## Example: Communication to Supervisors when Plant Running During Crisis

Our priority remains to protect and keep you safe during and beyond this current situation.

Our plant is running at full capacity and we have no known disease. As you know, we are monitoring staff (temperature) and have anti-infection measures in-place now (copy attached) including a deep-clean routine and distancing.

You will be concerned about our customer orders and supplies. We have commenced a process of contacting all our suppliers of parts/components necessary to produce products. The current situation with customers is that xxxxxx. We have started, or have completed, crisis contact-points at both our customers and our suppliers.

There is a real threat that production could be reduced if we experience supplier or customer issues. Also, if we experience infection. For this last reason, we have produced an infection-control document that should keep both you and your family as safe as possible. You should read this BEFORE traveling home, as the document provides information about arriving at home and reducing the possibility of an infection that you may carry, either on your person (clothing, hands, hair) or because you have the disease, but do not show symptoms. All staff are also being provided identical information.

We have been able to secure disinfecting hand-gel which everyone can take X bottles home, on their way out today.

We are working to set out pay expectations concerning any partial shutdown. These are not ready and our time-line to announce this will be X days. In the meantime, please shut-down conversations about pay until after our announcement - we all wish to focus on staying healthy and keeping our business positive and operational.

If you are hearing questions, or if you have questions yourself, do please let Joanna have these. A collection point has been placed outside the plant office with forms - her email address is given below my sign-off.

Thank you as always for your support for the health, safety, culture and productive efficiency of our business,