



14-Day Emergency Menu Toolkit



Message From Sysco's Nutrition Services Team

Our team is thrilled to publish our 14-Day Emergency Menu as part of our ongoing efforts to support your communities. This menu toolkit has been developed to accommodate limited kitchen staff by using pre-prepared products and/or simple recipes with minimal ingredients. Based on the needs of your operation and residents, you may use this as an ideation menu or menu base.

Please note that our full breadth of products are available, but for real time inventory consult with your sales representative and applicable ordering platforms. Always refer to and follow your own individual emergency preparedness plans and policies.

- Sysco Canada's Nutrition Services Team

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What's Included In This Toolkit



This Emergency Menu Toolkit is designed to support menu implementation, providing reports and best practices in response to emergency situations. We have designed this 14-day menu to help optimize your food service operations by minimizing labour and utilizing pre-prepared and non-perishable foods.

The following is included in this 14-Day Emergency Menu Toolkit:

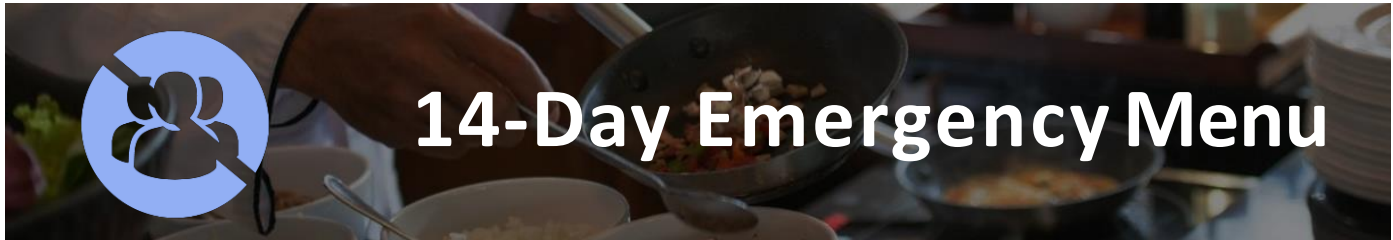
- **14-Day Week at a Glance Menu:** A two page report of the full 14-day emergency menu outlining all menu items
- **Strategies to Manage a Labour Shortage in Foodservice:** Suggested menu and labour strategies to manage a staffing shortage during an emergency situation
- **7-Day Protein Rotation Template:** A Week at a Glance starting point for planning the protein rotation of your next menu
- **Food Safety Best Practices:** Detailed best practices to support the prioritization of food safety within your communities, including food temperature and food storage guidelines
- **Infection Prevention and Controls:** Detailed best practices for cleaning, disinfecting and hygiene protocols along with a downloadable handwashing poster

14-Day Emergency Menu Available in Synergy Tech Suite!

This 14-Day Emergency Menu with enhanced functionality is also available within Synergy Tech Suite – Sysco Canada’s end-to-end software & hardware foodservice management solution designed for the healthcare and senior living industry. Synergy users, please refer to the next page for more information on how to schedule these menus within Synergy. **For more information on our Synergy Tech Suite software, click [here](#)**



Scheduling Emergency Menus in Synergy Tech Suite



This emergency menu will be available in the following ways within Synergy:

1. As a standard 1 or 2 week menu available in Master Menus

- a. You can save a copy of this menu to your My Menus and make your required changes.
 - Use "Sysco 14-Day Emergency Menu" in Master Menus
- b. Please note: Scheduling the Standard Emergency Menu will erase any future forecasting that has been completed for your Standard Cycle Menu and will require re-forecasting once you are ready to use your standard menu again. Therefore, it is recommended to only use this option if you anticipate your home will utilize this menu for at least 7 days or your home has not completed future forecasting you would not like erased.

Note: The 7-Day Emergency Menu will no longer appear in Synergy since Week 1 of the 14-Day Emergency Menu is identical to the 7-Day Emergency Menu. If you have already saved the 7-Day Emergency menu to your unit, you may retain this existing Menu or you may add an additional week to the menu.

