

Level of Priority High, Medium, Low, or N/A	N. Handling Mail/Money		Schedule	Implemented
_____	<p>N1. Set procedures to conduct mail-handling activity in a separate room or facility, away from food production and processing operations. Dangerous contaminants can be spread through handling packages. It is important to take precautions when handling mail to minimize the risk that contaminated mail could contaminate the food or foodservice areas.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>N2. Establish policy to direct all incoming mail (from the U.S. Postal Service or from private mail services such as UPS, FedEx, etc.) to one central location. Restrict access to mail area.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>N3. Train mail handlers to recognize and handle suspicious pieces of mail using U.S. Postal Service guidelines. Guidelines are available from the U.S. Postal Service and from the Centers for Disease Control and Prevention. (See resources)</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>N4. Be aware that the handling of money is a potential means of spreading dangerous contaminants – separate money transactions from the foodservice areas.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	
_____	<p>N5. Set a policy for cashiers to always wash hands after handling money and prior to preparing, serving, or handling foodservice equipment. Follow hand-washing method as directed in the <i>FDA Model Food Code</i>.</p>	<p>Assigned to:</p> <p>Deadline:</p> <p>Comments:</p>	<input type="checkbox"/>	