all school students and associates are to excel the good Samaritan spirit by investigating sound voluntary health management in support of the government's disease prevention policy that not only helps to reduce the risks of an individual from contracting disease, but can also help to prevent infectious diseases from spreading on campus. As campus disease prevention starts with you and I, everyone is asked to precisely abide by the following voluntary health management measures,

1. Maintain good routine of individual hygiene: cover your mouth and nose when sneezing or coughing; refrain from spitting or urinating; do not share dining utensil, shaving kits or toothbrushes with others; ensure to wash your hands before a meal; please maintain a single sex partner when having sex, and ensure that condoms are used throughout the entire process.
2. Maintain the indoor air well-circulated; when in need of staying in an air-conditioned environment, please refrain from standing right beneath an air vent, and please ensure that the air-condition equipment is in good working order, and the dust vent and the cooling tower are cleaned regularly.
3. Avoid visiting places where people congregate, and please wear the facemask when entering concealed public venues.
4. Avoid unnecessary hospital visits, and ensure to wear the facemask when entering a hospital, and making sure to take a shower and launder your clothes when returning home.
5. Caution for a balanced diet, adequate exercising, plenty of sleep, and refrain from smoking to excel your immunity.
6. Caution for the environment sanitation, eliminate disease vector, and maintain a safe distance from stray or wild animals or domestic fowls.
7. Wash your hands as frequently: please ensure to wash your hands when coming in contact with secretion, excrement, and after going to the lavatory, caring for a patient, before a meal, or before and after coming in contact with mucus, as well as before and after using a computer:
 - Moisten: wet your hands under a running faucet.
 - Rub: apply with soap or hand-washing liquid and rub your hands together with your hands crossed by kneading and rubbing your palms and the back of your hands, and stretch your arms to wash your fingertips, with the movement lasting at least 20 seconds.
 - Rinse: to rinse off your hands with clean water.
 - Scoop: Scoop the water to rinse and clean the faucet.
 - Wipe: To wipe your hands clean with paper towel, clean towel or handkerchief.
8. Please use the serving chopsticks and serving spoon when having a meal. Only consume fishery and domestic livestock products after thoroughly cooked and disinfected.

9. Please follow the health authorities' stipulations to receive vaccination and inoculation, coordinated with taking antibiotics or virus-fighting drugs at the physician's recommendation when deemed necessary, in receiving the complete treatment.
10. Stringently adhere to the laboratories' infectious disease control guidelines to prevent spreading the disease-prone microbes during the operating process.
11. In the wake of any symptoms of physical discomfort, such as a persistent fever, coughing, respiratory difficulties, short of breath, diarrhea, muscular aches and pains and so forth (particularly of those who have gone abroad recently), please wash your hands, wear the facemask, and seek medical attention at once, and maintain contact with the Health Center. If a physician recommends that you undergo quarantine or informing you that you have contracted an infectious disease, you are also asked to voluntarily maintain contact with the Health Center. The Health Center's contact telephone numbers: 3366-2176, 3366-2155, or 3366-9595, Fax phone: 236304995, e-mail address: shmc@ntu.edu.tw, Web site: <http://shmc.osa.ntu.edu.tw/>
12. When going abroad, please log on to the Internet to inquire in advance the epidemic information and epidemic prevention recommendations on the area that you are visiting. The Centers for Disease Control's international travel advisory and health Web site: <http://www.cdc.gov.tw/submenu.aspx?treeid=aa2d4b06c27690e6&nowtreeid=aa2d4b06c27690e6>
When experiencing signs of a fever or other forms of physical discomfort upon returning to Taiwan, please promptly notify the emergency reporting contact person at the school or unit you belong to and to maintain contact with the Health Center. During the outbreak of specific infectious diseases, persons who reenter Taiwan that meet stipulations set by the Centers for Disease Control are required to undergo voluntary health management by measuring the body temperature daily, and all are urge to support the implementation as precisely.
13. Please timely caution for the epidemic information announced by the Centers for Disease Control or look up the designated infectious disease posting on the Health Center's Web site by supporting the epidemic prevention measures for the current season's infectious diseases or check the NTU Web site for Disease Control. The Centers for Disease Control's Web site: <http://www.cdc.gov.tw/>
The Health Center's designated infectious disease posting Web site: <http://ccms.ntu.edu.tw/-shmc/indieasefr.htm>
NTU Website for Disease Control: <https://my.ntu.edu.tw/ntuwdc/>

