

# Collier County Public School District

## “Boil-Water Notice” Procedures

**Purpose:** The purpose of these procedures is to insure that all sanitary standards are effectively maintained in Collier County Public School facilities in the event of potential or actual water contamination.

**Background:** A Boil-Water Notice is a notification from a Public Utility Company or the Department of Environmental Protection (DEP) that advises affected Collier County Public Schools to boil tap water used for drinking, cooking and ice-making until tests verify the water is safe. The tests are conducted until the Notice is rescinded.

Water suppliers are required by the DEP to notify our Schools, as well as the Public to boil water when water samples indicate contamination or when conditions exist that makes the water supply vulnerable to contamination. These conditions include a drop in system pressure to below 20 pounds per square inch that may result from a pipe break in a major distribution line, a malfunction of the treatment system, or a cross-connection to a contaminated water supply. Most pipe breaks occur as part of a development or construction projects. It is possible that there are harmful bacteria in the water after a pressure loss. Therefore there is potential for a waterborne disease outbreak. The risk is higher for infants, children, the elderly, and persons with immune deficiency disorders.

According to the Center for Disease Control, each year an estimated 4 billion episodes of diarrhea result in an estimated 2 million deaths worldwide, mostly among children. “During 1920 to 2002, at least 1,870 outbreaks were associated with drinking water,” according to Craun M. J., Craun G.F., Calderson, R. L. and Beach M.J. in their report on the 2006 waterborne outbreaks in the United States Journal of Water and Health: 4 (S2), 19-30.

In the event there is no water service, all water will have to be delivered to the affected school for drinking, cooking, cleaning and flushing toilets.

Depending on what the water interruption emergency is, a response plan is needed to ensure that health risks are minimized. The following pages contain the response plan for the Collier County Public Schools, including *checklists* for Principals, Nutritional Services personnel and Plant Operators.

# **What to do when you are notified that the water at a school may be contaminated and a “Boil-Water Notice” is in effect.**

## **I. Maintenance will:**

- A. Provide bottled water
- B. Provide hand sanitizers
- C. Provide assistance as needed
- D. Bring water trailer with water caddies to flush toilets.
- E. Advise Executive Director of Support Services of the “Notice”
- F. Advise the Principal of the school of the “Notice”

## **II. The Executive Director of Support Services will:**

- A. Advise the Director of Security and Environmental Management of the “Notice”
- B. Advise the Director of the Department of Nutrition Services of the “Notice”

## **III. The Director of Security and Environmental Management will:**

- A. Liaison with the Health Department on the “Notice”
- B. Liaison with the Principal of the school to provide assistance as needed

## **IV. Principals will:**

- A. Post the “**Boil Water Notice.**”
- B. Notify all staff that a water problem may exist and to cease all use of drinking water until further notice.
- C. Request assistance from the Department of Maintenance and Department of Security and Environmental Management as needed.
- D. Request the assistance of the Plant Operator to:
  - 1. Have a plan in place and provide resources for:
    - a. Disabling water fountains and placing “**Do Not Drink**” signs in English and Spanish throughout school
    - b. Designating which toilets can be used.
    - c. Ensuring water carts are available at each operating restroom to flush toilets after each use
    - d. Ensuring hand sanitizer available for hand-washing
    - e. Placing “**Do Not Use**” signs in English and Spanish on the closed toilets
    - f. Designating water stations throughout school
    - g. Ensuring that the kitchen staff has resources to maintain a sanitized environment
    - h. Communicating problem to parents via the telephone dialer
    - i. Checking refrigerators for contaminated ice
    - j. Discarding coffee made with potentially contaminated water
- E. Relocate After School Programs if possible. IF NOT :
  - 1. Provide water for “After School” Programs
  - 2. Be prepared to provide sanitized conditions for “After School” Programs

3. Notify "After School" Programs staff in advance of problem, giving them the option to change schools.
4. Set up boiled water capability if food is served for "After School" Programs.

**V. Plant Operators will:**

- A. Disable water drinking fountains and post "**Do not Drink**" signs in English and Spanish
- B. Create a folder on computer with these signs and procedures for printing as needed
- C. Advise Principal and Maintenance of planned/anticipated water shortage/outage
- D. Have a plan for distribution of water and sanitizers.
- E. Ensure teachers with designated toilet rooms in their classrooms are instructed in the proper way to flush
- F. Ensure that all assigned toilet rooms have portable caddies available for flushing.
- G. Obtain ice from other schools if needed
- H. Designate the toilet rooms that will remain open and those that will be closed. The toilets that are closed will have signage in SPANISH/ENGLISH " **Do Not Use**"

