

# 國立中興大學 112 學年度登革熱/屈公病防治工作計畫書

## Dengue/Chikungunya Prevention and Control Work Plan of 2023 School Year of the National Chung Hsing University

109.6.23 「學校衛生委員會」會議訂定

Drafted at the School Health Committee meeting on June 23, 2020

112.8.29 112 年度「傳染病緊急應變工作小組」第2次會議修正通過

Revised and passed at the 2nd meeting of 2023 of the Communicable Disease Emergency Response Work Group on

August 29, 2023

112.12.11 112 年度「傳染病緊急應變工作小組」第3次會議修正通過

Revised and passed at the 3<sup>rd</sup> meeting of 2023 of the Communicable Disease Emergency Response Work Group on December 11, 2023

### 壹、依據

#### I. Basis

依衛生福利部疾病管制署「登革熱/屈公病防治工作指引」辦理。

This Work Plan is developed and implemented according to *Guidelines for Dengue / Chikungunya Control* issued by Centers for Disease Control, Ministry of Health and Welfare.

### 貳、目的

#### II. Purpose

- 一、落實校園環境管理，清除不必要的積水容器等病媒蚊孳生源，降低登革熱等蚊媒傳染病傳播之風險。
  1. Implement campus environment management, and remove unnecessary water receptacles and other breeding sources of vector mosquitos to lower the dissemination risk of dengue and other mosquito-borne communicable diseases.
- 二、提升校園師生登革熱/屈公病預防及防治知能。
  2. Enhance knowledge-ability of teachers and students of the University on prevention and control of dengue/chikungunya.
- 三、掌握師生健康情形，及早就醫避免造成校園傳播。
  3. Keep track of the health status of the teachers and students, and early medical attention and treatment can avoid dissemination on campus.

### 參、校園登革熱/屈公病防治工作小組組織運作策略及架構

#### III. Organizational operation Strategy and Framework of Campus Dengue/Chikungunya Prevention and Control Work Group

##### 一、運作策略

##### 1. Operation Strategy

- (一) 依學校環境特性設定分層負責區域、單位及負責人，規劃執行策略，定期孳生源清除檢查，並安排抽檢機制。
  - (1) Set layered responsible areas, units, person in charge, plan execution strategies, remove and inspect breeding sources regularly, and arrange spot check mechanism based on environmental characteristics of the campus.
- (二) 規劃衛教宣導策略，於流行期前傳授防疫知識，於流行期時加強提醒注意。
  - (2) Plan health education propaganda strategies, impart knowledge on epidemic prevention prior to dengue/chikungunya season, and strengthen reminding and warning during pandemics.
- (三) 研訂師生健康管理策略，針對重點對象（如外籍師生）設定回報機制。
  - (3) Develop health management strategies for teachers and students, and set report-back mechanism for important objects (e.g. foreign teachers and students).
- (四) 倘疫情發生調整工作小組為防疫小組，配合衛生單位加強人員及環境管控，以

因應疫情。

- (4) In the outbreak of such epidemics, Campus Dengue/Chikungunya Prevention and Control Work Group will switch to Epidemic Prevention Group to cooperate with health institutions to strengthen personnel and environment control and cope with epidemic.

## 二、組織架構及各單位負責事項

### 2. Organizational Structure and Responsible Matters of All Units

依據本校「校園傳染病防治實施辦法」規定，校長為傳染病防治總指揮，各單位皆負有登革熱/屈公病防治責任，應協助宣導與相關措施及掌握單位內教職員工生出入疫區之動向，全校各單位應辦理事項依本校「校園傳染病防治分工職掌表」辦理，登革熱/屈公病防治防治工作流程圖如附件。

According to stipulations in Campus Communicable Disease Prevention and Control Measures of the University, the president is commander in chief of the communicable disease prevention and control. All units are responsible for prevention and control of dengue/chikungunya, and should assist in propagandizing relevant measures, and grasp situation that the faculty members, staff members and students entering or leaving the epidemic area. All units of the whole University shall handle matters according to “Campus Communicable Diseases Prevention and Control Duty Division Table”. Dengue/chikungunya prevention and control workflow chart is as attached.

