

## Process, Equipment & Supplies Worksheet

optimizing action items	HFLI * Ranking	Timeframe to implement	Decision Factors to consider	Your priority	Completion target date	Person Accountable
<b>Process:</b> Safe Food Policy	1A	1 week	Visible commitment a must			
<b>Hands-On System Processes:</b>						
Section 1- Facility Risk Assessment	1B	3-6 months	Poor hand hygiene is the leading cause of foodborne illness.			
Section 2- Outbreak Readiness	1A	1 week				
Section 3- Worker Exclusion Policy	1B	1 month	An outbreak of foodborne illness will put you out of business.			
Section 4- Employee Certification	1A	1 week				
Section 5- Monitoring & Reporting	1B	1 month				
<b>Equipment &amp; Supplies:</b>						
Paper Towels & Dispensers	1A	1 month	Research clearly shows disposable paper towels are superior to all other drying methods. Air drying is a high risk unacceptable option.			
Liquid Soap & Dispensers	1B	1 month	Counters in dispensers are key to management control and HACCP compliant program.			
Hand Sanitizers & Dispensers	1B	1 month	Make a 1A priority if number of handwash stations in operation are inadequate.			
Water Supply	2B	3-6 months	Take intermediate steps if warranted. Temperature is critical to usage.			
Nailbrushes	1A	1 week	Brush critical on entering facility and after using restroom. Sanitize brushes frequently.			
Sinks	2B	3-6 months				
Faucets	2A	2-3 months	Automatic faucets save time and water.			
Surface Sanitizers	1A	1 week				

\*Handwashingforlife Institute (HFLI)