

<b>Title:</b> Policies and Procedures	<b>Policy Number:</b> POL 100.001
<b>Reference(s):</b> RCW 70.05 Local Health Departments, Boards, Officers — Regulations BOH Resolution 19-20 Division of Responsibilities RCW 42.56 Public Records Act RCW 40.14 Preservation and Destruction of Public Records	<b>Effective Date:</b>  <b>Supersedes:</b>
<b>Approved By:</b>  _____ Administrative Officer	<b>Revised Date:</b>

## PURPOSE:

Provide direction to the Snohomish Health District (District) employees on the overarching process, goals, and values to develop a new policy or revise an existing policy or procedures.

## PHILOSOPHY:

The District has determined that using a standard, transparent, and equitable process to develop sustainable policies will guide the agency in an effective and efficient manner. The District aims to develop a policy framework that serves its vision and mission, advances its core values, includes quality principles, supports equity, and promotes health in the work we do.

## DEFINITIONS:

**Attachment:** Supplementary materials included at the end of a policy.

**Customer:** The end user of a policy, procedure, or program instruction. A customer may be internal or external to the District.

**Definitions:** Described terms or concepts to understand the policy or procedure.

**Health:** A state of complete physical, mental, and social well-being; not merely the absence of disease or infirmity.

**Equity:** All people have full and equitable access to opportunities, networks, resources, and supports. Health should not be compromised or disadvantaged because of an individual or population group's race, ethnicity, gender, income, sexual orientation, neighborhood, or other social condition.

**Procedures:** An established way of completing work (not medical treatment or a scientific experiment) in a manner consistent with approved policy. They may apply to one or more programs and its employees and volunteers. Divisions develop and maintain procedures. Procedures are subject to audit, as are agency policies. Division directors are accountable to ensure the instructions are accurate and are followed.

**Procedures Owner:** A person assigned to ensure timely review, updating and dissemination of procedure.

**Policy Program Administrator:** A member of the District's management team responsible for ensuring policies are in compliance with this policies guiding principle, standards, and oversight requirements of the policy program.

**Policy Owner:** A member of the District’s management team responsible to ensure timely review, updating, and dissemination.

**References:** A listing of documents integral to or affected by the text.

## **POLICY:**

### **A. POLICY STATEMENT**

As an agency, we expect our employees to apply relevant laws, regulations, business practices, the District’s values, and good judgment as they make decisions to accomplish work.

The District creates two general categories of policies: those that have agency-wide application and those that address public health. Policies describe a leadership decision and establish a comprehensive, required course of action that reflect the “rules.” Policies do not address how to implement a rule. Policies describe our intent – what we want to achieve and why we want to achieve it. Policies support our agency’s mission, promote efficiencies, keep staff and the public safe, and coordinate compliance with applicable laws and regulations. Policies are written in a broad fashion to provide guidance that is anticipated to be consistent for a number of years.

#### Guiding Principles

1. Policies should be only developed if they are necessary, legal, useful, fair, equitable, and fiscally responsible.
2. A stakeholder engagement process is included in development of policies and procedures.
3. Policies and procedures should address health equity and the social determinants of health (social, economic, and environmental factors).

#### Standards

1. Have a standard, consistent numbering scheme (Attachment 1) and document format (Attachment 2).
2. Use a uniform development, review, approval, maintenance, repeal, and deletion process.
3. Use a records disposition process in accordance with Washington state records retention schedule.
4. Are easily understood, provide clear accountability, and are realistic.
5. Are written using plain talk principles.
6. Are electronically accessible.

#### Oversight

1. Policies are approved according to the Division of Responsibilities as set forth by the Board of Health and the authority of the Health Officer.
2. A Policy Coordinating Committee will be created and maintained to provide guidance and coordination of the District’s overall policy system. The Committee will:
  - a. Consist of, at a minimum, the Administrative Officer, the Human Resource Manager, Health Policy Analyst, Equity Team representative, and the Privacy and Public Records Officer
  - b. Provide technical assistance in the development of new policies, the review of existing policies, the revision of procedures in compliance with this policy
  - c. Not provide topical subject matter technical assistance
  - d. Set and revise standards for written policies and procedures
  - e. Develop, support and provide training options, if appropriate, for staff who are preparers of policy and procedures.
3. The Administrative Officer is the Policy Program Administrator for agency-wide policies, including but not limited to human resources, operations and finance.
4. The Health Policy Analyst is the Policy Program Administrator for public health policies at the federal, state, local and agency levels.
5. Division directors are Policy Owners for all policies within their span of control.

## **B. AGENCY-WIDE POLICY**

Agency-wide policies are intended to improve communication, promote administrative and operational consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as accreditation requirements.

Policies should provide guidance not offered in other governance documents, such as state or federal laws, or the District's collective bargaining agreements (CBA). Policies apply to the entire agency, its employees, interns, and volunteers. For represented employees only, if a conflict exists between the CBA and a specific provision of agency policy, the CBA has priority.

The Administrative Officer may issue an interim policy guidance letter as needed to address a topic. Interim guidance letters will remain in effect for a maximum length of six months while the agency develops and issues a finalized agency policy.