**VI. Nutrition Service (NS) Managers will:**

- A. Review the Boil Water Procedures with NS employees and the Field Supervisor.
- B. Assure all water is purchased (e.g., 5 gallon bottled water) or is heated to a **rolling boil for at least 1 minute or more to kill bacteria for:**
  1. hand washing
    - a. Ensure that water is cool and placed in a container that allows the free flow of water over hands
    - b. Ensure that an adequate number of hand-washing stations are provided
  2. food preparation and service
    - a. Use only bottled water for beverages (i.e. Iced Tea, Coffee, Lemonade, or any beverage mix) made with water.
    - b. Use only bottled or boiled water for cleaning all equipment, utensils and food contact surfaces
- C. Post a sign near all water sources in the kitchen stating that a "Boil Water Notice has been issued, **DO NOT USE**"
- D. Ensure that NS Employees wear disposable gloves and change them often or when they become soiled. Before each change of gloves, employees must wash hands.
- E. Disconnect ice machines from the electrical outlet (if not hard-wired) discard ice and **Do Not Use** until the "**Safe**" water supply has been restored and the machines have been flushed, washed, and sanitized. If the machine is hard-wired, ask the Plant Operator or custodial staff to turn off the breaker.
- F. Thaw frozen foods in the refrigerator or as part of the cooking process. "**Do not Use**" running water from an affected water supply to thaw foods.
- G. Discard any foods prepared prior to the "boil water order" that may have been rinsed with contaminated water or had contaminated water added. Complete the appropriate form for discarding spoiled foods and contact the Area Supervisor before discarding.
- H. Discard any beverages made with water from the contaminated water supply.
- I. Discard any prepared ready-to-eat fruits and vegetables or foods combined with raw fruits and vegetables that may have been washed with contaminated water above for disposal procedure.
- J. Use pre-washed and packaged fruits and vegetables obtained from approved commercial sources. Wash packaged fruits and vegetables with purchased water (e.g., bottled) or water that has been boiled for 1 minute.
- K. Contact Maintenance for bottled water which will be utilized for:

1. Hand-washing
  2. Cleaning
  3. Dish-washing
  4. Food preparation
  5. Drinking
- L. Post a “Boil Water Notice” sign in the kitchen and cafeteria.
- M. Ensure ice machines are disconnected, ice is discarded and ice machines are not turned back on until Boil Water Notice has been lifted and the machines have been flushed for 5 minutes, washed and sanitized (100 parts per million bleach or 200 parts per million quaternary solution).

**VII The Health Department will:**

- A. Provide advice to Principals that ensures maximum sanitary environment for students and staff during Boil Water Notice

**VIII US Water Services Corporation will:**

- A. Conduct Bacteriological Survey  
 B. Advise of results

**IX Iowa Fire or District Maintenance will:**

- A. Flush the hydrants.

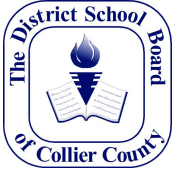
## **What to do after the “Boil-Water Notice” has been lifted:**

**I. Principals/Plant Operators will ensure that:**

- A. Safe water is run through the system for 5 minutes to flush the lines
- B. The “**Do Not Drink**” signs are removed from water fountains and toilets
- C. Toilets are flushed to ensure that they are working correctly
- D. Kitchen and restroom surfaces are sanitized thoroughly
- E. All fixtures, sinks, and equipment connected to the building water supply lines including the ice machine are clean and sanitized.
- F. Filters on ice machines, water treatment systems and beverage vending machines with direct water lines are replaced and a new date is placed on the water filter.
- G. All ice in the machine is discarded and new ice is made and discarded again. Sanitize bin and resume operation of machine.
- H. The Nutrition Services Manager and staff are notified of the "all clear" alert.

**II. Nutrition Service Managers will:**

- A. Assure water is run for 5 minutes at each Tap.
- B. Flush water lines with safe water for 1 minute after the "**all clear**" boil water alert is lifted.
- C. Discard all ice in the machine. Make new ice, and then discard again. Sanitize bin (100 parts per million bleach or 200 parts per million quaternary solution) and resume operation.
- D. Wash ice bins with purchased water (e.g., 5 gallon bottled) or water that has been brought to a **rolling boil for 1 minute** or more and sanitized bin (100 parts per million bleach or 200 parts per million quaternary solution) prior to reuse.
- E. Assure that the ice machines are connected to the electrical outlet.
- F. Complete checklist and send it to the Dir. of Security and Environmental Mgt.