因應登革熱/屈公病防治工作，成立「登革熱/屈公病防治工作小組」，負責研擬防治措施及指揮應變事宜，由副校長擔任召集人，主任秘書擔任副召集人，邀請校內外專家學者擔任防疫專家，提供本校防疫教育諮詢及防疫技術支援，教務處、學務處、研發處、總務處、國際事務處、人事室及環安中心為工作小組成員，並依實際工作需要，辦理擴大會議，邀請學校相關單位參與。

In order to cope with dengue/chikungunya prevention and control work, “Dengue/Chikungunya Prevention and Control Work Group” is set up and responsible for developing prevention and control measures, directing and dealing with matters. Vice president of the University serves as convener, and chief secretary acts as deputy convener. Overseas and domestic experts and scholars are invited to serve as epidemic prevention experts to provide epidemic prevention education consultation and epidemic prevention technology support for the University. Office of Academic Affairs, Office of Student Affairs, Office of Research and Development, Office of General Affairs, Office of International Affairs, Office of Personnel, and Occupational Safety and Health and Environmental Protection Center are members of the work group, The work group shall hold enlarged meeting and invite related units of the University to participate in according to actual work demand.

## 三、召開頻次及情況

### 3. Meeting Frequency and Situation

- (一)依平時期（每年2至5月）、流行期（6至12月）及疫情發生時期，規劃會議或擴大會議召開頻次。

- (1) Plan meetings or enlarge holding frequency of meetings respectively at ordinary period (February to May every year), pandemic period (June to December) and outbreak period of the epidemic.

- (二)如辦理擴大會議則各系、所及各大樓管委會需派員出席。

- (2) If an enlarged meeting is held, management committees of all related buildings shall assign personnel to attend.

## 肆、計畫執行內容及方法

### IV. Plan Executed Content and Methods

#### 一、落實病媒蚊孳生源清除作業

1. Implement removal operation of vector mosquito breeding sources

(一)本校將病媒蚊孳生源清除作業細分為「一、二級單位事務」及「校級事務」，前者以定期自檢及孳清為主，後者則以抽查及督導改善為輔。

1) Removal operation of vector mosquito breeding sources is divided into “primary and secondary unit affairs” and “school-level affair” by the University. The former is dominated by regular self-inspection, and the latter is supplemented with spot check, supervision and improvement.

1. 一、二級單位事務以定期自檢及孳清為主：

(1)Primary and secondary unit affairs are dominated by regular self-inspection and removal of breeding sources:

(1)由各單位自行盤點所屬負責區域，並區分出公共及個人空間，且不得有灰色地帶存在；訂定該單位合理之病媒蚊防治計畫書，相關文件及執行紀錄需依行政程序陳核。

A. All units shall check their responsible areas independently and partition public space and personal space, without grey zones left; reasonable vector mosquito prevention and control plans shall be developed, and relevant files and execution records need to be presented and reviewed according to administrative procedure.

(2)指派至少兩名防疫人員（可互為代理）負責防疫事務，人選決定後姓名及聯絡電話應交付環安中心備查，以利緊急應變聯絡（疾病防疫在越小的單位越應發揮守望相助精神，若同一單位因人員配置不足以指派兩位防疫人員，二級單位主管可向其他單位協調人員相互支援並代理以進行跨單位服務，或考慮其中一名防疫人員以不限行政人員擔任之）。

B. At least two epidemic prevention personnel (can act on behalf of each other) shall be assigned to take charge of epidemic prevention affairs. After selection of personnel, their names and contact numbers should be submitted to the Occupational Safety and Health and Environmental Protection Center for future reference and for the convenience of emergency contact (For epidemic prevention of diseases, the smaller the unit is, the more the spirit of mutual help should be leveraged. If the same unit cannot assign two epidemic prevention personnel due to insufficient personnel allocation, supervisor of the secondary unit can coordinate personnel from other units for mutual support and acting to provide cross-unit service. Or assigning non-administrative personnel to be one of the two epidemic prevention personnel can be considered).

