

## **WATER BOIL ADVISORY IF LOCAL WATER UTILITIES ISSUE A WATER BOIL ADVISORY DUE TO CONTAMINATION**

1. Notify district management as appropriate
2. Take the following safety measures
  - Shut down machines that dispense soda, ice, water, or mist
  - Destroy all ice in ice machines and bins
  - Use commercially produced ice only
  - Shut down all coffee and tea makers, and deactivate drinking fountains
  - Discard any food produced using tap water
  - Use pre-washed produce and food only
  - Use only safe bottled water for cooking or consumption
  - Use bottled or boiled water, to wash hands
  - Use hand sanitizer
  - Be sure to use gloves when handling food

### **INSTRUCTIONS FOR BOILING WATER**

1. Place water in a clean and sanitized pot or heat safe container
2. Using a stove burner, bring the water to a boil
3. Continue rolling boil for at least five (5) minutes
4. After five minutes, if necessary, cool water by placing it in another sanitized container and store in the refrigerator or cooler

### **AFTER THE ADVISORY HAS BEEN LIFTED**

1. Flush faucets, coffee urns, drinking fountains, and beverage machines for 5 minutes
2. Clean and sanitize coffee and beverage equipment per manufacturer's instructions
3. If equipment has internal filters, they need to be replaced
4. Flush water lines to ice machines
5. Close the valve on the water line behind ice machines. Open the valve and reconnect the water line to the machine, open the valve, flush the water lines in the machine, make ice for one hour and then dispose of that ice

### **FOODBORNE ILLNESS PREVENTATIVE MEASURES**

- Do not allow any food workers to work who:
  - Have a fever and sore throat
  - Appear jaundiced
  - Are nauseous, vomiting, or have diarrhea
  - Have open wounds on their hands or arms
- Maintain compliance with relevant state laws regarding hygiene and food safety
- Encourage all staff to wash hands as required by law, and to maintain healthy lifestyles

## IF YOUR STAFF OR GUESTS REPORT SUDDEN, RELATED ILLNESS

1. Report the illnesses to local health departments and be sure to have the following information

- Your name, address and phone number
- Name of ill persons and their symptoms
- Name of any doctors involved
- What common food they ate, if known
- When the food was consumed
- Which staff may have handled the food
- Any other relevant information

2. Administer all appropriate first aid to ill persons, being careful of blood borne pathogens

3. Cooperate with any investigation conducted by state, local, or federal health officials, including:

- Holding samples of food if requested
- Submitting to interviews
- Allowing for inspections

4. Advise your insurance company and attorney

## ADVICE FOR NON-FOOD SERVICE DISTRICTS

If numerous staff members become ill with the same gastrointestinal disease:

- Thoroughly clean all surfaces, phones, doorknobs, computers, and bath fixtures with anti-bacterial cleansers
- If the employees ate at a common restaurant, report the illness to health officials as indicated
- Ask any ill employee to stay home from work

## PANDEMIC

### LEARN THESE TERMS

Seasonal Influenza: A highly contagious respiratory illness that affects up to 20% of Americans annually

Pandemic Influenza: Any novel variety of flu (Swine, Avian, etc.) that spreads annually

Pandemic: Any disease which spreads rapidly throughout the world, including flu, SARS, HIV, etc.

### PREVENTATIVE MEASURES

- Maintain proper pandemic supplies
- Promote health and hygiene at your workplace
- Encourage employees to receive flu shots
- If your facility is open to the public, consider yourself at heightened risk

## PANDEMIC SPECIFIC WEB RESOURCES

o Centers for Disease Control and Prevention

[www.cdc.gov](http://www.cdc.gov)

o Flu.gov (Dept. of Health & Human Services)

[www.flu.gov](http://www.flu.gov)

o Occupational Health and Safety Administration

[www.osha.gov](http://www.osha.gov)

## IF THE CDC HAS DECLARED A PANDEMIC WARNING OR PUBLIC HEALTH EMERGENCY

1. Always remember that the safety of your staff and guests is your highest priority
2. Encourage staff to wash their hands frequently
3. Order any staff who can to work from home
4. Limit contact between staff by using telecom
5. Restrict use of phones and computers to as few people as possible, ideally, 1 user per device
6. Ensure that hand sanitizer, masks, tissue and cleansing wipes are issued to every employee
7. Frequently disinfect common areas
8. If any staff or guest exhibit flu-like symptoms, **SEND THEM HOME IMMEDIATELY**
9. Consider waiving or relaxing attendance policies for the duration of the pandemic event
10. Monitor news broadcasts for instructions