1. As Emergency "holiday" menus.

- a. We have also made this menu available as individual 1 day emergency menus, so you can schedule all or some of the days based on your needs.

The emergency menus are labelled as "Sysco Day 1 Emergency Menu" etc., in master holiday menus

- a. For more on how to schedule your emergency menu visit the Synergy Tech Suite resource center
- b. Please note: Scheduling your emergency menu as Special event menu will erase any forecasting completed for those days in which the Special event menu has been scheduled. This option is recommended if you anticipate your home will utilize this menu for fewer than 7 days and/or on non-consecutive days.

For questions or support with scheduling your Special event menu please use the support chat function in Synergy.

Sysco 14-Day Emergency Menu - Week 1

Diet: Regular / Texture: Regular

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST						
Orange Juice Banana Half High Fibre Oatmeal Sausage Patty Whole Wheat Toast Margarine 2% Milk Coffee Special K Cereal Peanut Butter White Toast Raspberry Jam Hot Tea	Cranberry Juice Pineapple Tidbits Cream of Wheat with Bran Cheddar Cheese Slice Whole Wheat Toast Margarine 2% Milk Coffee Honey Nut Cheerios Cereal Peanut Butter White Toast Grape Jelly Hot Tea	Apple Juice Chilled Peach Slices High Fibre Cinnamon Oatmeal Hard Boiled Egg Whole Wheat Toast Margarine 2% Milk Coffee Rice Krispies Cereal Peanut Butter White Toast Strawberry Jam Hot Tea	Orange Juice Banana Half High Fibre Oatmeal Scrambled Eggs Whole Wheat Toast Margarine 2% Milk Coffee Special K Cereal Peanut Butter White Toast Raspberry Jam Hot Tea	Cranberry Juice Mandarin Oranges Cream of Wheat with Bran Cheddar Cheese Slice Whole Wheat Toast Margarine 2% Milk Coffee Honey Nut Cheerios Cereal Peanut Butter White Toast Grape Jelly Hot Tea	Orange Juice Chilled Diced Pears High Fibre Oatmeal Creamy Yogurt Whole Wheat Toast Margarine 2% Milk Coffee Special K Cereal Peanut Butter White Toast Raspberry Jam Hot Tea	Apple Juice Mango High Fibre Cinnamon Oatmeal Hard Boiled Egg Whole Wheat Toast Margarine 2% Milk Coffee Rice Krispies Cereal Peanut Butter White Toast Strawberry Jam Hot Tea
LUNCH						
Chicken Noodle Soup Unsalted Crackers Sliced Beef Sndw on Wheat Coleslaw Chilled Tropical Fruit Coffee Macaroni & Cheese Chocolate Pudding Cup 2% Milk Hot Tea	Cream of Broccoli Soup Unsalted Crackers Turkey Salad on Wheat Four Bean Salad Chilled Diced Pears Coffee Vegetarian Frittata Multi Grain Roll Margarine Lime Gelatin 2% Milk Hot Tea	Unsalted Crackers Tomato Basil Bisque Cheddar Cheese Sndw on WW Cucumber Slices Fresh Apple Slices Coffee Chicken Pie Multi Grain Roll Margarine Arrowroot Cookie 2% Milk Hot Tea	Unsalted Crackers Minestrone Soup Ham Salad on WW Mixed Salad with Italian Dressing Chilled Peach Slices Coffee Roasted Vegetable Lasagna Orange Gelatin 2% Milk Hot Tea	Unsalted Crackers Cream of Mushroom Soup Turkey Salad on Wheat Coleslaw Applesauce Coffee Breaded Pollock French Fries Tartar Sauce Strawberry Ice Cream 2% Milk Hot Tea	Unsalted Crackers Chicken Noodle Soup Egg Salad Sndw on Wheat Sliced Carrots Chilled Tropical Fruit Coffee Cabbage Rolls Multi Grain Roll Margarine Vanilla Pudding Cup 2% Milk Hot Tea	Vegetable Barley Soup Unsalted Crackers Sliced Chicken Sndw on WW Italian Mixed Vegetables Fruit Cocktail Coffee Spinach & Cheese Cannelloni Raspberry Gelatin 2% Milk Hot Tea
DINNER						
Chicken Kiev Mashed Potatoes Green Beans Buttertart Square Coffee Egg Salad Sndw on Wheat Applesauce 2% Milk Hot Tea	Meatballs w/Tomato Sc Rotini Diced Carrots Vanilla Ice Cream Coffee Chicken Salad Sndw on WW Mandarin Oranges 2% Milk Hot Tea	Baked Sole Fillet Mashed Potatoes Broccoli Florets Tartar Sauce Lemon Meringue Pie Coffee Corned Beef on Wheat Fruit Cocktail 2% Milk Hot Tea	Chicken Dippers Barbecue Sauce Baked Potato Wedges Four Bean Salad Van Caramel Swirl Cake Coffee Tuna Salad Sndw on WW Chilled Diced Pears 2% Milk Hot Tea	Roast Beef Beef Gravy Mashed Potatoes Creamed Corn Carrot Cake Coffee Egg Salad Sndw on Wheat Pineapple Tidbits 2% Milk Hot Tea	Turkey Schnitzel Baked Potato Wedges Broccoli Florets Banana Cake Coffee Cheddar Cheese Sndw on WW Chilled Peach Slices 2% Milk Hot Tea	Baked Ham Mashed Potatoes Wax Beans Apple Pie Slice Coffee Salmon Salad on WW Mandarin Oranges 2% Milk Hot Tea

