

CHARTER

ADVISORY COMMITTEE ON COMMUNICABLE DISEASES

1. PURPOSE AND SCOPE

The University of Washington's Advisory Committee on Communicable Diseases (ACCD) is an interdisciplinary group of subject matter experts and operational leaders that conducts activities to reduce the risk of, prepare for, and address the University's needs related to communicable disease outbreaks:

The committee provides input and guidance to the Executive Office of the President and Provost and Environmental Health & Safety Department (EH&S).

In order to reduce the risk of, prepare for, and address the needs related to communicable disease outbreaks, the ACCD:

- Advises the University president, provost, deans, directors, chancellors, and other leadership representatives on trends, risks, and appropriate responses.
- Guides the University's preparation and response activities related to communicable diseases.
- Disseminates information to the campus community about potential risks, along with health and safety measures to reduce risk.
- Collaborates to promote the health and wellness of UW students, employees, and visitors.
- Coordinates with local and state public health officials and agencies.

The scope of ACCD includes all University campuses, their operations, and University-affiliated activities. This includes research, teaching, work and health care settings, as well as residence halls. The ACCD works in coordination with UW Medicine medical facility leadership and their respective organizational groups in areas where their scope overlaps. This committee is considered an advisory body, and its meetings are therefore not subject to the open public meetings act. The expertise and operational areas covered by the committee include the following:

- Infectious disease medicine and prevention
- Public health, including
 - Epidemiology
 - Communicable disease response and prevention
 - Environmental and occupational health & safety
- Clinical medicine, including Hall Health Center and UW Medicine
- Communications and outreach

- Emergency preparedness, management, and response
- University administrative and operational expertise

2. POLICIES AND MANDATE

All University units and members of the UW community are required to conduct University operations in compliance with applicable federal, state and local regulations as well as with University health and safety policies. These include but are not limited to the following:

- Roles and responsibilities for safety in [Presidential Order 55](#) and other University [Administrative Policies for Environment, Health, Safety, & Security](#).
- Regulations set forth by federal and Washington State Occupational Safety and Health Administration (OSHA) enforced by the Washington State Department of Labor & Industries (L&I).
- Requirements and guidelines set forth by federal, WA Department of Health (DOH) and local public health agencies and/or other related regulatory bodies. This is in accordance with the General Public Health Protection provisions in the Memorandum of Understanding between the WA DOH and the University of Washington ([DOH Contract #HED24732-2](#)).

The ACCD was originally formed in accordance with [UW Executive Order No. 60](#) which in turn was enacted in response to the Human Immunodeficiency Virus (HIV) in January of 1996. The scope and composition of the ACCD have evolved over time to address broader and emerging communicable diseases to meet the University's public health needs.

3. ROLES AND RESPONSIBILITIES OF THE COMMITTEE

- Help develop, recommend, and update UW policies, procedures, and guidance pertaining to communicable disease prevention and response.
- Review and update the UW Communicable Disease Emergency Response Plan in coordination with UW Emergency Management.
- Review and discuss trends in communicable disease incidence and prevalence.
- Advise University leadership, including but not limited to the President, Provost, UW Chief of Staff, Chancellors, and Incident Command on trends, risks, and appropriate responses.
- Serve as liaison with local health jurisdictions in support of efforts to make recommendations and respond to communicable disease cases or outbreaks.
- Establish and review strategies to aid in decision-making and resource allocation surrounding communicable disease prevention and pandemic response.

- Review reports of concern from the UW Community related to communicable disease and advise on or facilitate follow up actions.
- Develop, review, and disseminate University-wide and targeted communications for communicable disease risks and prevention measures.

4. ROLES AND RESPONSIBILITIES OF THE ACCD CHAIR

The chair of the ACCD is a medical doctor with expertise in infectious diseases, public health, epidemiology, and campus health needs.

The chair is responsible for the following:

- Serve as the point of contact and public health medical advisor on communicable diseases to the Executive Office of the President and Provost.
- Serve as the liaison with the local and state Department of Health Public Health Medical Director/Officer.
- Serve as the liaison for University Medical Directors across healthcare settings.
- Facilitate committee meetings and discussions.
- Help develop and finalize agenda topics.
- Maintain committee charter.
- Recruit members as needed and approve membership roster.
- Prepare and/or review campus-wide public health communications.

5. ROLES AND RESPONSIBILITIES OF EH&S

EH&S provides administrative and technical support to ACCD, in addition to leading the development and implementation of public health requirements and guidelines. These responsibilities include but are not limited to:

ACCD Committee Administration:

- Suggest, solicit discussion items and finalize and distribute agendas.
- Document committee meetings and maintain shared site for meeting materials.
- Maintain committee charter, roster, records, website content.
- Develop and maintain the ACCD Charter.
- Ensure membership and roster have appropriate representatives.
- Monitor and assess current and anticipated communicable disease trends and topics.

Oversight and implementation of University public health, environmental and occupational health and safety programs and guidelines:

- Communicate with membership about communicable disease topics of concern and facilitate recommendations for the University community.
- Communicate with the University community about timely and routine public health updates and guidelines.
- Develop, implement and maintain policies, procedures, guidance and training related to public health.
- Implement public health requirements under the advisement of ACCD, including those related to the University's Communicable Disease Outbreak Management Plan.

