

Level of Priority High, Medium, Low, or N/A	<b>I. Foodservice Personnel</b>		Schedule	Implemented
_____	<b>I1. Maintain an updated daily or shift roster of foodservice personnel and distribute it to school and foodservice supervisors.</b> Make the roster accessible to staff only, not to outside visitors.	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>I2. Use a system that ensures clear identification of foodservice personnel to their specific functions (for example, ID cards, colored aprons or hats).</b> Particular attention should be paid to personnel working in critical production areas such as near steam-jacketed kettles, bulk mixers, and dry ingredients. (This should be consistent with suggestion J2.)	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>I3. Ask for and verify identification/credentials and have all visitors escorted.</b> (This should be consistent with suggestion M6).	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>I4. Secure all access points into the foodservice facility with alarms, cameras, locks, fences, or other security hardware that meet national and local fire and safety codes.</b>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>I5. Establish procedures for dealing with an unauthorized person(s) in a restricted section of the foodservice area.</b>	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	
_____	<b>I6. Establish procedures for accessing personnel files.</b> Emergency contact information, insurance information, and hospital preferences must be kept secure and confidential.	Assigned to:  Deadline:  Comments:	<input type="checkbox"/>	

Level of Priority High, Medium, Low, or N/A	I. Foodservice Personnel (continued)		Schedule	Implemented
	<p><b>17. Set and enforce policy that defines the personal items foodservice employees may and may not have in the food production or foodservice areas.</b> The FDA Model Food Code limits personal items to a single, plain wedding band and confirmed necessary medications that require refrigeration and are double-packaged and labeled. Provide a secure storage space outside of restricted foodservice areas for all other personal items. (See resources)</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	