



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 519 INSPECTING CHILDCARE FACILITIES

POLICY: North Dakota Administrative Code chapter 75-03-10 requires an annual sanitation and safety inspection as a licensure requirement of certain childcare facilities. Central Valley Health District provides this service upon request to those facilities.

PROCEDURE:

1. All Childcare Facility information is maintained in the EH Inspections Database located under Environmental Health on the CVHD shared drive. This includes facility address, and billing information.
2. Logs are kept of previous facility inspections, including dates.
3. A facility may contact the Environmental Health Division and request to be inspected. Upon arrival at the facility, identify yourself to owner, manager or person-in-charge.
4. Conduct inspection to determine compliance with health standards using the Childcare Facility Inspection Form and the Restaurant Facility Inspection Form if necessary.
 - a. Utilize proper equipment to aid in the inspection process.
 - b. During the inspection focus on factors involved in infection and the transmission of disease such as, personal hygiene, employee health, sanitary practices, building/outdoor safety, chemical safety, lavatory services, food storage and handling.
5. Discuss violations with management or the person-in-charge and indicate corrective procedures and time of correction, if necessary.
 - a. Provide a copy of the completed inspection to the facility.
 - b. Notify of any updates to the Childcare Facility Requirements. The requirements are available on the CVHD website or through the Department of Human Services.
6. Make follow-up inspections and visits as indicated. Follow the above listed procedure for any necessary follow-up inspections.
7. Log the appropriate information into EH Inspections Database. Work with administrative assistant on billing.
8. Retain the original copy of the inspection for CVHD Environmental Health Records.