(3)前述防疫人員主要負責：

C. Major responsibilities of the foresaid epidemic prevention personnel:

A. 協助單位分配管理區域，如個人區域、認養區域及公共區域，並將其詳細資訊記載於該單位病媒蚊防治計畫書。

a. Assist the units in partitioning management areas, such as personal area, adoption area and public area, and recording detailed information on the vector mosquito prevention and control plan.

B. 定期進行自檢及孳清作業該單位個人空間及認養區域外之公共區域。

b. Regularly conduct self-inspection and remove breeding sources in public areas outside personal space and adoption area of the units.

C. 接收到防疫資訊後，及時展開垂直水平宣導，督促該單落實環境管理。

c. After receiving epidemic prevention message, conduct vertical and horizontal propaganda timely, and urge the unit to implement environment management of the units.

D. 如單位人員更迭時，即時更新病媒蚊防治計畫書相關資訊以確認責任歸屬。

- d. If personnel of the units are changed, update information related to the vector mosquito prevention and control plan to confirm ascription of responsibility.
2. 校級事務以抽查及督導改善為輔：
- (2) Spot check, supervision and improvement are taken as supplement for school-level affairs:
- (1) 總務處負責抽查所屬公共空間、空地、空屋、教職員宿舍及營建工地等。
- A. Office of General Affairs is responsible for checking affiliated public area, open space, empty houses, dormitories of the faculty and staff, and construction sites, etc.
- (2) 住宿輔導組負責抽查學生宿舍區域。
- B. Student Housing Service Division takes charge of spot check on students' dormitory area.
- (3) 體育室負責抽查忠明南路以南之「運動場區域」(包含道路)。
- C. Office of Physical Education and Sports conducts spot check on "sports ground area" (including roads) on the south of Zhongming S. Rd.
- (4) 環安中心抽查各大樓建物周遭及負責釐清並認定「暫時無法確認責任所屬之區域」。
- D. The Occupational Safety and Health and Environmental Protection Center shall conduct spot check on surroundings of all buildings, and clear up and identify "areas with ambiguous ascription of responsibility for the time being".
- (二) 建立LINE群組，成員為各單位指派之防疫人員，由環安中心管理並負責將主管機關到校稽查、不定期抽查結果、追蹤改善等孳清相關資訊發布給防疫人員。
- 2) Set up LINE group, members of which are epidemic prevention personnel assigned by all units. The Occupational Safety and Health and Environmental Protection Center shall manage and take charge of releasing on-campus inspection of competent authority, results of irregular spot check, follow-up improvement and other information related to breeding source removal to epidemic prevention personnel.
- (三) 環安中心於登革熱疫情呈現上升趨勢時，負責召集各單位防疫人員組成團隊進行抽查。
- 3) The Occupational Safety and Health and Environmental Protection Center shall be responsible for convening epidemic prevention personnel of all units to form a team for spot check during the upward trend in the dengue epidemic.
- (四) 委託專業團隊定期執行並公布調查校園病媒蚊指數。
- 4) Entrust professional teams to regularly implement and release indexes of vector mosquitos on campus.

## 二、衛教宣導

### 2. Propaganda of Health Education

- (一) 流行季前（約每年5月前），尤其位於曾流行過的地區，辦理衛教宣導活動，並於布告欄張貼衛教宣導海報，利用朝會時間或相關活動加強衛教宣導，內容包含蚊蟲基本認識、蚊媒傳染病之臨床症狀、個人及環境防治方法、孳生源檢查及清理技巧等。
- 1) Health education propaganda activities shall be held prior to dengue season (before May every year), especially in area where mosquito-borne communicable disease was prevalent. Health education propaganda posters shall be posted on bulletin board, more health education propaganda shall be carried out by using time of morning meeting or relevant activities, including basic knowledge of mosquitos, clinical symptoms of mosquito-borne communicable diseases, personal and environmental prevention and control methods, and inspection and removal techniques of breeding sources, etc.
- (二) 寒暑假前宣導旅遊、參加海外志工團等前往登革熱/屈公病流行地區應注意事

項，包含防蚊措施、入境自我健康監測14天及有症狀就醫等。

- 2) Propagandize considerations about travelling to and participation in overseas volunteer groups going to dengue/chikungunya-endemic areas before winter and summer vacations, including anti-mosquito measures, 14 days' inbound self-health monitoring and going to a doctor with symptoms, etc.

