**Guidance Document to Assist Local Health Officers in Reporting Possible Food or Lodging Health and/or Safety Issues to the Health Inspection Program**

**Local Health Officer (LHO) Responsibilities**

As part of their local duties, LHOs act as a resource for connecting residents directly with specific 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 food outbreaks and/or in the case of particularly troublesome eating or lodging establishments, or other establishments licensed by the HIP, local inspectors and other HIP staff will collaborate with any LHO willing to work together to mitigate any future problems with the local 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 establishment and personal hygiene of staff
* Signs of illness or other health concerns related to staff.
* Signs of pests, rodents or other vermin
* Whether hot foods ordered were served hot and cold foods ordered were served cold

**Please report concerns about any of the above as well as all complaints you 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**

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