

## Emergency Plan

<b>Subject:</b>	Emergency Plan: Boil Water Advisory Plan
<b>Emergency Code:</b>	CODE GREY - Infrastructure Loss or Failure

<b>Plan Activation:</b>	In the event there is a Boil Water Advisory issued by the City of Cornwall in conjunction with the Eastern Ontario Health Unit that SJCCC boil their tap water before consumption after test results detect fecal coliform / E. coli bacteria / harmful microorganisms / bacterial overgrowth / low chlorine / high turbidity / low water pressure in the drinking water system.
<b>Lines of Authority (Chains of Command):</b>	<ul style="list-style-type: none"> <li>• The Executive Director in conjunction with the Director of Information and Support Services</li> <li>• Food Service Manager and/or delegates</li> <li>• Chief Nursing Executive</li> <li>• The Health , Safety and Education Coordinator</li> <li>• Manager of Environmental Services</li> <li>• Charge Nurse (LTC and CCC)</li> </ul>
<b>Communications Plan:</b>	<p>Directors, Managers, Supervisors and/or Registered Staff will inform all staff via overhead paging, internal messaging system and/or e-mail for the following:</p> <p>A Boil Water Advisory has been implemented and that effective immediately and until further notice, the use of boiled water or an alternative source of safe drinking water (bottled water) is required within SJCCC for residents/patients, visitors and staff for the following:</p> <ul style="list-style-type: none"> <li>• Drinking Purposes</li> <li>• Making ice, juice, beverages, coffee</li> <li>• Food Preparation - Fruit/vegetable Preparation</li> <li>• Brushing teeth/dentures</li> <li>• Any water that has a chance of being ingested.</li> </ul> <p>The following do not require Boiled Water but require additional Cleaners/Sanitizers:</p> <ul style="list-style-type: none"> <li>• Cleaning food contact surfaces - Food contact surfaces are to be washed with clean water and then sanitized using an acceptable sanitizing agent.</li> <li>• Hand Washing - Wash hands with liquid soap and dry thoroughly, then sanitize using an alcohol based hand sanitizer containing &gt;70% alcohol.</li> <li>• Mechanical Dishwashing - The dishwashers at SJCCC use high heat (&gt;82 C) as a sanitizing agent and thus the final rinse cycle will destroy all pathogens.</li> </ul> <p>The following will be suspended or modified until the Boil Water Advisory has been ended:</p> <ul style="list-style-type: none"> <li>• Dishwashing by Hand.</li> <li>• Baths/Showers - sponge baths instead.</li> <li>• Hair Washing.</li> <li>• The use of equipment in the kitchen that produces steam - Rational Combination Oven and the Cleveland Boilerless Stacked Steamer.</li> </ul>
<b>Staff Roles and</b>	If applicable - Maintenance, Dietary and Nursing staff will procure from storage and/or

<p><b>Responsibilities:</b></p>	<p>from a local vendor(s) bottled water a minimum of 50 cases will be required daily for drinking purposes, food preparation and oral hygiene of residents if boiled water is not feasible. Ice may also be required from local vendors.</p> <p>Maintenance</p> <ul style="list-style-type: none"> <li>• Disconnect water flow to all ice machines/water dispensers, coffee makers, juice/beverage dispensers as to avoid accidental ingestion and turn off.</li> <li>• Bring from storage forty (40) , five (5) gallon food grade pails and covers to store boiled water, dietary to wash and sanitize prior to use.</li> <li>• Remove all ice from ice machines and all standing water in coffee machines</li> </ul> <p>Dietary Staff - Main Kitchen</p> <p>An additional dietary staff will be brought in to boil water using the following directions:</p> <p>Equipment</p> <ul style="list-style-type: none"> <li>• Clean pots will be used on the gas stove top</li> <li>• The two fully contained steam kettles as well as the electric tilt kettle</li> <li>• Clean forty (40) Food Grade pails and covers</li> </ul> <p>Method</p> <ul style="list-style-type: none"> <li>• Tap water will be brought to a rolling boil for a minimum of one (1) minute</li> <li>• Boil as much water as you can safely and comfortably lift, caution to be exercised when handling boiling water to minimize the risk of burns</li> <li>• Let the water cool by leaving it on the counter or in a refrigerated area, covered, in food grade pails</li> <li>• Flavour can be added to boiled water by adding a pinch of salt or aerating the water by shaking the water in the covered pail.</li> </ul> <p>Dietary Staff - Home Units</p> <ul style="list-style-type: none"> <li>• Coffee to be made with instant coffee if standing water has not been removed from coffee machines approved for pour over brewing</li> <li>• Dietary staff can use the pour over method to make coffee using the current Bunn coffee makers in the cafe and main kitchen area</li> <li>• All soiled dishes pots to be washed within the dishwasher. If an item is too large to fit in the dishwasher it will be cleaned and sanitized after the boil water advisory has been lifted.</li> <li>• All juice used will be from a the purchased 1.86 litre bottle</li> <li>• All food preparation surfaces to be washed with clean water and then sanitized using an approved sanitizing agent.</li> </ul> <p>Nursing</p> <ul style="list-style-type: none"> <li>• Ensure all oral hygiene is performed using boiled water or bottled water.</li> <li>• Provide bed/sponge baths</li> <li>• Refrain from any activities were accidental ingestion of water is possible</li> </ul>
<p><b>Plan for Recovery:</b></p>	<p>Once the Water Boil Advisory has been lifted the following should be performed:</p> <ul style="list-style-type: none"> <li>• Flush all water using fixtures/equipment for a minimum of 1 minute</li> <li>• Run cold and hot water faucets for a minimum of 1 min</li> <li>• Drain, flush and sanitize all ice making equipment and beverage dispensers</li> <li>• Drain and refill hot water tanks set below 45 C</li> <li>• Run water softeners though a regeneration cycle</li> <li>• Change any pretreatment filters ( water filters, carbon sticks, sediment filters, activated carbon)</li> </ul>

References:	1. <i>Fixing Long-Term Care Act, 2021, Ontario Reg. 246/22</i>
Reviewed:	<u>25 November 2025</u>
Revised:	<u>05 November 2024</u>