### Guiding Principles:

1. Follow those guiding principles identified in Section A: Policy Statement.

### Standards

1. Follow those standards identified in Section A: Policy Statement.
2. Policies are reviewed and revised on a two-year cycle unless earlier review is needed.

### Oversight & Development

1. The Administrative Officer will oversee the agency-wide policy system. This includes:
  - a. Obtain necessary reviews of proposed policies, which may include Board of Health, legal, or collective bargaining units, or others as needed
  - b. Ensure all employees have electronic access to agency policies.
  - c. Ensure notification to employees of new or revised policies
  - d. Develop and implement a process to review and update agency policies.
  - e. Maintain signed originals
  - f. Ensure administrative support is in place to manage the work processes that support the policy system
  - g. Participate in and provide regular communications to Policy Coordinating Committee on the status and needs for agency-wide policy.
2. Policy Owners, or their representative, are the point persons to:
  - a. Develop the policy including coordinating stakeholder engagement
  - b. Assess the policy for operational (staff, budget) and outcome impacts
  - c. Adherence to guiding principles, standards and oversight as listed in this section
  - d. Determine if a procedure is necessary to implement the policy and, if needed, subsequent procedure development
  - e. Consistent and timely review and revision of policy
  - f. Regular communication with Administrative Officer about status of policy and procedure development, review and revisions
  - g. Designate a technical content expert that is readily available to interpret policy and resolve problems.
  - h. Notify employees of new or revised policies.

## **C. PUBLIC HEALTH POLICY**

Public health policy is one tool used in the practice of preventing disease and promoting health within our communities. Public health policies define a vision and strategies that are to be taken to achieve a specific goal (e.g., immunizations, smoking in public places, onsite sewage disposal). Public health policy is typically expressed in legislation, strategic, comprehensive or other local planning documents and administrative

actions. It is translated and carried out through rules and regulations, resolutions, standards, manuals, contractual agreements, and enforcement actions.

### Guiding Principles

1. Follow those guiding principles identified in Section A: Policy Statement.
2. Are based in and use public health foundations and framework to address population public health issues.
3. Developed using a “Health in All Policies” approach.
4. Are scientifically informed and provide evidence-based solutions and strategies.
5. Adheres to public health policy values:
  - a. Public health saves money and improves quality of life
  - b. Public health helps children thrive
  - c. Public health reduces suffering.
6. Reflect Board of Health and District priorities.

### Standards

1. Follow those standards identified in Section A: Policy Statement.
2. Use the *following stages of policy development* –
  - a. Issue identification
  - b. Formulation
  - c. Adoption
  - d. Implementation
  - e. Evaluation.
3. Adhere to the public health policy development process.
4. Policies are reviewed, revised or reauthorized in accordance with levels of policy enactment, delegated authority and/or control.

### Oversight

1. The Health Policy Analyst will oversee the public health policy system. This includes:
  - a. Participate in and provide regular communications to Policy Coordinating Committee on the status and needs for public health policy
  - b. Create and implement a process to develop, review and update public health policies
  - c. Provide customized technical support to Policy Owners to facilitate and navigate movement of a policy through all five stages of the policy development process
  - d. Obtain legal review of proposed policies, as needed
  - e. Coordinates with the Administration Executive Assistant and the Communications Team to manage work processes that support the public health policy system, Including:
    - i. Ensure notification of public and staff of new or revised policies
    - ii. Maintain signed originals
    - iii. Ensure public and staff have electronic access to public health policies and procedures.
2. Policy Owners, or their representative, are the point persons to:
  - a. Develop the policy including coordinating stakeholder engagement
  - b. Assess the policy for operational (staff, budget) and outcome impacts
  - c. Adherence to guiding principles, standards and oversight as listed in the section
  - d. Determine if a procedure is necessary to implement the policy and, as needed, subsequent procedure development
  - e. Consistent and timely review and revision, if necessary, of policy
  - f. Regular communication with Health Policy Analyst about status of policy and procedure development, review and revisions
  - g. Designate a technical content expert that is readily available to interpret policy and resolve problems.

## D. PROCEDURE STATEMENT

Procedures are tied to a policy and provide additional guidance, when needed, on how to implement a policy or where a policy is silent. Policies necessitating development of a procedure can include both agency-wide and public health policy. Procedures can allow for differences in implementation of a policy across programmatic areas. For instance, they may:

- Tell employees how to implement specific services, such as processing permit applications or posting mail.
- Provide guidance in areas specific to a program or division.

### Guiding Principles

1. Employ the same guiding principles as listed in Section A: Policy Statement.
2. Are developed with the end-user in mind.
3. Are responsive to meet the changing needs of customers and staff, and adapt to new technology.
4. Provide the needed framework to maintain accountability and adherence to policies without unnecessarily restricting implementation of the policy.
5. When a conflict exists between policy and procedures, policy takes priority.
6. Are efficient and cost-effective work processes.
7. If employees in more than one division deliver a service or program, the impacted divisions will develop consistent procedures that apply to all employees working on that effort.

