

# Communications

## 4 Communications ACTION PLAN

Action	Who	When
Schedule an all-hands meeting to review & distribute the <a href="#">Corona Care Guide for Businesses</a> with your employees.		
Share <a href="#">Corona Care Guide for Families</a> with all your employees, customers, vendors, partners, and community.		
Distribute <a href="#">Corona Care Guide for Families</a> via email, text, website, social media, and other direct channels.		
Create a clearly defined communication plan to update your employees, customers, partners, vendors, and community.		
Make sure your employees know where to get up to date information, whether on a website, email, conference calls, video conferences etc.		
Conduct daily video conferences to inspire and inform your team and to gather feedback.		
Look for opportunities to recognize your team and celebrate victories publicly, to inspire others.		
Discuss challenges openly with your team, invite them to help you find the causes and solutions.		
Provide resources for employees that are experiencing hardship. Listen for ways you can help or connect them with someone who can.		
Share videos that inspire and inform your team on how they can use this challenging time to learn, grow and improve, personally and professionally.		
Carefully consider your messaging – state the facts, outline the impact, share safety measures with your employees		
Articulate work-from-home, time-off, and travel policies to your employees; update on an as-needed basis		
Create assets that outline to your customers the measures you are taking to ensure the safety of your employees and your customers.		