

COVID-19 Checklist for a Prepared and Healthy Workforce

We're all in this together. Here are recommendations for navigating this pandemic in the workplace.

1. Let employees hear from you first & often. Offer calm & proactive communication & let employees know you are working hard to keep them safe.

The [Edelman Trust Barometer](#) has repeatedly found that a person's own employer is the most trusted of all social messengers – beating business in general, government, media and NGOs by 20-point margins.

- ✓ Develop/ utilize a two-way emergency communication plan for distributing timely and accurate information to workers and those you serve.
- ✓ Make sure all methods of company-wide communication alerts are activated, accessible and known.

2. Up the ante on hygiene practices in your workplace. Make COVID-19 prevention supplies readily available to your organization. Most importantly, encourage employees to:

- ✓ Wash their hands frequently and for at least 20 seconds
- ✓ Maintain social distancing
- ✓ Avoid touching their face, especially around mouth and eyes
- ✓ Practice respiratory hygiene – cough into tissue or their elbow
- ✓ STAY HOME if experiencing any symptoms (fever, cough and shortness of breath are at the top of the list)

3. Flex & proactively plan for work-from-home policies & strained workforce coverage.

- ✓ Plan for employee absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19 related staff absences.
- ✓ Test technology capabilities for remote work to sustain business.
- ✓ Consider extending paid leave policies to those who are unable to work from home including expansion of PTO peer-to-peer donation policy.

4. Restrict business travel & encourage transparency on personal travel.

- ✓ Non-essential travel should be restricted for businesses at this time, especially avoiding large gatherings.
- ✓ Ask individuals traveling to a country that is on the [US Transportation Department's Level 3 or Level 4 advisory list](#) to self-quarantine for 14 days after visiting the country.

5. Social Impact – Give & Grant. Make sure you have sustainable funding to support employees facing hardship as a direct result of the Coronavirus pandemic.

- ✓ Encourage employees to give and apply to their Employee Relief Program.
 - If you don't have an employee relief fund, let's partner today!
- ✓ Donate to nonprofit organizations with pandemic support such as local food banks, blood drives or [unused products](#) from canceled conferences.