1. **Emergency Contacts**: Have a listing of your Emergency Contacts in one place - including the local health department to allow for quick communication in the case of Covid-19 transmission.
   a. **Suggestion**: Call and confirm your contact in advance to know it’s the best contact(s) should you need to notify.

2. **Employee Contact Information**: Have a listing of all employee contact information, along with any other important groups/people connected to the organization (board, members, volunteers, audiences/visitors).
   a. **Suggestion**: If you are currently open to the public, consider contact tracing procedures, such as a sign-in sheet to capture names, phone numbers, and times in and out of the facility.

3. **Communication Strategy**: Have a communication strategy in place to ensure all employees receive the same messaging from their super
   a. **Suggestion**: Have an “emergency management team” in place to make the decisions of what and how information is communicated internally and externally, and how information is communicated - emails, phone calls, press releases, etc.
   b. **Suggestion**: Consider a “call tree” to ensure all employees receive and confirm information that needs to be relayed quickly.

4. **Communication Tips**: When communicating to anyone internally and/or externally, consider the following:
   a. Be clear and concise - stick to the facts.
   b. Do not place blame on the employee, others connected to the employee, or any other outside sources.
   c. Ensure all messages via email, social media, press, website, etc. all convey the same information.
   d. Only those appointed to speak to the press should do so. (Do you know who this is?) All other employees should refrain from speaking directly to the press, including comments/quotes/personal thoughts.
   e. When in doubt, discuss with your supervisor.

5. **Training**: Consider having a training/drill session with your organization to ensure all communications to employees and public operate smoothly - and to help determine if anything else needs to occur for your organization.
   a. **Suggestion**: After training occurs, include space for everyone to reflect, ask questions, make suggestions, and update any procedures.

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1. covidlink.maryland.gov/content/slow-the-spread/if-you-test-positive
2. cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html