COVID-19 Response Team

To ensure that employees receive clear communications and that your company is on the same page when it comes to your return to work action plan, it’s essential that you create a pandemic response team. A pandemic response team is a cross-functional team that recommends and oversees workplace protocols to control the spread of COVID-19. The scope and design of your team will vary depending on your specific business, but it should at least include the following roles:

* **Team lead(s)**—[Insert name of individual or department] is responsible for the overall action plan. [Insert name of individual or department] is responsible for working with company stakeholders and relevant health and safety bodies to manage this action plan.
* **COVID-19 prevention and protocols lead**—[Insert name of individual or department] is responsible for recommending and developing protocols to ensure the wellness of all employees. They are also tasked with overseeing procedures for isolating employees should they become sick at work.
* **Sanitization and disinfection lead**—[Insert name of individual or department] manages logistics related to daily and periodic sanitation and disinfection efforts. Their responsibilities include ensuring that routine cleanings are completed and that the necessary cleaning supplies are readily available.
* **Communication lead**—[Insert name of individual or department] is tasked with managing any and all pandemic-related communications. They will work with HR and internal communication stakeholders to ensure COVID-19 training is completed and that employees and their managers understand their role in preventing the spread of the disease. [Insert name of individual or department] will provide COVID-19 related updates on a [insert frequency] basis and as needed.

By breaking up your company’s response efforts, it will be easier for your organization to be thorough and ensure that no step is missed. After all, just one misstep can lead to the quick spread of COVID-19, jeopardizing the well-being of workers