## Example: Communication Notice for Operatives when the Plant Runs 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 and posted up with copies to take away. These include details about the deep-clean routine and distancing.

You will be concerned about your job. We are in frequent contact with suppliers and customers to help secure the business, and your jobs.

We all wonder if that is enough to keep us at full production. The reality is that there are threats outside our control. One of these would be infection spreading here at work. To reduce the chance of this, 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. Let’s all focus on staying healthy and keeping our business positive and operational.

If you have questions, do please let Joanna have these. A collection point has been placed outside the plant office with forms and 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,