(三) 辦理及推動容器減量、孳生源清除等環境相關衛教工作。

- 3) Hold and promote container decrement, breeding source removal and other health education work related to environment.

(四) 針對外籍師生加強宣導於初次入境及返鄉再入境者，加強衛教進行自我健康監測14天，若有疑似症狀應儘速就醫，並告知醫師相關旅遊史，可於宿舍張貼相關衛教訊息。

- 4) Strengthen propaganda to foreign teachers and students. Strengthen health education and conduct 14 days' inbound self-health monitoring for those entering Taiwan for the first time or re-entering after home-returning. If there are suspected symptoms, seek for medical advice as soon as possible and inform relevant travel history to doctors. Relative health education information can be put up in dormitories.

(五) 如有外包工程，亦應加強外包廠商人員登革熱/屈公病防治衛教宣導。

- 5) If there is any outsourcing project, outsourcers and their staff shall be strengthened with health education propaganda about dengue/chikungunya prevention and control.

### 三、校園師生健康管理

#### 3. Health Management to Teachers and Students on Campus

(一) 寒暑假開學後加強落實師生健康關懷監測，有疑似症狀協助就醫。

- 1) Strengthen implementation of health care monitoring to the teachers and students after winter and summer vacations, and help those having suspected symptoms go to see a doctor.

(二) 設立外籍師生健康監測回報機制，掌握其健康狀況，對於初次入境及返鄉再入境者，加強衛教進行自我健康監測14天，若有疑似症狀應儘速協助就醫。

- 2) Establish the health monitoring report-back mechanism of foreign teachers and students to grasp health status of them. Strengthen health education and conduct 14 days' inbound self-health monitoring for those entering Taiwan for the first time or re-entering after home-returning.

1. 外籍教師名單：由人事室請研發處及各系、所提供外籍學者名單(含短期交流學者)提供並彙整。

- (1)List of foreign teachers: The Office of Personnel shall ask the Office of Research and Development and all departments and institutes to provide list of foreign scholars (including short-term exchange students) and summarize them.

2. 外籍學生名單部分：

- (2)List of foreign students:

- (1)由國際處提供陸生、外籍生名單。

- A. The Office of International Affairs shall provide the list of Mainland Chinese students and foreign students.

- (2)由學生安全輔導室提供僑生名單。

- B. The Student Safety Division shall provide the list of overseas Chinese students.

- (3)由語言中心提供華語研習名單。

- C. Cooperate with health bureau (institute) to conduct epidemic survey, follow-up care and psychological support.

(三) 配合轄區衛生局（所）進行疫調、後續關懷及心理支持。

- 3) Cooperate with health bureau (institute) to conduct epidemic survey, follow-up care and psychological support.



伍、防治工作小組成員分工及負責事項

V. Responsibility Assignment and Responsible Affairs of Prevention and Control Work Group

一、防治工作小組分責：

1. Division of Responsibilities of Prevention and Control Work Group:

(一) 教務處

1) Office of Academic Affairs

1. 鼓勵醫學保健相關之授課教師於醫學保健課程中，強化傳染病防疫的內容與知識。

(1) Encourage medical & health teachers to strengthen content and knowledge about epidemic prevention of communicable diseases in medical care course.

2. 依照傳染病防治法規定提供感染學生個人資料。

(2) Provide personal data of infected students as per stipulations of *Communicable Disease Control Act*.

3. 協助感染學生請假，並敦請授課教師協助健康管理學生持續學習。

(3) Assist infected students in asking for leave, and earnestly invite the teacher to assist students under health management in continuous learning.

4. 協助感染教師請假及系、所安排代課事宜。

(4) Assist infected teachers in asking for leave, and arrangement of substitutes at corresponding department and institute.

