



**OREGON YOUTH AUTHORITY**  
**Policy Statement**



**I-D-2.3 - Food Handlers Sanitation and Safety**

**Approved**

Bob Jester, Director

**Effective:** February 23, 2005

**Supersedes:**

**Interpretation:** Employee Services/  
Facilities Operations

**REFERENCES**

U. S. Department of Health and Human Services, Public Health Service, Food and Drug Administration Food Code

1-201.10 Accredited Program

2-201.11 Pre-Employment Screening

2-102.11 Certified Training for PIC from accredited Program

OYA Policy: II-D-3.0 Facility Nutrition Services

I-D-3.16 Volunteer Services

**FORMS**

YA 4630 Applicant and Food Handling Employee Interview (Past and Current History)

YA 4631 Food Handling Employee or Applicant Medical Referral

YA 4632 Food Handler Card Verification

YA 4633 Food Handling Employee Reporting Agreement

YA 4634 Food Handling Employee Health Screening

**DEFINITIONS**

**Communicable diseases:** Communicable diseases include typhoid (*Salmonella Typhi*), shigellosis (*Shigella spp.*), *Escherichia coli* (*E. Coli O157:H7*) infection, or hepatitis A virus. Symptoms, as defined by public health standards, may include diarrhea, fever, vomiting, jaundice, sore throat with fever, lesions containing pus on hand, wrist, or an exposed body part (such as boils, and infected wounds, however small).

**Foodborne pathogen:** Any hazard to humans that may arise from consumption of food contaminated with any disease-causing agent, such as a virus or bacterium.

**Person-In-Charge (PIC):** A designated staff on duty during meal periods that is certified in food protection and able to demonstrate knowledge of safe food handling and its potential as a vehicle for disease transmission.

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Food handler: Persons, including offenders, involved in the preparation or service of food in a facility. This includes, but is not limited to, staff supervising meal service, preparation, and restaurant operations, cooks, servers, dishwashers, and clean-up crew.

## **POLICY**

It is the policy of the OYA to protect the health of offenders, food handlers, and other staff. Food service programs within the facilities will adhere to the highest standards possible in providing meal service to offenders and staff.

### **I. General**

- A. A wide range of communicable diseases and infections may be transmitted by infected food handlers handling food or food utensils in OYA close custody facilities. Proper management of food services operations begins with employing healthy people and instituting a system of identifying food handlers who present a risk of transmitting food borne pathogens to food or other food workers and offenders.
- B. In order to protect the health of offenders, food handlers, and other staff, health status information will be required as a condition of employment for applicants who are offered employment by the OYA as food handlers. Applicants will be required to provide information on the YA 4630 about their health and activities as they relate to diseases that are transmissible through food.
- C. New Cook IIs and Supervising Cooks must obtain a food handler card within 30 days of hire and maintain it throughout employment with the OYA. All other staff supervising offenders who serve or prepare food have 30 days from date of hire to obtain a food handler card. If staff have a valid food manager training certificate, it is accepted in lieu of a food handler card. To be accepted in lieu of a food handler card, a food handler manager certification must be renewed every five years. Food handler cards issued in other states are not valid in Oregon.
- D. Offenders newly admitted or revoked to a close custody facility will not work in the kitchen or handle food for the first 60 days of placement. Offenders who transfer from one close custody facility to another do not require a new 60-day waiting period.
- E. Offenders who prepare, handle, and serve food less than 10 hours per week are not required to have a food handler card. Those offenders who work more than 10 hours per week will receive food handler training and receive a food handler card.
- F. Volunteers who prepare, handle, and serve food less than 10 hours per week are not required to have a food handler card but must be supervised by staff that have been properly trained.
- G. OYA facilities will have Person-In-Charge (PIC) trained staff on duty during all meal periods. All PIC staff will have completed certified training

from an accredited program. Recognized programs include County Health Department Certified Managers' training, and Serve Safe training. Food-related concerns or issues will be directed to the PIC to assure food safety is maintained at each facility. In the absence of the Supervising Cook or Cook II responsible for Nutrition Services operation, food safety responsibility for the facility becomes the responsibility of the management staff assigned to supervise these positions.

## II. Food Handler Applicants

- A. Applicants who are offered employment by the OYA as food handlers are required to submit to and provide the following information as a condition of employment:
1. Drug screening in accordance with Policy I-D-1.6 (Drug-Free Workplace).
  2. Criminal History Check in accordance with OAR Chapter 416 Division 800.
  3. Applicant and Food Handling Employee Interview-Past and Current History (YA 4630).
    - a. If the applicant has health issues requiring physician clearance, the applicant will be referred to his/her physician to obtain medical clearance (YA 4631) prior to hire. Once received, forward the YA 4631 to Employee Services. **No copies of these forms are to be kept at the facility.**
  4. Food Handler Card
    - a. All food service handlers must have an active Food Handler Card at the time of hire or agree to obtain one within 30 days of hire (YA 4632).
    - b. The OYA may pay for food handler card renewals and update classes for food handler staff on an ongoing basis.
- B. Once hired, the food handler staff will sign an agreement (YA 4633) to report to the PIC any high-risk infectious health issues on an ongoing basis.
- C. The YA 4630 and the YA 4633 must be filled out and forwarded to Employees Services as soon as signatures are obtained. Employee Services will maintain separate and distinct health screening files to ensure security of this information. **No copies of these forms are to be kept at the facility.**

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### III. On-going Health Screening

- A. To ensure that food is being handled safely and that food handlers are free of infectious/communicable disease, there will be ongoing observation to screen staff that are ill and who may be sent home, if necessary. Only Superintendents/Camp Directors may approve reassignment of work duties.
  - 1. The PIC will be responsible for ensuring food handler physical wellness. The PIC will provide a screening of staff who exhibit symptoms of illness (YA 4634).
    - a. If a staff appears to be ill, a second screening by an unbiased Supervisor/Manager will be completed using the same YA 4634 and will be signed by both parties.
    - b. The Supervisor/Manager will have the staff sign the YA 4634 and provide staff with a copy of the form.
    - c. The staff will be sent home and must use accumulated sick leave time during their absence. When appropriate, a Supervisor/Manager may request a YA 4631 be completed by a doctor, clearing the staff of infectious/communicable disease, before staff return to work.
- B. The Supervisor/Manager/PIC will ensure all necessary forms are completed and signed by both screening Supervisors/Managers.
- C. All forms will be forwarded to Employees Services as soon as signatures are obtained. **No copies of these forms are to be kept at the facility.**