6. ROLES AND RESPONSIBILITIES OF ACCD MEMBERS

- Participate in meetings, including routine meetings of the entire committee and subcommittee meetings as requested.
- Share specific expertise and/or stakeholder perspective, engage in discussion, and aid in making recommendations to University leadership.
- Respond to email and other communications.
- Suggest agenda items.
- Research and/or provide input on communicable disease-related questions.
- Participate on special projects, as requested by the ACCD chair.
- Act as a liaison to the ACCD-member organizations with which they are affiliated.

7. AUTHORITY AND RESPONSIBILITY

The committee has the authority to recommend modification, suspension, revocation and/or termination of any University activities that are deemed to pose an unacceptable communicable disease risk to the campus community. Recommendations will be made to the Executive Office and University leadership, as needed.

The committee has the authority, with concurrence from the ACCD Chair, EH&S Senior Director and the Executive Office, to amend the charter. Decisions to modify the status, structure and authority of the committee will be transmitted in writing to the ACCD chair, EH&S Senior Director and the Executive Office.

8. MEMBERSHIP

At a minimum, the following UW organizations are represented on ACCD as voting members.

Public Health/Medical/Infectious Disease Units:

- Environmental Health & Safety Department (EH&S)

- Hall Health Center (clinical)
- Intercollegiate Athletics (clinical)
- School of Medicine
- School of Public Health
- UW Medicine (clinical)

Administrative/Operational Units:

- Compliance and Risk Services
- Emergency Management
- Enrollment Management
- Faculty Senate
- Housing & Food Services (Seattle)
- UW Human Resources
- Media Relations and Communications
- Office of Academic Personnel
- Office of Global Affairs
- Office of Research
- Student Life
- UW Bothell
- UW Facilities
- UW Tacoma

Non-Voting Attendees:

General attendees may include individuals with designated responsibilities for monitoring conditions with the concurrence of the Chair. Examples of non-voting attendees include representatives from the Assistant Attorney General's Office, Campus Community Safety and Security, and the Executive Office.

Other UW entities, as their expertise is required, will serve as members or on an ad hoc basis.

9. TERMS OF APPOINTMENT

Appointment Process:

The UW Executive Office of the President and Provost will appoint the ACCD Chair according to the required responsibilities detailed in this charter.

Individual representatives of the organizations listed in the first paragraph of this section will be appointed by request, in coordination and with approval from the ACCD Chair. Appointment letters are issued by the ACCD Chair and signed by the University's Executive Office- President's Chief of Staff.

Each unit is permitted to have one to two voting members on the ACCD roster, dependent on their role and area of expertise. Units may designate a backup voting member who may attend meetings ad hoc as a non-voting member when their vote is not required.

Length of Appointment:

The term of appointment will be dependent on the specific University roles of members and the expertise necessitated by this committee. The committee roster will be reviewed, and membership confirmed by EH&S at least every two years and as needed with personnel changes.

Membership may be terminated upon request by the member or their leadership, though a replacement designee will be requested. Membership may also be terminated in concurrence by the ACCD Chair, EH&S Senior Director, and Executive Office for reasons such as lack of attendance or participation.

10. VOTING

The ACCD will act by majority vote of the voting members on the roster and when a quorum is present. A quorum is a majority of the voting membership. A quorum is required for activities; such as approval of meeting minutes, approval of formal committee actions or recommendations, and votes to endorse any policies, procedures or plans presented to the committee.

Electronic voting for business matters is acceptable at the discretion of the chair, providing a complete electronic document of all issues relating to the item is forwarded to each voting member for their appraisal, comment, and approval. Voting may be conducted via embedded poll or verbal or icon-indicated vote and tally in a virtual meeting. It may be conducted outside of meetings via email correspondence or distribution of an online form.

11. MEETING FREQUENCY

The ACCD meets at least twice each calendar year. Meetings are scheduled by EH&S with input from the Chair and membership.

The frequency of meetings is determined by the public health situation. At the discretion of the Chair, additional/more frequent meetings may be called to respond to emerging communicable disease concerns and/or to provide University support for an ongoing outbreak, or other public health emergency.

The ACCD may create subgroups for *ad hoc* projects, which meet separately and at a different frequency as determined by the members.

12. COMMITTEE ADMINISTRATION

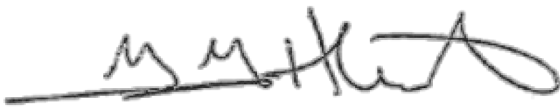
Administration and facilitation of meetings will be provided by EH&S. EH&S, on behalf of the chair, will prepare and distribute an agenda and meeting materials for review to

members prior to each meeting. EH&S will provide administrative support to record, maintain, and distribute minutes of meetings and other records.

13. APPROVAL



Margaret Shepherd, Chief of Staff, Executive Office, January 19, 2024



Geoffrey S. Gottlieb, M.D., Ph. D, Committee Chair, EH&S Medical Director, Professor: School of Medicine, Division of Allergy and Infectious Diseases – Center for Emerging and Re-emerging Infectious Diseases, January 19, 2024