

Level of Priority High, Medium, Low, or N/A	M. General Security		Schedule	Implemented
_____	<p>M1. Set procedures to require that all job candidates (permanent, substitutes, and contract workers) must pass background security checks prior to hiring. Priority attention should be paid to personnel working in critical production areas. Every school employee can influence the security of the school, including the security of the foodservice operation.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>M2. Conduct random inspections of all employees' lockers. This must be done within the law.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>M3. Document reported foodborne illnesses. Include tracking unusual absenteeism trends and be alert for unusual staff health conditions.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>M4. Protect computer data systems with passwords, network firewalls, and effective virus detection systems.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>M5. Test emergency alert systems to be sure they work, and mark the locations of controls.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>M6. Control access of all visitors and non-school employees (including contractors, salespeople, truck drivers, pest control operators, environmental health specialists/sanitarians, fire fighters, and law enforcement officials). Require them to sign in at the main office or dock office, show picture identification, and explain the purpose of their visit. Provide visitors with a visitor's badge. An authorized school representative should accompany them to the appropriate foodservice site. Visitors should not be left unsupervised in the school.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	

Source: U.S. Department of Agriculture, Food and Nutrition Service. (2004). *A biosecurity checklist for school foodservice programs: Developing a biosecurity management plan.* Available at <http://schoolmeals.nal.usda.gov/Safety/biosecurity.pdf>.

Level of Priority High, Medium, Low, or N/A	M. General Security (continued)		Schedule	Implemented
_____	M7. Account for all keys provided to current employees.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	
_____	M8. Account for all keys, uniform(s), and identification badges provided to former employees.	Assigned to: Deadline: Comments:	<input type="checkbox"/>	