

Section: Emergency Planning Manual	Subsection: Code Grey Internal Disaster	Policy Number: EPP-1070
Subject: Housekeeping Contingency Plan during Emergencies		Reviewed Date: June 2022, July 2016
Standard:	Authority: CEO	Supercedes: Nov 2015 May 2007, Dec 2008 Mar 2013
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Policy

Belvedere Heights shall have a clearly defined contingency plan for the housekeeping laundry department in the event of loss of power, water or gas.

PROCEDURE

1. The plan will be activated by the Environmental Services Manager, CEO/designate.
2. The Environmental service manager will contact staff to come to work after hours , during the day a staff member will be designated by the mangers to call staff to work.
3. A Ready to use disinfectant spray bottle system will be used for cleaning surface areas, tubs and equipment.
4. Floors shall be mopped using Neutral Cleaner. Spills, etc. shall be cleaned by hand, using the spray bottle system.
5. Should supplies in the janitorial closets be depleted, Glen Martin (1-800 461 5455) may be accessed to obtain paper products, cleaning supplies, hand soap and garbage bags.
6. Products can be delivered within 4 hours during a normal business day, after hours or the next business day.

Authorized Signing Authority

Date