Sysco 14-Day Emergency Menu - Week 2

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST						
Orange Juice Banana Half High Fibre Oatmeal Bacon Whole Wheat Toast Margarine 2% Milk Coffee Special K Cereal Peanut Butter White Toast Raspberry Jam Hot Tea	Cranberry Juice Pineapple Tidbits Cream of Wheat with Bran Cheddar Cheese Slice Whole Wheat Toast Margarine 2% Milk Coffee Honey Nut Cheerios Cereal Peanut Butter White Toast Grape Jelly Hot Tea	Apple Juice Chilled Peach Slices High Fibre Cinnamon Oatmeal Hard Boiled Egg Whole Wheat Toast Margarine 2% Milk Coffee Rice Krispies Cereal Peanut Butter White Toast Strawberry Jam Hot Tea	Orange Juice Banana Half High Fibre Oatmeal Scrambled Eggs Whole Wheat Toast Margarine 2% Milk Coffee Special K Cereal Peanut Butter White Toast Raspberry Jam Hot Tea	Cranberry Juice Mandarin Oranges Cream of Wheat with Bran Cottage Cheese Whole Wheat Toast Margarine 2% Milk Coffee Honey Nut Cheerios Cereal Peanut Butter White Toast Grape Jelly Hot Tea	Orange Juice Chilled Diced Pears High Fibre Oatmeal Creamy Yogurt Whole Wheat Toast Margarine 2% Milk Coffee Special K Cereal Peanut Butter White Toast Raspberry Jam Hot Tea	Apple Juice Mango High Fibre Cinnamon Oatmeal Scrambled Eggs Whole Wheat Toast Margarine 2% Milk Coffee Rice Krispies Cereal Peanut Butter White Toast Strawberry Jam Hot Tea
LUNCH						
Creamy Turkey Vegetable Soup Unsalted Crackers Beef Burger on WW Bun Mixed Salad with French Dressing Sliced Tomato Lettuce Leaf Chilled Tropical Fruit Coffee Vegetable Chili Multi Grain Roll Margarine Pudding Butterscotch Cup 2% Milk Hot Tea	Tomato Garden Vegetable Soup Unsalted Crackers Turkey Salad on Wheat Buttered Corn Chilled Diced Pears Coffee Cheese Omelette Multi Grain Roll Margarine Iced Brownie 2% Milk Hot Tea	Unsalted Crackers Bean Medley Soup Beef Salad Sndw on WW Tomato Slices Fruit Cocktail Coffee Chicken Strips Sweet and Sour Sauce Mashed Potatoes Chocolate Chip Cookie 2% Milk Hot Tea	Chicken Rice Soup Unsalted Crackers Pulled Pork on WW Bun Cucumber Slices Mango Coffee Garden Vegetable Quiche Multi Grain Roll Margarine Strawberry Mousse 2% Milk Hot Tea	Unsalted Crackers Cream of Asparagus Cod Nuggets French Fries Coleslaw Tartar Sauce Applesauce Coffee Sliced Chicken Sndw on WW Lime Gelatin 2% Milk Hot Tea	Heart Beef & Vegetable Soup Unsalted Crackers Egg Salad Sndw on Wheat Four Bean Salad Chilled Tropical Fruit Coffee Meatloaf Multi Grain Roll Margarine Chocolate Pudding Cup 2% Milk Hot Tea	Unsalted Crackers Chicken Corn Chowder w/ Sweet Peppers Tuna Salad Sndw on WW Potato Salad Mandarin Oranges Coffee Cheese Ravioli & Sauce Social Tea Cookie 2% Milk Hot Tea