(二) 學務處

2) Office of Student Affairs

1. 健康及諮商中心：

(1) Health and Counseling Center:

- (1) 加強登革熱/屈公病防疫宣導：

A. Strengthen epidemic prevention propaganda of dengue/chikungunya:

- A. 將登革熱/屈公病防疫相關訊息公告於學校網站首頁和健康及諮商中心網站首頁。

a. Announce dengue/chikungunya prevention information on homepage of the University's website and the website of the Health and Counseling Center.

- B. 於校園公佈欄張貼登革熱防疫海報宣導。

b. Post dengue prevention posters on bulletin board on campus for propaganda.

- C. 利用校內 E-mail、電子佈告欄、及臉書等多元管道，發佈防疫資訊。

c. Release epidemic prevention information using on-campus E-mail, electronic bulletin board, Facebook and other diversified channels.

- D. 宣導教職員工生自國外返國自主登錄「健康關懷問卷」，如有出現發燒、頭痛、噁心、全身倦怠、後眼窩痛、肌肉痛或關節痛等登革熱/屈公病疑似症狀，請儘速就醫，並主動告知是否曾前往登革熱流行地區，以利醫師診斷。

d. Persuade faculty members, staff members and students who re-enter Taiwan from abroad to fill in the "Health Care Questionnaire". If there is fever, headache, nausea, whole-body fatigue, pain in posterior eye socket, muscular pain or joint pain and other suspected symptoms of dengue/chikungunya, please go to see a doctor as soon as possible and inform the doctor if you have gone to a dengue-endemic area for the convenience of diagnosis.

- (2) 學期初新生入學指導，於線上衛教內容加強登革熱/屈公病疾病衛教。

B. For new student orientation at the beginning of a term, strengthen health education of dengue/chikungunya disease in online health education content.

- (3) 統籌衛生局提供之傳染病病例追蹤管理、後續衛生教育衛教與宣導及提供心理支持。

C. Integrate tracking management of communicable disease cases provided by Health Bureau, follow-up health education and propaganda of health education, and provide psychological support.

2. 學生安全輔導室：

(2) Student Safely Division:

(1) 學期初辦理勞作導師暨小組長工作研習時，由環安中心進行「垃圾不落地」環保講座，宣導落實清除校園垃圾，以有效避免垃圾積水而變成病媒蚊孳生源。

A. When holding the labor tutor and group leader work seminar at the beginning of a term, the Occupational Safety and Health and Environmental Protection Center shall give “No Falling of Garbage” environmental protection lecture, propagandize and implement removal of garbage on campus to effectively avoid garbage accumulated in water, which will become the breeding source of vector mosquitos.

(2) 學期中透過環安中心所提供「勞作教育小組長病媒蚊清除自我檢查表」，由勞作教育學生在安全無虞狀況下，協助清理負責區域之積水與廢棄容器。

B. During a term, through “Vector Mosquito Removal Self-Inspection Table for Labor Education Group Leaders” provided by the Occupational Safety and Health and Environmental Protection Center, labor education students shall assist in cleaning standing water and discarded containers in responsible areas under safe conditions.

(3) 掌握疫情發展，由學生安全輔導室與教育部校安中心保持聯繫與通報。

C. Grasp development of epidemic, the Student Safely Division shall keep contact with and notify Campus Security Report Center of Taiwan Ministry of Education

(4) 配合進行僑生防疫教育及工作宣導。

D. Cooperate to promote epidemic prevention education on overseas Chinese students and work propaganda.

3. 住宿輔導組：

(3) Student Housing Service Division:

(1) 每日清掃學生宿舍外圍環境及宿舍內公共區域檢查是否有積水環境及容器並清除之。

A. Clean surrounding environment of students' dormitories, and check and remove water-logged environment and containers in public areas in the dormitory every morning.

(2) 學生宿舍化糞池及較易產生病媒蚊之排水溝加裝紗網。

B. Install gauze screens for septic-tanks of students' dormitories and drains where vector mosquitos are prone to breed.

(3) 定期巡檢學生宿舍區域排水溝、排水孔堵塞情形並疏通，避免病媒蚊孳生。

C. Regularly inspect clogging situation of drain holes in students' dormitory area, and dredge the blocked holes to avoid breeding of vector mosquitos.

