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|  |  | **SUSTAINABILITY PRIORITIES** |
| o | 1. | Leaders repeat visibility habits each day – recognizing different employees may work on different days and shifts. |
| o | 2. | Ensure the same Day One orientation occurs with any newly arriving employee. |
| o | 3. | Continue with Daily Huddles – incorporate “what worked well yesterday?”; “what do we need to improve”; what resources do you need?” questions to ensure rapid response and feedback to the team. |
| o | 4. | Continue daily check-ins at close of day to assess any safety risks; assessment of team (confidence, concerns); and priorities for next steps. |
| o | 5. | Continue end-of-week leader meetings to adjust approach, messaging, etc. for the coming week. |
| o | 6. | Gather employee feedback on perspectives every 2-3 weeks (what went well, suggestions for changes, customer comments). |
| o | 7. | Create a 30-day milestone celebration with employees – celebrate team wins; acknowledge success from both remote and in-person team members; communicate next phase plans. |
| o | 8. | Develop anticipated plans for continued operations over next 60-days (impact to continued alternate employee shifts, choices to work remotely vs on-site, safety protocols, adjusted roles and/or responsibilities, etc.) |
| o | 9. | Create a regular cadence for communicating any changes to employee scheduling, new safety protocols, impact of any recommendations from government authorities, etc. – format, frequency, and messenger(s) |
| o | 9. | Equip managers to deliver effective performance feedback as new work environments take hold. |
| o | 10. | Use focus groups to involve employees in assessing effectiveness of company communications. When possible, adjust methods accordingly to empower employees in shaping your new work environment. |