DINNER						
Grilled Chicken Mashed Potatoes Broccoli Florets Tripleberry Crumble Coffee Egg Salad Sndw on Wheat Applesauce 2% Milk Hot Tea	Beef Pie Butternut Squash Vanilla Ice Cream Coffee Pork Roast Sndw on WW w/Gravy Mandarin Oranges 2% Milk Hot Tea	Chipotle Tilapia Fluffy Rice California Vegetables Blueberry Pie Slice Coffee Swiss Sndw on WW Fresh Apple Slices 2% Milk Hot Tea	Veal Steak Mashed Potatoes Green Beans Iced Orange Cake Coffee Salmon Salad on WW Chilled Diced Pears 2% Milk Hot Tea	Beef Stew Cauliflower Multi Grain Roll Date Square Coffee Ham Salad on WW Pineapple Tidbits 2% Milk Hot Tea	Sweet & Sour Pork Egg Noodles Montego Vegetables Vanilla Cake Donut Hole Coffee Cheddar Cheese Sndw on WW Chilled Peach Slices 2% Milk Hot Tea	Beef Pot Roast w/Gravy Mashed Potatoes Buttered Brussels Sprouts Banana Cream Pie Slice Coffee Peanut Butter Sandwich on Wheat Fruit Cocktail 2% Milk Hot Tea

Appendix A

Strategies to Manage a Labour Shortage in Foodservice

We acknowledge that sufficient labour may be of concern during emergency situations. While our menu is designed to support low labour situations, here are some additional strategies to adapt your menu during a labour shortage:

- **Consider all pre-prepared options:** Premade and shelf stable products can provide quick options that require lower levels of cooking skills compared to those made in house. Please see the next page for more detailed strategies.
- **Consider alternative methods of dishware:** Disposable dishware and cutlery may be another option for meal services in your communities to reduce time spent washing dishes.
- **Consider bulk preparation:** Assess where possible bulk preparation of menu items can be arranged to save time at a later time (ex: preparing 2 days worth of sandwiches, preparing pasta in bulk to store safely for a later date).
- **Consider alternative sources of labour:** If available kitchen staff is limited, consider an "all hands on deck" approach. Use staff from other departments or compile a contact list of local foodservice staff as back-up*. Reach out to local chefs whose restaurants may be temporarily shut down. Please contact your Sysco representative for further support on finding local chefs/restaurants in your area.

*Always ensure adequate training is provided to all staff.