(4) 宿舍地下室排水溝槽積水清除。

D. Remove standing water in drainage trenches of dormitory basement.

(5) 清潔公司每月派員除草及修剪過長樹枝。

E. Cleaning company shall dispatch person to do weeding and trim long branches.

(6) 雨後巡視學生宿舍周圍積水容器並清除。

F. Inspect and remove water receptacles surrounding students' dormitories after a rain.

(7)清潔公司定期派專業病媒蚊防治團隊進行宿舍外圍全區消毒，包含各棟地下室、排水溝及草坪。

G. Cleaning company shall regularly assign a professional vector mosquito prevention team to disinfect whole area outside the dormitories, including all basements, drains and lawns.

(8)蚊蟲可能孳生區域不定期抽檢，進行投藥及傾倒清潔液改變 pH 值，降低病媒蚊孳生。

H. Inspect areas where mosquitos might breed randomly and irregularly, use chemicals and pour cleaning fluid to change pH value, and reduce breeding of vector mosquitos.

(9)如住宿生反映蚊蟲變多，請清潔公司加強全面或特定區域消毒作業。

I. If boarders report that mosquitos become more, a cleaning company shall be employed to strengthen disinfection operation to full or specific areas.

### (三) 總務處

#### 3) Office of General Affairs

##### 1. 事務組：

##### (1)Division of Business Engagement:

(1)針對校園(含區隔區域及公共區域)之登革熱孳生熱點，加強環境清潔-清除積水容器、落葉定期掃除、草木定期修剪等方式溯源消除孳生源。

A. For breeding hotspots of dengue on campus (including separated areas and public areas), strengthen cleaning of environment, such as removing water-logged containers, regular sweeping of fallen leaves and regular trimming of vegetation, to trace and remove breeding sources.

(2)委託廠商進場針對校園(含區隔區域及公共區域)孳生熱點投藥、噴霧消毒。

B. Entrust outsourcers to enter the campus to use chemicals and spray disinfectant to breeding hotspots on campus (including separated areas and public areas).

(3)支援車輛之調度與司機之安排。

C. Support dispatching of vehicles and arrangement of drivers.

##### 2. 資產經營組：

##### (2)Division of Property Operation Management:

(1)職務宿舍區環境管理及消毒，清除不必要的積水容器等病媒蚊孳生源。

A. Manage and disinfect responsible dormitory areas and remove unnecessary water-logged containers and other breeding sources of vector mosquitos.

(2)餐廳區域要求廠商作好環境管理，清除不必要的積水容器等病媒蚊孳生源。

B. Outsourcers are required to manage environment of dining hall area and remove unnecessary water-logged containers and other breeding sources of vector mosquitos.

##### 3. 營繕組：

##### (3)Division of Construction and Maintenance:

(1)平時向各工地宣導定期進行環境整理，清除不必要的積水容器(含營建工程材料及廢棄物)等病媒蚊孳生源。

A. Usually propagandize environmental management to all construction sites and remove unnecessary water-logged containers (including engineering construction materials and wastes) and other breeding sources of vector mosquitos.

(2)針對公共區域排水溝進行清淤，以利排水避免積水致病媒蚊孳生。

B. Dredge drains of public areas for the convenience of water drainage, thus avoiding breeding of vector mosquitos due to standing water.



(四) 研發處

4) Office of Research and Development

1. 主動知會出國人員應注意事項：

(1) Actively inform personnel going abroad of considerations:

依據本校防治工作小組或政府部會相關防疫資訊於補助出國交流核定公函上加註出國人員應注意事項並滾動修正，必要時電話聯繫獲補助人員掌握出國意向規劃。

Indicate considerations for personnel going abroad on approval letter for subsidized overseas exchange and conduct rolling amendment according relevant epidemic prevention information of the Campus Dengue/Chikungunya Prevention and Control Work Group of the University or government sectors. Telephone connection can be carried out to keep track of the intention and plan of going abroad of those subsidized if necessary.

