



Department of Health and Human Services  
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## **Guidance to Assist Local Health Officers In Reporting Health and/or Safety Issues to the Health Inspection Program**

### **Local Health Officer (LHO) Responsibilities**

LHOs act as a resource for connecting residents with the public health services and resources provided by the Maine Center for Disease Control and Prevention.

### **Health Inspection Program (HIP)**

The HIP works with Certified Health Inspectors to license and inspect eating and lodging establishments in Maine. During potential outbreaks of illness associated with food, or in the case of particularly troublesome eating, lodging or other establishments licensed by the HIP, the HIP will collaborate with any LHO to mitigate any future problems with the establishment.

### **What LHOs (and others) can do to assist the HIP**

Any person patronizing eating and lodging establishments can assist the HIP by observing:

- Hand-washing signs in bathrooms
- Hand washing by staff
- Cleanliness of the establishment
- Personal hygiene of staff
- Signs of illness among staff
- Signs of pests, rodents or other vermin
- Whether hot foods are served hot and cold foods are served cold

**Please share your observations regarding any of the above, or pass along complaints you may receive in your role as the LHO about eating and lodging establishments to the Health Inspection Program at 287-5671 or email [Rebecca.walsh@maine.gov](mailto:Rebecca.walsh@maine.gov) or [Lisa.roy@maine.gov](mailto:Lisa.roy@maine.gov)**

### **Other Ways to Assist**

- The Health Inspector may ask you to observe if an establishment that was asked to close, remains closed during the weekend or after hours.
- Report observed power outages, floods or fires at eating and lodging establishments.