Menu Adaptations During a Labour Shortage

Menu Item	Low Labour Substitute
Entrees from scratch or semi-scratch Lasagna, quiche, mac & cheese, chili, pot pies, etc	<ul style="list-style-type: none"> • Pre-prepared, heat & serve products • Pre-cooked meats with RTS sauce • (ex: cooked breaded chicken balls with sweet & sour sauce)
Sandwiches & wraps Sliced meats or salad fillings from scratch	<ul style="list-style-type: none"> • Pre-cooked and/or pre-sliced proteins (meat, eggs) • RTS salad fillings
Entree proteins Chicken breast, roast beef, egg dishes, etc	<ul style="list-style-type: none"> • Pre-sliced and/or pre-cooked meats • Pre-prepared omelets, frittatas, scrambled eggs
Soups from scratch or semi-scratch	<ul style="list-style-type: none"> • Pre-prepared soups (from frozen, RTS, condensed) • Serve fruit juice or vegetable juice in place of soup 2-3 times per week
Dessert from scratch, semi-scratch or bulk	<ul style="list-style-type: none"> • Prepared cakes, pies, cookies, bars & crisps • RTS PC items (gelatin, ice cream, pudding, mousse cups)
Fruit & vegetables	<ul style="list-style-type: none"> • Pre-chopped from frozen, canned or fresh • PC items like applesauce, fruit salad cups, etc.
Salads & slaws from homemade	<ul style="list-style-type: none"> • Pre-chopped salad mixes and blends • RTS salads and slaws
Starches	<ul style="list-style-type: none"> • Parboiled rice, pre-cooked pasta, RTB potato sides
Condiments & Sauces Gravy, ketchup, preserves, salad dressings	<ul style="list-style-type: none"> • Prepared and PC items
Beverages	<ul style="list-style-type: none"> • Individual portions of milk, juice, water, etc.

RTS – ready to serve
 PC – individual portions
 RTB – ready to bake

Appendix B

Sysco 7-Day Emergency Menu Protein Rotation Template

Ensuring a varied protein rotation is best practice for menu planning. Use this 7-day Week-at-a-Glance template as a starting point for planning the protein rotation of your next menu.

Regular/Regular						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast						
Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit
Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal	Hot Cereal
Breakfast Protein	Breakfast Protein	Breakfast Protein	Breakfast Protein	Breakfast Protein	Breakfast Protein	Breakfast Protein
Toast	Toast	Toast	Toast	Toast	Toast	Toast
Cold Cereal	Cold Cereal	Cold Cereal	Cold Cereal	Cold Cereal	Cold Cereal	Cold Cereal
Lunch						
Soup & Crackers	Soup & Crackers	Soup & Crackers	Soup & Crackers	Soup & Crackers	Soup & Crackers	Soup & Crackers
BEEF DISH	TURKEY DISH	CHEESE DISH	FISH DISH	TURKEY DISH	EGG DISH	CHICKEN DISH
Seasonal Veggies or Salad	Seasonal Veggies or Salad	Seasonal Veggies or Salad	Seasonal Veggies or Salad	Seasonal Veggies or Salad	Seasonal Veggies or Salad	Seasonal Veggies or Salad
Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit
CHEESE DISH	PLANT-BASED DISH	CHICKEN DISH	EGG DISH	BEEF DISH	CHICKEN DISH	CHEESE DISH
Bread Roll	Bread Roll	Bread Roll	Bread Roll	Bread Roll	Bread Roll	Bread Roll
Pudding	Brownie	Gelatin	Iced Cake	Ice Cream	Cookies	Gelatin
Dinner						
CHICKEN DISH	BEEF DISH	FISH DISH	CHICKEN DISH	FISH DISH	PLANT-BASED DISH	PORK DISH
Mashed Potatoes	Pasta	Rice	Mashed Potatoes	Potato Wedges	Grains	Mashed Potatoes
Seasonal Veggies	Seasonal Veggies	Seasonal Veggies	Seasonal Veggies	Seasonal Veggies	Seasonal Veggies	Seasonal Veggies
Dessert Square	Ice Cream	Pie	Mousse	Crisp or Crumble	Dessert Bar	Pie
EGG DISH or	PORK DISH or	BEEF DISH	PORK DISH or	CHEESE DISH	BEEF DISH	FISH DISH or
Assorted Sandwiches	Assorted Sandwiches	Assorted Sandwiches	Assorted Sandwiches	Assorted Sandwiches	Assorted Sandwiches	Assorted Sandwiches
Fruit	Fruit	Fruit	Fruit	Fruit	Fruit	Fruit
Note: Coffee & Tea offered at each meal						

Appendix C

Food Safety Best Practices

During emergency situations, it is important to continue to prioritize food safety.





