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Office: Emergency Management
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INFECTIOUS DISEASE CONTROL (IDC) ANNEX to CONTINUITY OF OPERATIONS PLAN (COOP)

PURPOSE:

The purpose of this Annex is to provide guidelines for the Florida Department of Transportation (FDOT) to prepare for, respond to, and recover from an infectious disease event. This Annex is a flexible guide, applicable to any infectious disease event or incident. It also identifies actions that the department will take to manage the impacts of an infectious disease event including:

- Preserving life safety and contain the spread of infection within the workplace;
- Maintaining communications with staff, stakeholders;
- Maintaining mission critical functions; and
- Minimizing the effects of supply shortages.

The FDOT COOP and its Annexes will provide a framework that will enable the department to continue to perform all of its mission essential functions during an event or incident.

AUTHORITIES:

Sections 20.23(4)(a) and 334.048(4), Florida Statutes (F.S.)

SCOPE:

This annex applies to all FDOT and contract personnel physically operating in department facilities.

REFERENCES:

Chapter 252, Florida Statutes (F.S.), Emergency Management

Chapter 381.00315, F.S., Public Health Advisories

FDOT Comprehensive Emergency Management Plan (CEMP), Topic No. 956-000-001

FDOT Continuity of Operations Plan (COOP), Procedure No. 0956-060-001.

Chapter 60L-34, Florida Administrative Code, State of Florida Personnel Management System

Florida Department of Management Services (DMS), Resources Pandemic Emergency Response Manual.

FDOT Telework Program, Topic No. 250-000-050,

FDOT Excess Work Hours/Overtime, Topic No. 250-010-005-g

FDOT Employee Handbook, Human Resources Office

1. DEFINITION:

An infectious disease is an illness caused by the presence of disease-causing agents or germs, including viruses, bacteria, fungi, parasites and other microbes. These diseases are classified as communicable or transmissible due to their potential for transmission from one person to another or from animals to humans. There are four modes of transmission, which include:

- Direct or Indirect Contact. Transmission occurs when an infectious disease is spread through direct contact with an infected person, body fluids or waste, common objects, animals or insects.
- Airborne. Transmission occurs when a person inhales respiratory particles that are airborne as a result of an infected person's cough or sneeze.
- Droplet. Transmission takes place when droplets containing pathogens are transferred directly from an infected individual through contact with common objects and surfaces.
- Vector borne. Transmission occurs via a bite from an infected animal or insect.

An *epidemic* is an infectious disease outbreak or illness that spreads rapidly among individuals in an area or population at the same time. A *pandemic* is an epidemic that occurs over a wide geographic area and affects an exceptionally high proportion of the population. The disease spreads and thrives because there is little to no immunity.

A pandemic infectious disease event is a unique public health emergency due to the potential for large scale impact affecting a community, the state, the nation or world. An effective and comprehensive response to a pandemic infectious disease event will require coordination, communication and collaboration between all levels of governmental and nongovernmental agencies.

2. ASSUMPTIONS

An infectious disease event or incident has unique characteristics that could impact the department in the following ways:

- Occurrence takes place at any time with limited or no warning.
- There is little or no control over who is affected.
- Risk groups for severe and fatal infections cannot be predicted with certainty.
- An Infectious disease event may last about 6 to 8 weeks, with at least two waves.
- The impact could be localized to a single county, statewide or farther reaching. However, the severity of the impact could vary from location to location.

- Staffing levels will be impacted due to illness or need to care for family members.
- Persons who become ill may shed the virus or bacteria and transmit infection before the onset of symptoms.
- May require implementation of strategies to limit person-to-person contact.
- Communication on event may be slow and critical resources and services may be delayed or temporarily unavailable.
- Medical facilities such as hospitals, labs, urgent care facilities and doctor's office may be overwhelmed causing delays for those seeking treatment.
- Staffing patterns for mission critical operations may be impacted as diminishing available staff may be reassigned to emergency response activities.

3. ROLES AND RESPONSIBILITIES

Federal. The federal government has responsibility for the nationwide coordination of an infectious disease event response, including surveillance, international liaison, and coordination.

State. The State Emergency Response Team (SERT) has responsibility for the statewide coordination of any infectious disease event or incident response. The Florida Department of Health (FDOH) is the lead agency for infectious disease event or incident response efforts for the State of Florida.

Local. County health departments are responsible for planning and executing the local response for an infectious disease event or incident.

4. DEPARTMENT ACTIONS

The FDOT Emergency Coordination Officer (ECO) or Alternate ECO, appointed by the Secretary of Transportation will be the designated lead in the coordination of IDC related activities within the Department. Response activities will follow the Command Structure outlined in the Department's Comprehensive Emergency Management Plan (CEMP) and the FDOT Emergency Response Plan (EMP).