Appendage 2-1

The National Taiwan University Tuberculosis Disease Infection Prevention, Treatment and Management Measure

Article 1

The school, in an effort to step up the management and prevention work for safeguarding the student body, faculty and administrative employees from contracting tuberculosis, has specifically instilled this measure in addition to all requisite measures to be implemented in accordance with the Infectious Communicable Disease Control Act.

Article 2

All school students, i.e. freshmen enrolling at the school, faculty and administrative employees joining the school for service or research (including foreign nationals) are required to submit a chest X-ray report validated within three months issued by a medical treatment facility or hospital at a public hospital or regional hospital level or higher, or by a chronic disease prevention and treatment hospital or treatment facility, or to receive a chest X-ray examination as recommended and arranged by the school. Of any probable signs of tuberculosis in the chest X-ray report, please promptly undergo detailed examination and treatment at a medical treatment facility or hospital the school arranges.

Article 3

Any of the students, faculty, administrative employees and foreign nationals who has been diagnosed with open tuberculosis by a medical treatment facility while at the school shall be temporarily suspended from attending the classes or working, who is to undergo quarantined treatment from all other school personnel, coordinated to the school management measures. Open tuberculosis patients are required to undergo two weeks of taking the tuberculosis drugs, and may only be released from quarantine when whose mucus smear screening appears in negative reaction.

Article 4

Any student, faculty, administrative employees, and foreign nationals researching or working at the school who is infected with tuberculosis shall receive the Health Center's follow-up monitoring, and shall abide by the nursing staff's instructions to administer the medicine and receive reexamination; students are adjusted not to participate in agitated sporting activity, but may participate in the special physical education classes.

Article 5

Boarding students are to undergo hospitalized treatment at the physician's recommendations during the quarantined observation period; those not required for hospitalization may return home for recuperation, or be placed in a dormitory space with independent ventilation as arranged by the boarding service section; regardless where the quarantine site is, it is imperative to maintain fine hygienic routine to avoid spreading the virus.

Article 6

Students who apply to resume going to school or faculty and administrative employees who return to work after finishing off the sick leave due to a tuberculosis infection shall submit a hospital diagnosis certificate issued by a medical treatment facility at the public hospital or regional hospital level or higher, or by a chronic disease prevention and treatment hospital or facility, attesting that an individual has undergone full treatment and without the risk of infecting others, and are also subject to the recognition of the Student Health Center.