- Continue to adhere to standards and food safety requirements including strong sanitation and hygiene practices⁽¹⁾
- Always ensure proper hygiene practices are in place, especially while handling food – this includes hand washing, cooking meat thoroughly and avoiding cross-contamination⁽¹⁾
- Ensure you are using cleaning and disinfecting products that have been approved by Infection Prevention and Control (IPAC) and Occupational Health⁽²⁾
- Ensure you are following all local food safety guidelines for cooking temperatures and hot holding guidelines
- Hot foods should be held at >140F/60C. Temperature should be taken every 2 hours during holding



(1)Government of Canada. (2020). Coronavirus disease (COVID-19): Information for industry
(2)Public Health Ontario. (2012). Routine Practices and Additional Precautions

Appendix D

Clean, Separate, Cook, Chill Practices

<p>Clean</p> 	<ul style="list-style-type: none">• Hand washing is one of the best methods to keep you and your food safe. Follow proper hand washing methods.• Ensure all kitchen equipment and dishes are washed properly. Follow proper sanitizing instructions provided by your chemical supplier.• Always wash food thoroughly, removing all bruised and damaged areas which are more susceptible to harmful bacteria.
<p>Separate</p> 	<ul style="list-style-type: none">• Be aware of all sources of cross-contamination.• Always keep raw and ready-to-eat foods separate.• Common sources of cross-contamination include:<ul style="list-style-type: none">- Cutting boards, counter-tops and all other food surfaces- Serving utensils, knives and tongs- Food probe thermometers• Follow proper storage and food handling practices to avoid cross contamination in your communities
<p>Cook</p> 	<ul style="list-style-type: none">• Food must always be kept out of the danger zone - between 4°C(40°F) and 60°C(140°F)• Follow standard temperatures specific to eat type of meat (poultry, fish, beef, pork, etc)• Hold hot foods >140°F/60°C. Temperature should be taken every 2 hours during holding. Always refer to local or regional public health regulations for any hot holding time limits• Do not leave perishable food out of refrigeration for >2 hours
<p>Chill</p> 	<ul style="list-style-type: none">• Always keep cold foods cold:<ul style="list-style-type: none">- 4°C/40°F or colder in the fridge- -18°C/0°F or colder in the freezer• Follow safe refrigerator and freezer storage time• Always thaw food in refrigeration, microwave or thaw sealed packages in cold running water

Appendix E

Food Temperatures Guidelines

Whole poultry (chicken, turkey, duck)	82°C (180°F)
Poultry pieces (chicken, turkey, duck)	74°C (165°F)
Stuffing in poultry	74°C (165°F)
Duck, goose, pheasant	74°C (165°F)
Beef, veal, lamb or goat (pieces and whole cuts)	Medium Rare: 63°C (145°F) Medium: 71°C (160°F) Well Done: 77°C (170°F)
Pork or fresh cured ham (pieces and whole cuts)	71°C (160°F)
Beef, veal, lamb and pork ground meat and meat mixtures (burgers, sausages, meatballs, meatloaf, casseroles)	71°C (160°F)
Ground poultry	74°C (165°F)
Pork (pieces and whole cuts)	71°C (160°F)
Seafoods (fish, shellfish and other seafood)	70°C (158°F)
Egg dishes	74°C (165°F)
Food mixtures containing poultry, eggs, meat or fish (soups, stews, casseroles, stocks, gravy)	74°C (165°F)
Leftovers	74°C (165°F)
Hot dogs	74°C (165°F)

