COMMUNICATION

- Use information from the CDC and public health officials
- Provide detailed information on how your organization is responding
- Communicate person-to-person to understand how people are responding and their major concerns
- Consider developing a "standby" media statement and strategy in case someone in your service is infected with the virus

PARTNERSHIPS

- Review and when necessary revive any partnership/corporate agreement with the health department, Red Cross, FEMA, local police/sheriff, hospitals, etc. to ensure that there is an agreement on how to respond to an increase in coronavirus cases
- Consider assembling local partners to develop a community-wide response to closures of food banks, school closures, etc.

PREPAREDNESS

- Consider developing a response team for the virus to collect information, monitor concerns and develop responses. When possible, include HR and someone with medical knowledge. For more suggestions on preparing your workplace, visit WHO.
- Review related policies and procedures including current human resource policies, emergency response policies and current announcements from the CDC and state and local health officials
- Adjust current policies and procedures to respond to your situation
- Address issues such as work-from-home rules, use of sick time or other leave, isolation of employees who show symptoms at work, and virtual agency work strategies
- Equip staff who do home visits with kits that contain wipes and hand sanitizer
- Pay special attention to plans for response to allegations of abuse and neglect
- Ensure continued compliance with HIPPA and other privacy policies

Visit CWLA’s new page for updates and more information
www.cwla.org/coronavirus