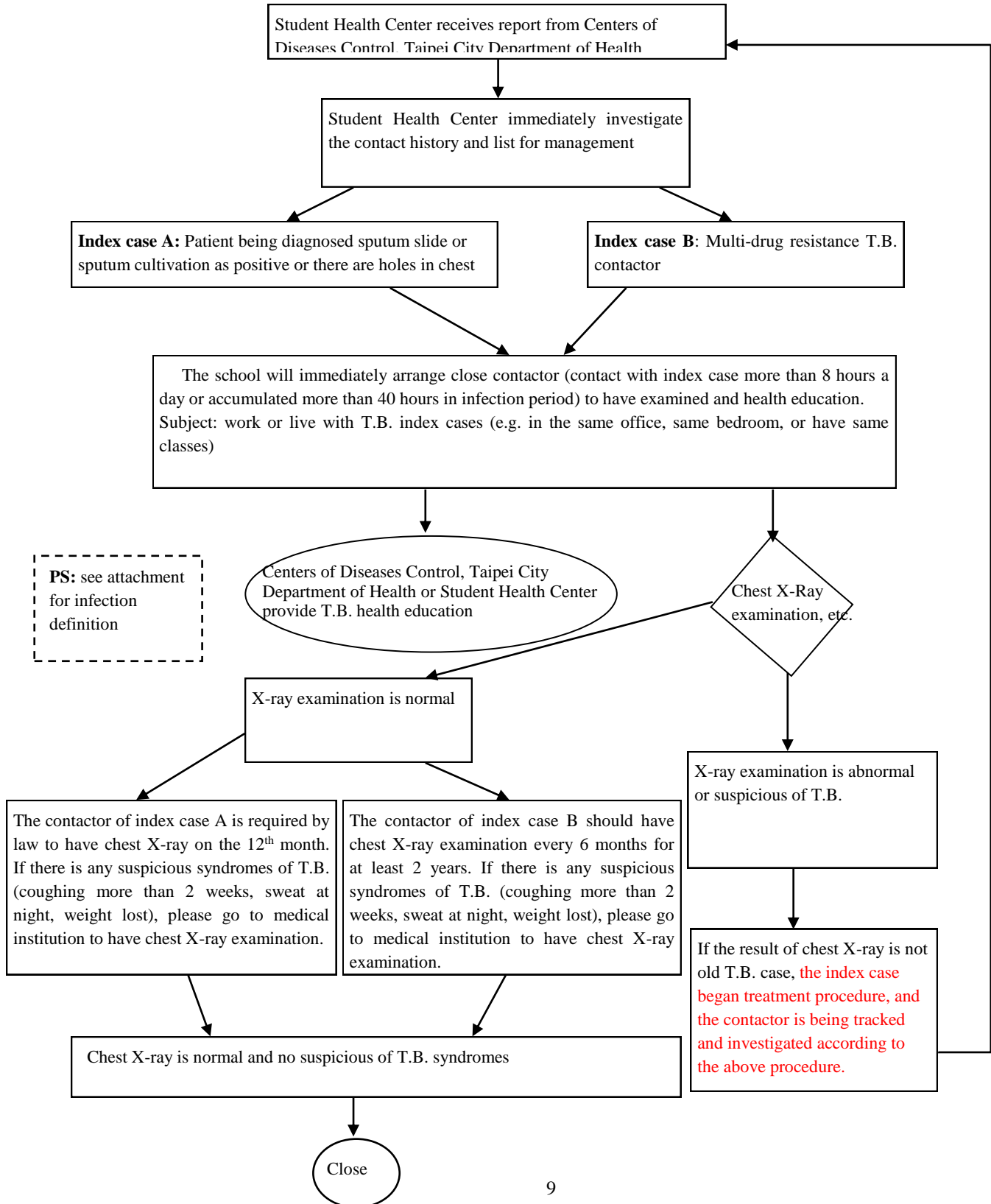
Article 7

The staff, faculty, and students who have close contact with tuberculosis patients should follow government policy and accept Contact Investigation such as chest X-ray examination and tracked and managed by Student Health Center. Attachment 2-2 is the flow chart. Those who cannot join in the group X-ray examination, please go to the medical institutes designated by health care unit for examination. The fee is charged in accordance with related rules.