Appendix F

Length of Food Storage Guidelines

Product	Refrigerator 4°C (40°F)	Freezer -18°C (0°F)
Fresh Meat		
Beef - Steaks, Roasts	2-4 days	10-12 months
Pork-Chops, Roasts	2-4 days	8-12 months
Lamb-Chops, Roasts	2-4 days	8-12 months
Veal Roasts	3-4 days	8-12 months
Ground Meat	1-2 days	2-3 months
Fresh Poultry		
Chicken, Turkey - whole	2-3 days	1 year
Chicken, Turkey - pieces	2-3 days	6 months
Fresh Fish		
Lean fish (e.g., cod, flounder)	3-4 days	6 months
Fatty fish (e.g., salmon)	3-4 days	2 months
Shellfish (e.g., clams, crab, lobster)	12-24 hours	2-4 months
Scallops, Shrimp, Cooked Shellfish	1-2 days	2-4 months
Ham		
Canned ham	6-9 months	Don't Freeze
Ham, fully cooked (half & slices)	3-4 days	2-3 months
Bacon & Sausage		
Bacon	1 week	1 month
Sausage, raw (pork, beef, turkey)	1-2 days	1-2 months
Pre-cooked, smoked links or patties	1 week	1-2 months
Leftovers		
Cooked meat, stews, egg or vegetable dishes	3-4 days	2-3 months
Gravy & meat broth	1-2 days	2-3 months
Cooked poultry and fish	3-4 days	4-6 months
Soups	2-3 days	4 months

Length of Food Storage Guidelines

	Refrigerator 4°C (40°F)	Freezer -18°C (0°F)
Hot Dogs & Lunch Meats		
Hotdogs	2 weeks	1-2 months
Hotdogs - opened	1 week	
Lunch meats	2 weeks	1-2 months
Lunch meats - opened	3-5 days	1-2 months
Deli Foods		
Deli meats	3-4 days	2-3 months
Store-prepared or homemade salads	3-5 days	Don't freeze
TV Dinners / Frozen Casseroles		
Keep frozen until ready to serve		3-4 months
Eggs		
Fresh - in shell	3-4 weeks	Don't Freeze
Fresh - out of shell	2-4 days	4 months
Hardcooked	1 week	Doesn't freeze well
Dairy Products		
Milk	Check Best Before date	6 weeks
Milk - opened	3 days	
Cottage cheese	Check Best Before date	Doesn't freeze well
Cottage cheese - opened	3 days	
Yogurt	Check Best Before date	1-2 months
Yogurt - opened	3 days	
Cheese - firm	5 weeks	3 months

Appendix G

Hand Washing Best Practices

REDUCE THE SPREAD OF COVID-19.
WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

@ canada.ca/coronavirus

phac.info.aspc@canada.ca



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

Download the PDF [here](#).

INFECTION PREVENTION: Cleaning, Disinfection and Hygiene



GENERAL GUIDELINES

- ▲ Follow local public health recommendations related to local infection activity and need for isolation and closing.
- ▲ Reinforce personal hygiene (hand hygiene and cough etiquette) throughout your operation.
- ▲ Provide hygiene materials such as tissues and hand sanitizer stations.
- ▲ Stock properly applicable disinfectant products (check with your Ecolab representative for a list of products).
- ▲ Closely monitor employee health. Encourage symptomatic employees to stay home.

LONG TERM AND ACUTE CARE

SPECIFIC GUIDELINES FOR PROCEDURAL IMPLEMENTATION

RESIDENT ROOMS

- ▲ Provide masks as directed for employees and infected individuals.
- ▲ Thoroughly clean and disinfect all hard surfaces per infection control protocol.
- ▲ Provide individual hand sanitizer or hand sanitizer stations in public areas.
- ▲ Room cleaning should be performed frequently to minimize spread of infection and employee risk.
- ▲ Isolate symptomatic patients and follow public health recommendations for infection control.

