



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject:*

**Food Handlers Sanitation and Safety**

*Section – Policy Number:*

**D: Personnel Management – 2.3**

*Supersedes:*

**I-D-2.3 (02/05)**

*Effective Date:*

**01/25/2011**

*Date of Last*

*Review:*

**04/24/2025**

**Related Standards and 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
- Oregon Department of Human Services, Foodborne Illness Prevention Program, [“Food Safety – Your Self-Training Manual”](#)
- [OYA policy](#): II-D-3.0 (Facility Nutrition Services)  
I-D-3.16 (Volunteer Services)
- [OYA 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)

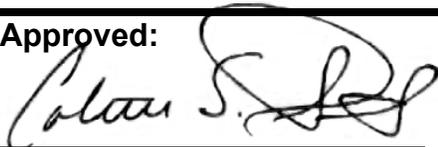
**Related Procedures:**

- None

**Policy Owner:**

Food Services Operations Manager

**Approved:**



Colette S. Peters, Director

**I. PURPOSE:**

This policy provides general standards for food service sanitation and safety in OYA facilities.

**II. POLICY DEFINITIONS:**

**Food handler:** Persons, including youth, 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.

**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.

**Highly contagious diseases:** Highly contagious diseases include typhoid (*Salmonella Typhi*), shigellosis (*Shigella* spp.), nontyphoidal *Salmonella*, *Escherichia coli* (Shiga toxin-producing *E. coli*) infection, Norovirus and hepatitis A virus. Common symptoms, may include diarrhea, fever, vomiting, nausea, abdominal cramps, jaundice (yellowing of the eyes and skin), sore throat with fever, lesions containing pus on hand, wrist, or an exposed body part (such as boils, and infected wounds, however small).

**Person-in-charge (PIC):** A designated staff on duty during meal periods who is certified in food protection through Oregon Food Handler or ServSafe training and able to demonstrate knowledge of safe food handling and its potential as a vehicle for disease transmission.

### III. **POLICY:**

OYA protects the health of youth, food handlers, and staff by operating safe food service systems that adhere to national and statewide foodborne illness prevention programs.

A wide range of highly contagious diseases and infections may be transmitted by infected food handlers through food or food utensils. Proper food service operations ensure healthy people are handling food safely, and identify food handlers who are at risk of transmitting foodborne pathogens. In order to protect the health of youth, food handlers, and OYA staff, health status information is required as a condition of employment for applicants who are offered employment by OYA as food handlers.

### IV. **GENERAL STANDARDS:**

#### A. Food Handler Applicants

In addition to general OYA employee applicant requirements, hiring staff must ensure applicants who are offered employment by OYA as food handlers complete a [YA 4630](#) (Applicant and Food Handling Employee Interview-Past and Current History).

If the applicant has health issues requiring physician clearance, the hiring staff must refer the applicant to their physician for clearance by completing a Food Handling Employee or Applicant Medical Referral ([YA 4631](#)). Once completed, the YA 4631 must be forwarded to Human Resources. No copies of the form may be kept at the facility.

#### B. Food Handler Card

1. Food Service Managers, Cook IIs and Supervising Cooks must have an active Oregon food handler card at the time of hire or agree to obtain one within 30 days of hire (YA 4632) and maintain it throughout employment with OYA.

a) Food handler cards must be renewed every three years.

- b) Food handler cards issued in other states are not valid in Oregon.
  - c) A valid ServSafe certificate is accepted in lieu of a food handler card and must be renewed every five years.
- 2. OYA may pay for food handler card renewals and update classes for food handler staff on an ongoing basis.
  - 3. Once hired, the food handler staff must sign an agreement ([YA 4633](#)) to report to the person-in-charge (PIC) any high-risk infectious health issues they may have on an ongoing basis.

The YA 4633 must be filled out and forwarded to Human Resources as soon as signatures are obtained. No copies of the form may be kept at the facility.

- C. Staff that supervise food-handling youth that are not required to have a food handler card must complete food safety training 30 days from their date of hire.
  - 1. E-learning training is available on iLearn and is based on Department of Human Services (DHS) Foodborne Illness Prevention Program, "[Food Safety – Your Self-training Manual.](#)" Training and testing must be monitored by OYA staff either as part of New Employee Orientation (NEO) or at other scheduled times. The iLearn course is titled "OYA Food Safety for Food Handlers."
  - 2. The training must be renewed every three years throughout employment with OYA.
- D. Food Service staff must ensure youth newly admitted or revoked to a close-custody facility do not work in the kitchen or handle food for the first 60 days of placement. Youth who transfer from one close-custody facility to another do not require a new 60-day waiting period.
- E. Food Service staff must ensure youth and volunteers who prepare, handle, and serve food complete food safety training prior to beginning their food service duties. The training course is available on iLearn and is titled "OYA Food Safety for Food Handlers."
  - 1. Training and testing must be monitored by OYA staff and a certificate will be issued verifying successful completion and understanding of the course material. A copy of the certificate will be kept on file in the Food Service department.
  - 2. The certificate is only valid on OYA properties and must be renewed every three years.
- F. OYA facilities must have PIC trained staff on duty during all meal periods. All PIC staff must have completed PIC certified training from an accredited

program. Recognized programs include County Health Department Certified Managers' training, and Serve Safe training.

Staff must direct food-related concerns or issues to the PIC to assure food safety is maintained at each facility.

G. On-going Health Screening

To ensure that food is being handled safely and that food handlers are free of infectious/communicable disease, ongoing observation of food handlers must occur to screen those who are ill and may be sent home. Only superintendents/camp directors may approve reassignment of work duties.

1. The PIC is responsible for ensuring food handler physical wellness. The PIC will screen staff who exhibit symptoms of illness by completing a Food Handling Employee Health Screening ([YA 4634](#)).
2. If a staff appears to be ill, a second screening by a manager must be completed using the same YA 4634 and must be signed by the manager.
3. The manager must ensure the staff member signs the YA 4634 and will provide the staff member with a copy of the form.
4. If the staff member is ill, the staff must be sent home and use appropriate leave time during their absence.
5. When appropriate, a manager may request a YA 4631 be completed by a doctor to clear the staff member of infectious/communicable disease before the staff member returns to work.
6. All forms must be forwarded to Human Resources as soon as signatures are obtained. Copies of these forms may not be kept at the facility.

H. When the Supervising Cook or Cook II responsible for Nutrition Services operation is absent, the management staff assigned to supervise these positions is responsible for the facility's food safety.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**