Article 8

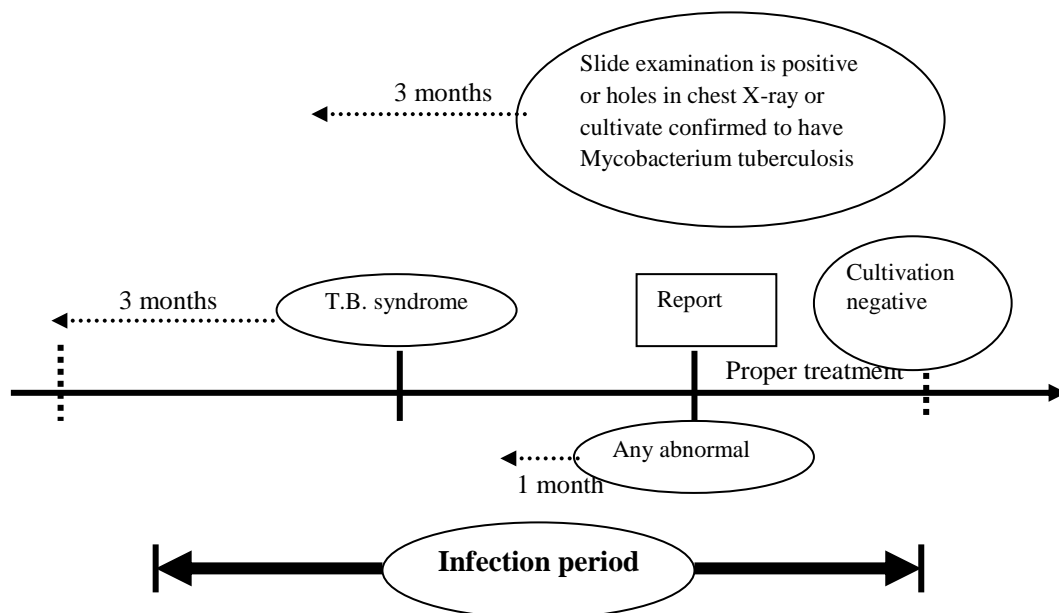
This regulation comes to effect upon approved by administration meeting; amendment is the same.
 Appendage 2-2