PUBLIC AREAS

- ▲ Increase cleaning and disinfection frequency, especially for surfaces frequently touched by residents, patients, guests and employees.
- ▲ Provide hand sanitizer stations in high traffic areas.
- ▲ Public restrooms should be cleaned and disinfected per infection control protocol.
- ▲ Consider limiting non-essential visitors; restrict entry of symptomatic visitors or those who have been exposed. Post signs regarding restriction.
- ▲ Consider closing non-essential public gathering areas.

FOODSERVICE

- ▲ Provide alcohol-based hand sanitizer stations.
- ▲ Increase cleaning and disinfecting frequency for high-touch surfaces.
- ▲ Consider offering in-room meal delivery only.



INFECTION PREVENTION: Cleaning, Disinfection and Hygiene



SPECIFIC GUIDELINES FOR PROCEDURAL IMPLEMENTATION (CONT)

LONG TERM AND ACUTE CARE

LAUNDRY

- ▲ Follow high level infection control procedures to collect laundry, such as use of individual bags for each room.
- ▲ Clean clothes, bedclothes, bath and hand towels, etc. of ill persons using regular laundry soap and water or machine wash at 60–90 °C with common household detergent, and dry thoroughly. Place contaminated linen into a laundry bag. Do not shake soiled laundry and avoid direct contact of the skin and clothes with the contaminated materials.

RESTROOMS

- ▲ Clean and disinfect public restrooms more frequently as specified on the product label.
- ▲ Provide alcohol-based hand sanitizer stations just outside of public restrooms.

EMPLOYEES

- ▲ Closely monitor employee health. Reinforce personal hygiene and cough etiquette. Encourage symptomatic employees to stay home.
- ▲ Identify critical staff members and functions –develop a business continuity plan. Consider the ability for employees to work from home.
- ▲ Provide hand sanitizer stations, Ready to Use (RTU) disinfectant spray or wipes, and tissues for employees from list provided by your Ecolab representative.
- ▲ Have employees disinfect all personal hard surfaces as referenced on the product label.
- ▲ Educate and inform all employees of pandemic status and proper infection control procedures.

SPECIFIC TOUCH POINTS



RESIDENT OR PATIENT ROOMS

- ▲ Door handles
- ▲ Furniture, especially tray table or dining table
- ▲ Nightstand, bathroom and other drawer handles
- ▲ Light switches and thermostats
- ▲ Drapery pull handles
- ▲ Telephone and keypad, remote control keypad
- ▲ Alarm clock
- ▲ Television
- ▲ Safety latch and peephole
- ▲ Trash receptacle touch points
- ▲ Faucet, toilet and shower handles



PUBLIC RESTROOMS

- ▲ Door handles
- ▲ Sink faucets and toilet handles
- ▲ Towel dispenser handle
- ▲ Soap dispenser push plates
- ▲ Baby changing station
- ▲ Trash receptacle touch points




PUBLIC AREAS AND FOOD SERVICE DINING ROOM

- ▲ Door handles, push plates, thresholds and hand railings
- ▲ Tables and chairs
- ▲ Coffee and beverage stations
- ▲ Vending and ice machines
- ▲ Public information kiosk
- ▲ Trash receptacle touch points
- ▲ Telephone and keypad



BACK OF THE HOUSE

- ▲ Door handles and push plates
- ▲ Handles of all the equipment doors and operation push pads
- ▲ Handles of the dispensers (beverage, etc.)
- ▲ Ice scoops
- ▲ Walk-in and other refrigerator handles
- ▲ Walk-in refrigerator and freezer plastic curtains
- ▲ Freezer handles
- ▲ 3-compartment sink and mop sink
- ▲ Handwashing sink handles
- ▲ Soap dispenser push plates at handwash sink
- ▲ Towel dispenser handle at handwash sink
- ▲ Trash receptacle touch points
- ▲ Cleaning tools
- ▲ Buckets
- ▲ Telephone keypad and hand set
- ▲ Manager's computer



**For more information &
resources, contact your Sysco
representative or visit
www.sysco.ca/healthcare**