

April 2020

DID YOU KNOW??

Important thoughts as we contemplate a potential return in the not so distant future:

As we all begin to think about our return to work in either your office or facility here are a few thoughts in preparation.

- 1) Begin to lay out your office/manufacturing/distribution center with 6 feet apart work stations in place. Social distancing is here to stay for now.
- 2) Create a Covid-19 checklist that all employees review and sign before returning. Include items related to travel, exposure to others, showing symptoms, temperature confirmation. I have a sample copy if you'd like to review. Email us and we'd be happy to forward one on to you.
- 3) Begin to set up meeting capability via, Skype, zoom or conference call features on your phone. Eliminate conference room meetings for the near future.
- 4) Communicate directly with your employees about their health and well-being as top priority but the need to eventually return back to a new normal with the financial well-being of the company being paramount for future job security.
- 5) Let employees see you making an active attempt to sanitize and sterilize your facility. If they see you, they typically will take an active role as well.
- 6) If your company has manufacturing and warehouse personnel consider staggering their schedules. Also, consider having different crews report on different days so that there is less overlap. By doing so eliminates unnecessary exposure should someone contract the virus. By following these recommendations, you may be able to prevent your entire production process from coming to a halt.
- 7) Allow opportunities for your employees to speak openly about their concerns with/when returning to work.
- 8) Be sure to be open and honest with your staff about the overall well-being of the company amidst this nationwide shut down. It is likely on their minds but they're unsure if they should ask.
- 9) Unfortunately, layoffs are inevitable in this current situation. Be honest and direct with those employees impacted and make sure the remaining staff is aware. These are difficult decisions to make in difficult times. Sometimes your staff needs to see you capable of making those tough decisions even if there not looked at favorably.
- 10) Be excited when you return! Remember it's a blessing we can go to work and make a difference. If anything in this current situation, its likely it has created a renewed sense of value about actually being able to go to work.



STAY SAFE AND BE WELL!!!!