The management flow chart of T.B. contact, NTU

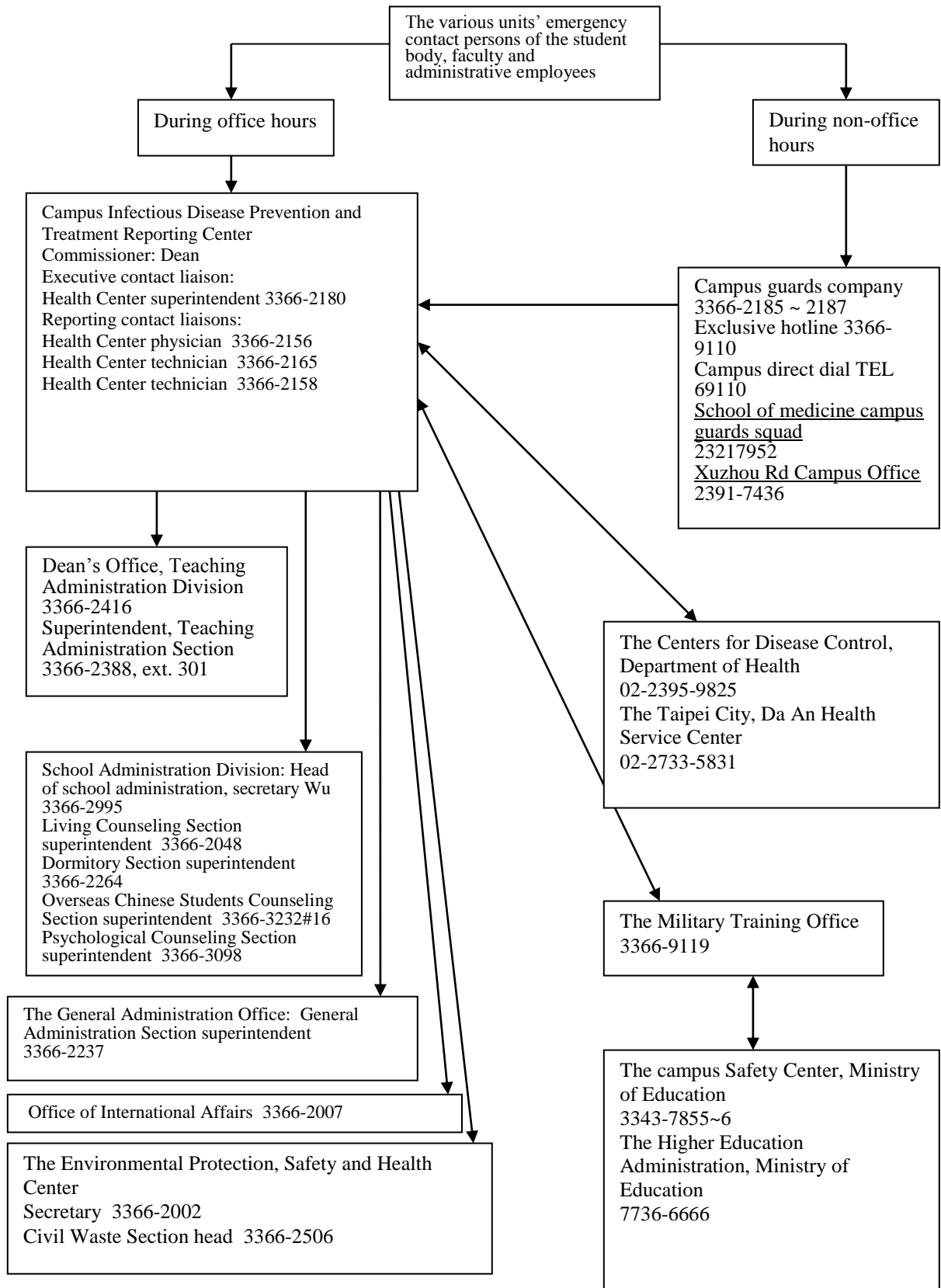


The infection definition of T.B.

Characteristic of index case			Infection estimation
T.B. syndrome	Slide examination is positive	Slide examination is positive or holes in chest X-ray or cultivate confirmed to have Mycobacterium tuberculosis	
Yes	Yes	Yes	Dated back 3 months from the date of index case first have T.B. syndromes as the start date of infection period; or the date of examination proved to have infected with T.B. (e.g. chest X-ray is abnormal with holes, or the slide examination is positive, or cultivate confirmed to have Mycobacterium tuberculosis) as the start date of infection period. Ps. The first calendar day after the infection period calculation.
No	Yes	Yes	Same as above
Yes	Yes	No	Same as above
Yes	No	Yes	Same as above
No	Yes	No	Same as above
No	No	Yes	Same as above
Yes	No	No	Date back one month from the date of index case is diagnose as T.B. patient, or the examination date of any abnormal syndrome (chest X-ray is abnormal with holes) as the start date of infection period.
No	No	No	Same as above



Appendage 3 **The National Taiwan University Epidemic Reporting and Responding Flowchart(2013.04.30 Update)**



Appendage 4

The National Taiwan University Epidemic Prevention and Treatment Classification and Remedial Measures

Motioned by the NTU campus infectious disease prevention and treatment taskforce on Dec. 12, 2003

	Campus level 0	Campus Level C	Campus Level B	Campus Level A
Epidemic	No local epidemic	With local epidemic cases Without campus epidemic cases	With infected epidemic cases on campus	With infected cases on campus resulting in preliminary infection
Level of command	Various schools, divisions and offices →→ the infectious disease prevention and treatment taskforce		The infectious disease prevention and treatment taskforce	
Relevant measures	1.The awareness campaigning and implementation of voluntary health management. 2.Environmental sanitation management	1. To continue with Level 0 measures. 2. Body temperature measurement and screening. 3. Disinfecting the classrooms and activity space. 4. To recommend suspending the staging large-scale events.	1. To continue with Level C measures. 2. To control camps epidemic under the guidance of the health unit and the Ministry of Education. 3. To develop and arrange quarantined sites. 4. Voluntarily monitor the body temperature measurement yield.	1. To continue with Level B measures. 2. To consider recommending for area or school-wide class suspension. 3. To ban the staging large-scale events.