# Checklist for Principals



Yes	No
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<b>What to do when you receive a “Boil-Water Notice”</b>		
Verify that the information received is from a legitimate and credible source by contacting Maintenance		
Request assistance from Maintenance		
Post the <b>“Boil Water Notice”</b>		
Immediately notify all staff and Nutrition Manager that a water problem may exist and to cease all use of drinking water until further notice		
Verify that Maintenance is providing bottled water and the amount being distributed is sufficient		
Cover water fountains and placed <b>“Do Not Drink”</b> Signs on them in English & Spanish		
Verify that Maintenance is providing hand sanitizers and you will have sufficient numbers on hand		
Ensure that <b>ONLY</b> hand sanitizers are used during the Boil Water Notice for hand washing		
Ensure that the Plant Operator designates which toilets to use and close the remaining toilets, utilizing signs in English and Spanish		
Ensure water carts are manned at each operating restroom to flush toilets after each use when there is no water flow?		
Post <b>“Do Not USE”</b> signs in English, Spanish in restrooms and ensure bottled water <b>and</b> hand sanitizer available for hand-washing in designated toilets		
Check toilets to ensure toilets are flushing properly		
Check refrigerators and dispose of potentially contaminated ice		
Obtain ice from a neighboring school		
Ensure that the kitchen staff has resources to maintain a sanitized environment		
Communicate problem to parents		
Notify “After School” attendees of Boil Water Notice		
Be prepared to provide sanitized conditions for “after school” programs		
B Provide water for “After School” programs notifying “after school” programs in advance of problem giving them a chance to change schools.		
Set up boiled water capability if food is served for “after school” programs		
Ensure staff lounges are not using potentially contaminated water		
Discard coffee made with potentially contaminated water.		

**What to do After “Boil Water Notice” is lifted**

Flush lines and run safe water through the system for <u>5</u> minutes		
Remove the “Do Not Drink” signs from water fountains and toilets		
Flush toilets to ensure that they are working correctly		
Sanitize kitchen and restroom surfaces thoroughly		
Clean and sanitize all fixtures, sinks, and equipment connected to the building water supply lines including the ice machine		
Replace filters on ice machines, water treatment systems and beverage vending machines with direct water lines and place a new date on the filter		
Discard all ice in the machine		
Make new ice, and then discard again. Sanitize bin and resume operation		
Notify the Nutrition Services Mgr of the "all clear" on the boil water alert		

Date: \_\_\_\_\_

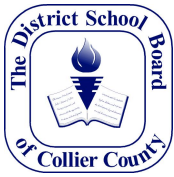
Signature of Principal: \_\_\_\_\_

Signature of Director, Security & Environmental Management: \_\_\_\_\_

Notes:

cc: Director of Maintenance

After completion, discuss any concerns or problems that you experienced during the Boil Water Notice period with your staff. Send this checklist to the Director of Security and Environmental Management and be certain to note your concerns or recommendations for changes to improve this procedure in the Notes area of the form.



# Checklist for Plant Operators



Yes	No
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What to do when you receive a “Boil-Water Notice”		
Advise Principal		
Advise the Maintenance Department		
Post the “ <b>Boil Water Notice</b> ”		
Disable water drinking fountains and post “ <b>Do Not Drink</b> ” signs in English and Spanish on each		
Check toilets to ensure toilets are flushing properly if problem is low pressure or no water		
Post “ <b>Do Not Use</b> ” signs in English, Spanish in restrooms and ensure bottled water <b>and</b> hand sanitizer available for hand-washing in designated toilets		
Designate which toilets will be used and close the remaining toilets, utilizing signs in English and Spanish		
Institute Plan for distribution of bottled water		
Verify that there is sufficient amount of Bottled Water. Order more if needed		
Designate water stations		
Assure that there are a sufficient number of Hand sanitizers		
Ensure that <b>ONLY</b> hand sanitizers are used during the Boil Water Notice for hand washing		
Provide caddies to deliver water		
Maintenance will provide pumps to fill water bottles for flushing toilets when there is no water flow		
Post “ <b>Do Not Use</b> ” signs in English and Spanish in the restrooms designated not to be used		
Check toilets to ensure they are flushing properly		
Notify the “after school” programs		
Ensure that water lines to ice makers and refrigerators are flushed for five minutes		
Discard contaminated ice		
Obtain ice from neighbor school if needed		
Ensure that coffee machines with water hook-ups are sanitized		
What to do After “Boil Water Notice” is lifted		
Run safe water through all water lines for <b>5</b> minutes		
The “ <b>Do Not Use</b> ” and “ <b>Do Not Drink</b> ” signs are removed from water fountains and toilets		
Flush toilets to ensure that they are working correctly		

Check to see that kitchen and restroom surfaces are sanitized thoroughly		
Flush all fixtures, sinks, and equipment connected to the building water supply lines including the ice machine. Clean and sanitize		
Replace filters on ice machines, water treatment systems and beverage vending machines with direct water lines and write a new date on the water filter		
Discard all ice in the ice machines		
Make new ice, then discard again		
Sanitize bins and resume operation of ice machines		
Notify the Nutrition Services Manager of the "all clear" on the boil water alert		
Flush water lines with safe water for 5 minutes after the "all clear" boil water alert has been lifted		

Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Signature of Plant Operator: \_\_\_\_\_

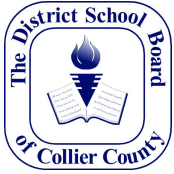
Signature of Director of Security & Environmental Management: \_\_\_\_\_

Notes:

cc: Director of Maintenance

After completion, discuss any concerns or problems that you experienced during the Boil Water Notice period with your principal and obtain his or her signature. Send this checklist to the Director of Security and Environmental Management and be certain to note your concerns or recommendations for changes to improve this procedure in the Notes area of the form





# Checklist for Nutrition Services Managers



	Yes	No
<b>What to do when you receive a “Boil-Water Notice”</b>		
Review Boil Water Procedures with Nutrition Services employees and Field Supervisors		
Post a <b>“Boil Water Notice”</b> in the kitchen and cafeteria		
Discard any beverages made with contaminated water		
Ensure ice machines are disconnected. Discard ice and don't use until notice has been lifted and the machine has been flushed, washed and sanitized		
Discard any food that may have been rinsed with contaminated water		
Assure all water used for food preparation, cleaning, hand washing, and drinking is from bottled water or heated to a rolling boil and then cooled		
Assure all NS employees are using disposable gloves.		
Assure frozen food is thawed under refrigeration and not under running water		
Use pre-washed foods obtained from approved commercial sources		
Contact Maintenance for bottled water for: <ul style="list-style-type: none"> <li>a. Hand-washing</li> <li>b. Cleaning</li> <li>c. Dish-washing</li> <li>d. Food preparation</li> <li>e. Drinking</li> </ul>		
Assure all water is purchased (e.g., 5 gallon bottled water) or is heated to a <b>rolling boil or at least 1 minute or</b> more to kill bacteria for: <ul style="list-style-type: none"> <li>a. hand washing</li> <li>b. food preparation and service</li> </ul>		
Assure that water is cool and place it in a container that allows the free flow of water over hands		
Provide an adequate number of hand-washing stations for employees		
Use bottled water for beverages (i.e. Iced Tea, Coffee, Lemonade, or any beverage mix) made with water		
Use bottled or boiled water for cleaning all equipment, utensils and food contact surface		
Post a “Do Not Use” sign near all water sources in the kitchen stating that a "Boil Water Notice" has been issued		
Assure that NS Employees wear disposable gloves and remind them to change the gloves often or when they become soiled.		
Disconnect ice machines from the electrical outlet (if not hard-wired), discard ice and do not use until the <b>"safe"</b> water supply has been restored and the machine has been flushed, washed, and sanitized. If the machine is hard-wired, ask the Plant Operator or custodial staff to turn off the breaker		
Thaw frozen foods in the refrigerator or as part of the cooking process. <b>“Do Not Use”</b> running water from an affected water supply to thaw foods		

Discard any foods prepared prior to the “boil water order” that may have been previously rinsed with contaminated water or had contaminated water added		
Complete the appropriate form for discarding spoiled foods and contact the Area Supervisor before discarding		
Discard any beverages made with water from the contaminated water supply		
Discard any prepared ready-to-eat fruits and vegetables or foods combined with raw fruits and vegetables that may have been washed with contaminated water		
Use pre-washed and packaged fruits and vegetables obtained from approved commercial sources		
Wash packaged fruits and vegetables with purchased water (e.g., bottled) or water that has been boiled for <b>1</b> minute		
<b>What to do After “Boil Water Notice” is lifted</b>		
Run tap water for <b>5</b> minutes at each sink		
Run safe water through the system for <b>5</b> minutes to flush the lines		
Remove the “ <b>Do Not Use</b> ” signs from water fountains and toilets		
Flush toilets to ensure that they are working correctly		
Sanitize kitchen and restroom surfaces thoroughly		
Flush all fixtures, sinks, and equipment connected to the building water supply lines including the ice machine for 5 minutes, then clean and sanitize		
Replace filters on ice machines, water treatment systems and beverage vending machines with direct water lines and write a new date on filter		
Discard all ice in the machine		
Make new ice, then discard again		
Sanitize bin and resume operation of machine		

Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Signature of Nutrition Service Manager: \_\_\_\_\_

Signature of Director of Security & Environmental Management: \_\_\_\_\_

Notes:

cc: Director of Nutrition Services

After completion, discuss any concerns or problems that you experienced during the Boil Water Notice period with your principal and obtain his or her signature. Send this checklist to the Director of Security and Environmental Management and be certain to note your concerns or recommendations for changes to improve this procedure in the Notes area of the form.