

Attachment A – Template Email for Virtual Permit Inspections

Subject:

Permit Inspections during the COVID-19 Emergency

Body Text:

Thank you for contacting the Department of Health and Environmental Control (DHEC). Due to precautions that must be taken to prevent the spread of COVID-19, our staff have evaluated options for conducting essential services while engaging in social distancing. One such service that has been identified is that of conducting pre-operational inspections. Our staff are able to conduct these inspections utilizing a variety of services including Microsoft Teams, Apple Facetime, Skype for business and Android Video Call.

If you would like us to conduct this inspection utilizing Microsoft Teams, please let us know and our staff will send you an invite. You will need to download Teams to your mobile device to be able to participate. The invite we send you will prompt you to download and then join you to the “meeting” which will allow for audio and video conferencing. This is the simplest option unless we both have the same type of smart phone. Facetime and Android Video Call can only be utilized iPhone to iPhone or Android to Android. Please let me know if you would like to attempt either of these options.

Prior to the video conference inspection, I will need to receive your completed application and applicable permit fee, a plan or hand drawn sketch showing the layout of the facility, your equipment list, and a menu or list of food served. If you wish to perform any special food processes, such as reduced oxygen packaging, sous vide, canning, pickling, curing, or fermenting foods to extend shelf life or to make them shelf stable, you must submit your process plans for approval prior to conducting those processes.

During the video conference inspection, you will need to have the following:

- Internet or WiFi connectivity
- A device with a camera that can move through the facility (phone, tablet, laptop, etc.)
- A light meter or access to a light meter application. Light meter applications can be downloaded on to smart devices via the Apple App Store or the Android Play Store. One example of a light meter application is a Lux Light Meter Pro.
- Proper thermometers for checking the following temperatures:
 - Cold holding units
 - Hot holding units
 - Cold and hot food
 - Water temperatures
- Sanitizing test kits for warewashing units.

Once you have determined that you have the items listed above and that they can be available during inspection, contact me so that we can set up the type of conferencing we will use along with the date and time to conduct the video conference inspection.

During this inspection, I will discuss with you the areas to be inspected and procedures to demonstrate. Some of the items you will be asked to demonstrate will include: checking hot water temperatures at sinks and testing the warewashing unit(s) for sanitization.

After the inspection, a copy of the inspection report will be emailed to you. To finalize the inspection, respond by email to me with this acknowledgement:

“By return of this email, I acknowledge that I have received and understand the inspection report. This email serves as the Owner or Person in Charge’s signature.”

After receiving your reply email which will serve as your signature on the inspection, a DHEC staff person will then come by your facility to post your letter Grade on the door. Once the grade is posted, you are approved to start operations.