4.1 PREPAREDNESS ACTIONS:

4.1.1 These are actions taken at any given time by offices, and may include but are not limited to the following:

- Coordinate with internal and external departmental stakeholders.
- Monitor infectious disease event situation reports.
- Identify procedures that may need to be suspended in support of the Department's mission critical areas. Monitor and secure critical resources.
- Ensure essential contractors and suppliers have IDC plans in place.
- Ensure a temporary staffing plan for the Department; e.g. a process to rapidly

- identify and on-board Other Personal Services (OPS) employees and contractors.
- Ensure all basic personal hygiene protocols are implemented and public health information is distributed.
- Ensure all cleaning supplies are recommended and approved agents for public facilities.

4.2 RESPONSE ACTIONS:

4.2.1 These are actions taken once there is official confirmation from the Florida Department of Health through the SERT of an infectious disease emergency impacting the State workforce. These actions to be taken by Department and/or Offices during the event and include but are not limited to the following:

- Review leadership succession plan and advise all managers to review critical work in progress with their designated successor.
- Restrict business travel and conduct meetings by conference call, videoconference, or Internet meeting software in lieu of.
- Instruct employees to take personal protective measures to prevent the spread of the disease.
- Implement shift rotations for employees who are not able to telecommute to limit exposure.
- Deploy staff to provide support for operations at alternative work sites, if necessary.
- Advise employees and contractors to stay home if they are ill, symptomatic or if they have had close contact with anyone who is currently ill.
- Track and analyze employee absences to ensure viable staffing patterns.
- Provide notification to employees, contractors, visitors and the traveling public on facility accessibility.
- Ensure cleaning and servicing personnel utilize proper cleaning and waste handling procedures.
- Ensure vehicles and equipment are cleaned utilizing anti-viral or anti-microbial products after each use.
- Increase the frequency of cleaning or changing heating, ventilation and air conditioning filters.
- Coordinate with airports, seaports, railways and public transit on transportation system adherence to public health protocols.
- Provide just-in-time training consistent with CDC recommendations whenever possible.

4.3 RECOVERY ACTIONS:

4.3.1 These are actions taken, as employees return to work and the SERT begins to slow down the response phase. Actions included in this timeframe, should include monitoring activities activated during the response phase and begin to wind down those specific

activities, including but not limited to:

- Augment staffing patterns through recruitment or contract employment, if necessary.
- Provide information on Critical Incident Stress Management (CISM) to employees through the SERT or the department Employee Assistance Programs (EAP).
- Coordinate the demobilization efforts and recovery of deployed resources.

4.4 TRAINING AND EXERCISES

The department will conduct and participate in Homeland Security Exercise and Evaluation Program (HSEEP) and other available SERT training and exercising activities related to infectious control on an as needed basis.

5. GLOSSARY

Alcohol-based Hand Rub. A liquid, gel or foam formulation of alcohol (e.g., ethanol, isopropanol) which is used to reduce the number of microorganisms on hands when the hands are not visibly soiled. Alcohol-based hand rubs contain emollients to reduce skin irritation and are less time-consuming to use than washing with soap and water.

Antiseptic. An agent that can kill microorganisms and is applied to living tissue and skin.

Contamination. The presence of an infectious agent on hand or on a surface such as clothes, work surfaces or other inanimate objects.

Detergent. A synthetic cleansing agent that can emulsify oil and suspend soil. A detergent contains surfactants that do not precipitate in hard water and may also contain protease enzymes (see Enzymatic Cleaner) and whitening agents.

Disinfectant. A product that is used on surfaces, equipment and other inanimate objects which results in disinfection of those objects. Disinfectants are applied only to inanimate objects. Some products combine a cleaner with disinfectant.

Infection Control. Measures taken to prevent further infections and the spread of disease. These precautions include separate waiting facilities, a pre-arranged triage mechanism, spatial separation, use of personal protective equipment, and encouragement of respiratory hygiene.

Isolation. Separation of people with a contagious disease from people who are not ill.

Mission Essential Functions. A department action that must be performed to prevent

significant fines or sanctions against the State, prevent negative impact to the physical infrastructure, prevent environment damage, ensure the safety of the traveling public, or protect the economic interests of the State.

Personal Protective Equipment. Items and materials designed to protect personnel from exposure to infectious disease. Some examples are disposable masks, gloves, respirators, and protective clothing.

Public Health Advisory. Any warning or report giving information to the public about a potential public health threat.

Public Health Emergency. Any occurrence, or threat of thereof, whether natural or man-made, which results or may result in substantial injury or harm to the public from infectious disease, chemical agents, nuclear agents, biological toxins or situation involving mass casualties or natural disasters.

Quarantine. Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Social Distancing. The practice of maintaining a minimum distance between people, implementing staggered work schedules, or telecommuting.

Wave. An orderly and predictable increase in the number of cases over time which reaches a maximum, levels-off, then decreases to a level at or near the previous number of cases.

6. FORMS

None required.