2. 彙整補助師生出國資訊供參：

(2) Summarize outbound information on subsidized teachers and students going abroad for reference:

彙整補助本校師生出席國際會議及學術交流資訊，並轉知相關單位，以利後續疫調及動向追蹤。

Summarize information on international conferences and academic exchange activities that subsidized teachers and students of the University attend, and inform the involved units for the convenience of follow-up epidemic investigation and tendency tracking.

(五) 國際事務處

5) Office of International Affairs

防疫教育預訂使用衛生福利部疾病管制署、教育部、臺中市政府衛生局及健諮中心等單位資訊。

It is scheduled to use information from the Centers for Disease Control, the Ministry of Health and Welfare, the Ministry of Education, the Health Bureau Taichung City Government, the Health and Counseling Center and other units to conduct epidemic prevention education.

(六) 人事室

6) Office of Personnel

由相關組別調查各系所外籍教師名單，並彙整造冊。

Relevant unit shall investigate the list of foreign teachers of all departments and institutes, summarize and tabulate.

(七) 環安中心

7) Occupational Safety and Health and Environmental Protection Center

督導及推動本校環境管理相關事宜，並指導有關單位落實廢棄物清除及病媒蚊孳生源清除作業。

Supervise and promote affairs related to environment management of the University and guide the involved units to implement operations about waste removal and removal of vector mosquito breeding sources.

1. 執行校園環境巡查，公布巡查紀錄並監督相關單位改善。

(1) Conduct patrol inspection to campus environment, announce inspection records, and supervise the involved units to improve.

2. 抽查各單位登革熱防治計畫書及相關執行紀錄。

(2) Check dengue prevention and control plans and relevant implementation records of all units randomly.

3. 發布主管機關到校稽查緊急通知。

(3) Issue urgent notices about competent agency's inspection on campus.

4. 負責聯繫相關單位防疫人員組成團隊陪同主管機關到校稽查或化學防治作業。

(4) Take charge of contacting epidemic prevention personnel of the involved units to form a team and accompany the competent authority to conduct campus inspection or chemical prevention operations.

## 二、病媒蚊防治相關來文之分工

### 2. Distribution of Received Documents Related to Prevention and Control of Vector Mosquitos

(一) 依內文重點作為分文第一優先考量，以本校登革熱／屈公病防治工作計畫書之分工執掌為依據。

1) For document distribution, key points of internal documents are the first priority, and responsibility division of dengue/chikungunya prevention and control work plan of the University is taken as a basis.

1. 重點於校園整體環境清潔，由總務處承辦。

(1) Focus on cleaning of overall campus environment, which is undertaken by the Office of General Affairs.

2. 重點於以環境為主體之孳生源清除與調查，由環安中心承辦。

(2) Focus on breeding source removal and investigation with environment as emphasis, which is undertaken by the Occupational Safety and Health and Environmental Protection Center.

3. 重點於以人為主體之衛教宣導與疾病防疫，由健諮中心承辦。

(3) Focus on health education propaganda and disease epidemic prevention with people as emphasis, which is undertaken by the Health Consultation Center.

(二) 若來文涵蓋多面向或多單位仍選擇退文，則依來文之主管機關性質作為分文依據，依主管機關作為分文次要考量（教育部來文時，以教育部函轉何處的文為依據）

2) If the received documents cover many aspects or multiple units still choose to return the documents, nature of the documents' competent authority is taken as basis for distribution, and competent authority is taken as secondary basis for consideration (when documents are issued by the Ministry of Education, its document about division transferred to is taken as basis)

1. 主管機關為衛生單位時，請分派至學務處健諮中心。

(1) If the competent authority is a health unit, please assign to the Health Consultation Center of Office of Student Affairs.

2. 主管機關為環保單位時，請分派至環安中心。

(2) If the competent authority is an environmental protection unit, please assign to the Occupational Safety and Health and Environmental Protection Center.

陸、本工作計畫書由本校「傳染病緊急應變工作小組」會議通過後實施，修正時亦同。

VI. This Work Plan shall be implemented after being approved at the meeting of the “Communicable Disease Emergency Response Work Group” of the University and this is also applicable for its revision.

## 國立中興大學登革熱防治工作流程圖

