

**Public Schools Branch**  
**OPERATIONAL PROCEDURE**

<b>BOIL WATER ORDER</b>	
<i>Policy Section</i> <b>Finance and Facilities</b>	<i>Procedure Number</i> <b>203.1</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>October 25, 2016</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>October 25, 2016</b>
<i>Supersedes:</i> <b>ELSB Operational Procedure 203.1, Boil Water Order, January 26, 2016</b>	

**1.0 PURPOSE**

- 1.1 The purpose of this procedure is to ensure that sanitary standards are effectively maintained in all Public Schools Branch schools with private wells in the event of microbial contamination.

**2.0 BACKGROUND**

- 2.1 A boil water order is a notification received from the Department of Health & Wellness – Environmental Health Division. The order advises organizations with affected facilities to boil tap water used for drinking, cooking, ice-making and manual dishwashing until tests verify the water is safe. Subsequent water testing is conducted every 24 hours thereafter until the notice is rescinded by the Environmental Health Division.

**3.0 TESTING AND NOTIFICATION**

- 3.1 The Public Schools Branch – Property Maintenance Section shall collect water samples from schools with private wells four (4) times per year. The water samples shall be provided to the Department of Environment for microbial testing.
- 3.2 The Department of Environment notifies the Department of Health & Wellness – Environmental Health Division of the water test results.
- 3.3 The Environmental Health Division communicates the water test results to the Property Maintenance Section, and if necessary, issues a boil water order to the Public Schools Branch.
- 3.4 The Property Maintenance Section shall notify the principal of a school if that school has been placed on a boil water order.

**4.0 BOIL WATER ORDER**

- 4.1 The Property Maintenance Section shall coordinate an immediate response to a boil water order.
- 4.2 The school principal or designate shall announce on the school PA system that a boil water order has been issued and effective immediately, the water is not to be used for drinking.
- 4.3 The school shall be advised immediately to:
- a) Turn-off water supply to all drinking fountains

- b) Erect “Boil Water Order” signage at all entrances to:
  - 1. School washrooms
  - 2. Staff rooms
  - 3. Shop areas/labs, and
  - 4. Any room where a water outlet is present
- c) Erect “Do Not Drink Water” signage above all:
  - 1. Water fountains
  - 2. Ice machines, and
  - 3. Sinks
- d) Use water coolers and/or bottled water
- e) Use hand sanitizer
- 4.4 The Public Schools Branch shall supply water coolers and/or bottled water as well as hand sanitizer.
- 4.5 The Property Maintenance Section shall disinfect and flush the school’s water system in accordance with the Department of Environment procedures.
- 4.6 Tap water shall be brought to a rolling boil for two minutes (2 minutes) prior to use for washing fruits, vegetables, preparing juices, cooking food, coffee/tea and manual dish washing.

## **5.0 HAND WASHING PERMITTED/NOT PERMITTED**

- 5.1 If the Department of Environment lab reports indicate that only total coliform has been found in the water, hand washing using tap water is permitted, followed by the use of a hand sanitizer.
- 5.2 If the water is found to be grossly contaminated (total coliform and E.Coli) the school shall be advised to erect “Do Not Wash Hands with Tap Water” signage above all sinks.
- 5.3 In both situations hand sanitizer shall be supplied and used as an extra precaution even if water has not been found to be grossly contaminated.

## **6.0 BOIL WATER ORDER LIFTED**

- 6.1 After a boil water order has been lifted the Property Maintenance Section in conjunction with the school custodial staff shall:
  - a) Run all school water taps for a minimum of two (2) minutes to ensure entire system has been flushed prior to the water being used;
  - b) Turn-on all refrigerated water fountains for ten (10) minutes before using; and
  - c) Flush and sanitize all ice machines prior to making and using the ice.

## **7.0 SIGNAGE**

- 7.1 A school under a boil water order will be provided proper signage from the Public Schools Property Maintenance Section.

## **8.0 CROSS REFERENCE**

- 8.1 PSB Board Governance Policy *SL1 – Global Director Limitations*