

OCP - CHIEF ENGINEER

This checklist **MUST** be signed, dated, and submitted to your Department Head daily, **in Norovirus Action Level ONLY.**
Retain for 12 months

GENERAL INFORMATION
General Information: - Every 4 hours - Approved anti viral product or approved alternative is to be used for sanitizing all hard surfaces and fabrics (some exceptions in F&B areas)
General Information: Norovirus Action Level - 1000 ppm chlorine is to be used in infected areas only
General Information: For general information regarding chemical use for various conditions and areas, refer to the OCP document.
General Information: Once mixed into "working solutions," the chemicals have a limited "shelf life" before they are "exhausted" and therefore become ineffective: Approved anti viral product (7-days) and 1000 ppm chlorine (6 hours).
General Information: Obtain all necessary chemicals from either an automatic mixing / dispensing unit (ask Chief Housekeeper/ /F&B Manager for locations / access) or from the designated Chemical Mixing Station (1000 ppm chlorine). DO NOT mix chemicals independently. PPE can be obtained from the Chemical Mixing Stations and/or as advised. During code Virus the Chief Steward is to check all chemical mixing stations at least once every two hours in order to make sure that proper mixing and safety procedures are followed.
General Information: Ensure complete understanding (within your department) of the material in the "General Introduction and Sanitizing Procedures" document: Norovirus, how it is spread, and <i>how to effectively sanitise</i> areas.
General Information: Since the Resort/Hotel does not have an unlimited number of cleaners to dedicate to the sanitizing effort, it is imperative that the entire staff participate and contribute. Therefore, all Departments are responsible to ensure their own areas are sanitised. This contribution is expected regardless of any additional sanitizing efforts that may be in place.

INSTRUCTION

At monthly meeting, discuss OCP; utilize "General OPP Training Discussion Points" as a guide for the training. Submit "OCP Training Record" to General Manager.
Water in distribution system: 0.6 ppm - 1.0 ppm chlorine recommended
No handshaking with either guests or staff.
Check the preheating and reheating coils and the filter on the main A/C system on a regular basis.
Ensure chlorine levels are in compliance with the OCP and that the readings from the automatic chlorinator are reviewed personally by the Chief Engineer.
Remind staff of the importance of hand washing (i.e.. Frequently and thoroughly), especially after using the restroom and prior to eating.
If a member of your staff is diagnosed with suspected Norovirus, carefully supervise the sanitizing efforts of areas of potential contamination (i.e. work areas, keyboards, telephones, pens, desk surfaces, etc.)
Sanitise all "frequently-touched" surfaces (i.e.. Countertops, keyboards, tabletops, chair armrests, door handles, and other hard surfaces, etc.) in engine spaces and other work areas using <u>1000 ppm chlorine</u> three times per day.
Submit checklist to General Manager

Print Name _____

Signature _____

Date _____

Remarks: _____

