

ONE-STOP-SHOP FOR RESOURCES ON YOUR COMPANY HOMEPAGE

Rather than constantly sending out individual emails to the various departments of your organization, minimize stress and maximize information intake by creating a temporary resource and response plan page on your company website for employees to refer to that contains FAQs, tools, and support when working from home.

- Share links to websites such as the Centers for Disease Control (CDC), World Health Organization (WHO), and local health authorities for accurate and up-to-date information on COVID-19.
- Post updates on the pandemic and how that may directly affect your organization.
- Create an FAQ page for employees to refer to containing tips on how to work remotely.
- Allow for a question/suggestion survey or comment box for employees to fill out to help managers understand employee needs when working from home.
- Provide a weekly company update from your organization's chief executive.
- Highlight employee achievements and give recognition to boost and maintain morale within your workplace.
- Share links and guides on maintaining wellbeing and self-care before, during, and after working from home.

