

Section: Emergency Planning Manual	Subsection: Code Grey Internal Disaster	Policy Number: EPP-1068
Subject: Dietary Contingency Plan during Isolation		Reviewed Date: June 2022, July 2016
Standard:	Authority: Dietary manager	Supercedes: Nov 2015 May 2007, Dec 2008 Mar 2013
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Policy

The Dietary Department shall clearly outline the roles and responsibilities, and procedures for dietary staff, to be implemented in the event of an Isolation situation. Supporting community services may not be available for a period of time. The Isolation plan will enable Belvedere to function independently

Procedure

1. The Dietary Department shall assume the responsibility of co-ordinating provision of nourishment to residents, staff and visitors/volunteers for the duration of the isolation period.
2. The ability to obtain additional staffing shall be determined by the Dietary Manager/delegate. In the event that staff are able to enter/exit the facility, a schedule shall be determined, to permit necessary work loads and break periods for staff.
3. Employees may be required to work extended shifts and/or scheduled days off may be postponed or cancelled, as determined by the extent and duration of the emergency situation.
4. Caterings, special functions and meals on wheels will be cancelled.
5. Nourishment, including beverages, shall be determined, based on the existing inventory, and the ability to secure additional supplies.
6. The menu will be adapted. Nourishment will be staggered. For example, smaller dining areas and adjustments in meal time service and numbers may be required.
7. Emergency feeding centres may be set up in the following areas.

Willow Dining Room	Board/Education Room
Pinecrest Dining Room	Family Dining Room
Oakridge Dining Room	Auditorium
Fireside Lounge	

Authorized Signing Authority

Date