### Standards

1. Employ the same standards as listed in Section A: Policy Statement.
2. Use quality improvement processes to assess and improve our business practices.
3. Review and updated annually, at a minimum. More frequent revisions may be needed to maintain responsiveness.

### Oversight

1. The Administrative Officer will oversee the agency-wide procedure system. This includes:
  - a. Obtain legal review of proposed procedures, as needed
  - b. Ensure all employees have electronic access to agency procedures
  - c. Ensure notification to employees of new or revised procedures
  - d. Develop and implement a process to review and update agency procedures
  - e. Maintain signed originals
  - f. Ensure administrative support is in place to manage the work processes that support the procedure system.
2. Procedure Owners, or their representative, are the point persons to:
  - a. Determine if a procedure is necessary to implement a policy
  - b. Develop the procedure including coordinating stakeholder engagement
  - c. Assess the procedure for operational (staff, budget) and outcome impacts
  - d. Adherence to guiding principles, standards and oversight as listed in this section
  - e. Consistent and timely review and revision of procedure
  - f. Regular communication with Administrative Officer about status of procedure development, review and revisions
  - g. Develop training options, if appropriate, for staff who implement and adhere to the procedure.
  - h. Designate a technical content expert that is readily available to interpret the procedure and resolve problems
  - i. Notify employees of new or revised procedures.
3. Procedures are approved according to:
  - a. Newly developed procedures must be approved by the Administrative Officer
  - b. Previously approved procedures undergoing revisions may be approved by the impacted Division Director.

## Attachment 1

### Number System

Policy, Procedure & Forms Agency wide Numbering System		
100	Administration	Titles
100.000	Administrative Services	
110.000	Office of the Administrator	
120.000	Human Resources	
120.001		Employee Handbook
120.002		Staff Immunization or Proof of Immunity Policy
130.000	Finance	
130.003		Surplus Property
140.000	Information Technology	
150.000	Public Health Emergency Preparedness and Response	
200	Public Health and Safety	
200.000	Office of the Health Officer	
200.001		Conditions Requiring Immediate Health Officer Notification
210.000	Privacy & Confidentiality	
220.000		
300	Environmental Health	
301	District Code	
301.000	General Provisions	
301.103		Codification Guidelines
301.105		Applicability and Definitions
301.110		Administration
301.115		Conduct of Hearings
301.120		Right of Appeals
301.125		Public Records
301.130		Official Newspaper of Record
302.000	Health and Safety	
302.205		Public or Common Nuisance
302.210		Fees for Health Services, Licenses, Permits
302.215		Solid Waste Handling Regulations
302.220		Solid Waste Handling Standards

302.225		Criteria for Municipal Solid Waste Handling
302.230		Minimum Functional Standards for Solid Waste Handling
302.235		Food Services
302.240		Enforcement Procedures of the Food Program
302.245		Food Service Manager
302.250		Decontamination of Illegal Drug Manufacturing of Storage Sites
302.255		Contaminated Properties
302.260		Rules and Regulations Regarding Decontamination of Illegal Drug Manufacturing or Storage Sites
302.265		Right of Appeal, Decontamination of Illegal Drug Manufacturing or Storage Sites, Health Officer's Order – Unfit for Use
302.270		Local Supplemental Definition Provisions Related to Chapter 70.160 RCW
302.275		Restrictions of the Use and Availability of Vapor Products
302.280		Secure Medicine Return Regulation in Snohomish County
303.000	Public Services	
303.305		Recreation Camping Facilities
303.310		Mobile Home Parks
303.315		Group Camp Regulations
303.320		Schools
304.000	Water	
304.405		Rules and Regulations of the State Board of Health for Water Recreation
304.410		Rules and Regulations of the State Board of Health for Recreational Water Contact Facilities
304.415		Water Recreation Facility Enforcement Procedures
304.425		Drinking Water Rules and Regulations
304.430		Supplemental Drinking Water Policies and Procedures for Individual Water Systems
304.431		Rainwater Catchment Systems
304.435		Water Quality Standards
304.440		Drinking Water Rules and Regulations- Arsenic Testing



305.000	Waste Water	
305.505		Onsite Sewage Disposal Regulations
305.510		Vertical Separation
305.515		Supplemental Onsite Sewage Disposal Policies and Procedures – Repairs and Remodels
305.520		Land Division Review, Restricted Use of Easements
305.525		Community Systems
305.530		Use of Sand Filter System/Mound System on Sites with 12 inches to 18 inches of Suitable Soil, Use of Boot with Sand Filter Liner
305.535		Resident Owner Application for a Repair Permit
305.540		Onsite Sewage Disposal System Installer Certification Program Installation Requirements
305.545		Supplemental Onsite Sewage System Installer Certification and Installation Requirements
305.550		Septic Tank Pumper Program
305.555		Onsite Sewage System Pumper Certification and Reporting Requirements
305.560		Onsite Sewage Disposal System Application Permit and Installation Procedures
305.565		System Permit Application Design and Record Drawings (As-Built) Standards
305.570		Onsite Sewage System Monitoring and Maintenance Specialist Certification Program