



Public Notifications of Enforcement Activities

Original Effective Date:

September 16, 2019

Review / Revision Date:

Environmental Health Procedure:

2019.09.062

Subject Matter Expert: Environmental Health Director

History: ☒ New ☐ Revised ☐ Archived

Organizational Scope:

- ☐ Full Agency ☐ Administration ☒ Community & Environmental Health ☐ Health Services
☐ Health Promotion/Policy Integration

Frequency of Review:

- ☐ Annually ☐ Biennially ☒ 5 Years ☐ Other: As needed

Location:

S-Drive: S: → Common → Policies, Plans & Procedures

Website: www.lucascountyhealth.com/employee-login/

Hardcopy: TLCHD Policies & Procedures Manual in HR Office

Archived Version(s):

Requisite Signatures

☒ 
 Health Commissioner

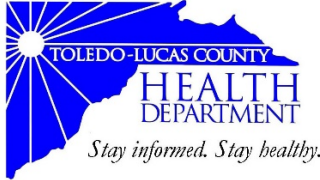
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 Director of Environmental Health & Community Services

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 Director of Health Promotion & Policy Integration

09-16-19
Date

9-12-19
Date

9-12-19
Date



Public Notifications of Enforcement Activities

I. Scope

This procedure applies to the Environmental Health Division of the Toledo-Lucas County Health Department.

II. Purpose

The purpose of this procedure is to provide employees within the Environmental Health Division an understanding on how the public will be alerted to enforcement actions taken by this division.

III. Background

This procedure will provide guidance to the Environmental Health Division on how to properly engage the public on enforcement actions. Enforcement actions can include, but are not limited to, standard inspection reports for food service operations, retail food establishments, public swimming pools, body art establishments, and campgrounds located in Lucas County. The procedure will also provide guidance on how to alert the public with regards to new programs and code changes within the Ohio Administrative Code, Ohio Revised Code, Health Department Regulations, and local municipal codes this department is tasked with enforcing, along with notifications with regards to an emerging public health risk and public health emergency.

IV. Procedures

A. Notifying the public of standard inspection results

1. The Toledo-Lucas County Health Department website has a section to allow the public to search standard inspection results for the following programs: Food Service Operations, Retail Food Establishments, Mobile Food Operations, Body Art Establishments, Public Swimming Pools, and Campgrounds.
2. Sanitarians will type the inspections into HealthSpace.
3. Sanitarians will replicate HealthSpace at least every 2 days.
4. Within 24 hours of replication of HealthSpace, the standard inspection will be available on the Toledo-Lucas County Health Department website for public to view.

B. Notifying the public and operators of program and rule changes

1. When there are changes in rules and/or programs the Toledo-Lucas County Health Department enforces, the intended audience will be notified.
2. Notifications to the public and/or operators can be accomplished by using one or more of the following methods:

- a. Town hall meetings;
 - b. Informational flyers;
 - c. Educational handouts;
 - d. Press release;
 - e. Posting information on the Toledo-Lucas County Health Department website;
 - f. Posts on the Toledo-Lucas County Health Department social media sites through the Public Information Officer;
 - g. Mass email to facility operators listed in our HealthSpace database;
 - h. Mass email to medical providers.
3. When educational handouts and flyers are used to educate operators on rule and/or program changes, sanitarians will provide copies during inspections.
4. Environmental Health employees will discuss rule and/or program changes when speaking to operators and the general public.

C. Notifying the public and operators during an emergency

1. The Public Information and Media Relations Guide-Information Management Plan will be referenced.
2. When an emergency occurs, the situation will be assessed and the best method to educate the public will be decided.
3. Once the situation is assessed, notifications to the public and/or operator can be accomplished by using one or more of the following methods.
 - a. Informational flyers;
 - b. Educational handouts;
 - c. Press release;
 - d. Posting information on the Toledo-Lucas County Health Department website;
 - e. Posts on the Toledo-Lucas County Health Department social media sites through the Public Information Officer;
 - f. Mass email to facility operators listed in our databases.

D. Notifying the public and operators of an emerging public health risk

1. When there is an emerging public health risk, the situation will be assessed and the best means to educate the public will be decided.
2. An emerging public health risk can include, but not limited to the following:
 - a. Positive rabid animal (bat, dog, cat, raccoon, etc.);
 - b. Tick-borne diseases;
 - c. Mosquito-borne diseases;
 - d. Bathing beach E.coli levels are above US EPA standards;
 - e. Algal bloom.
3. Once the situation is assessed, notifications to the public and relevant operators will be accomplished by using one or more of the following methods:
 - a. Town hall meetings;

- b. Informational flyers;
- c. Educational handouts;
- d. Press release;
- e. Posting information on the Toledo-Lucas County Health Department website;
- f. Posts on the Toledo-Lucas County Health Department social media sites through the Public Information Officer;
- g. Mass email to facility operators listed in our HealthSpace database;
- h. Mass email to medical providers;
- i. Placards placed at affected sites;

V. Maintenance

A. Review

1. The Public Notifications of Enforcement Activities standard operating procedure is to be reviewed every 5 years, and as needed to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By