



TIPS FOR COMMUNICATING WITH EMPLOYEES ABOUT COVID-19

Communication is key to building trust in the workplace. Effective communication can positively shape an employee's perspective which is important during these uncertain times. Use these communication tips to build trust about your company's response to COVID-19.

Use Proactive and Strategic Communication to Build Trust:

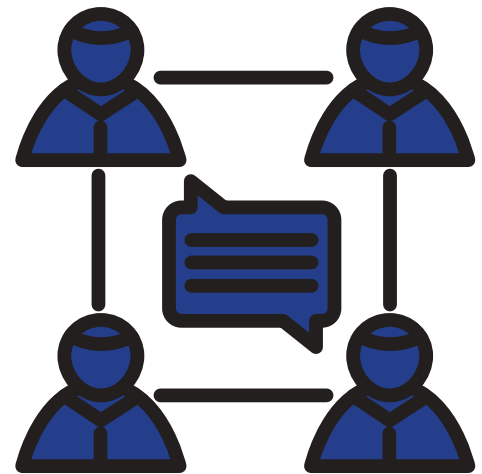
- Establish a frequent communication schedule and make sure it allows employees to consume messages through different channels (e.g., emails, videos).
- Let employees know that you have a companywide COVID-19 Response Program or Plan and where it's stored.
- Share your cleaning/disinfecting schedule and protocol.
- Notify employees of changes to internal policy changes or CDC recommendations in a timely manner.
- Post signage about hand hygiene, social distancing and other precautions.
- Ask employees for feedback, specifically about what they need to feel safe at work.



Continued

Use Reactive Communication If An Employee Gets COVID-19:

- Communicate with the infected employee regularly to alleviate uncertainty about their job.
- Notify employees who were in contact with the infected person to monitor their health.
- Do not disclose protected health information (like the employee's name) which is protected under HIPAA.
- Let employees know how and when you'll be disinfecting affected areas, if applicable.



Safex provides companies, large and small, with health, safety and environmental (HSE) services. Contact us for assistance with COVID-19 response plans.