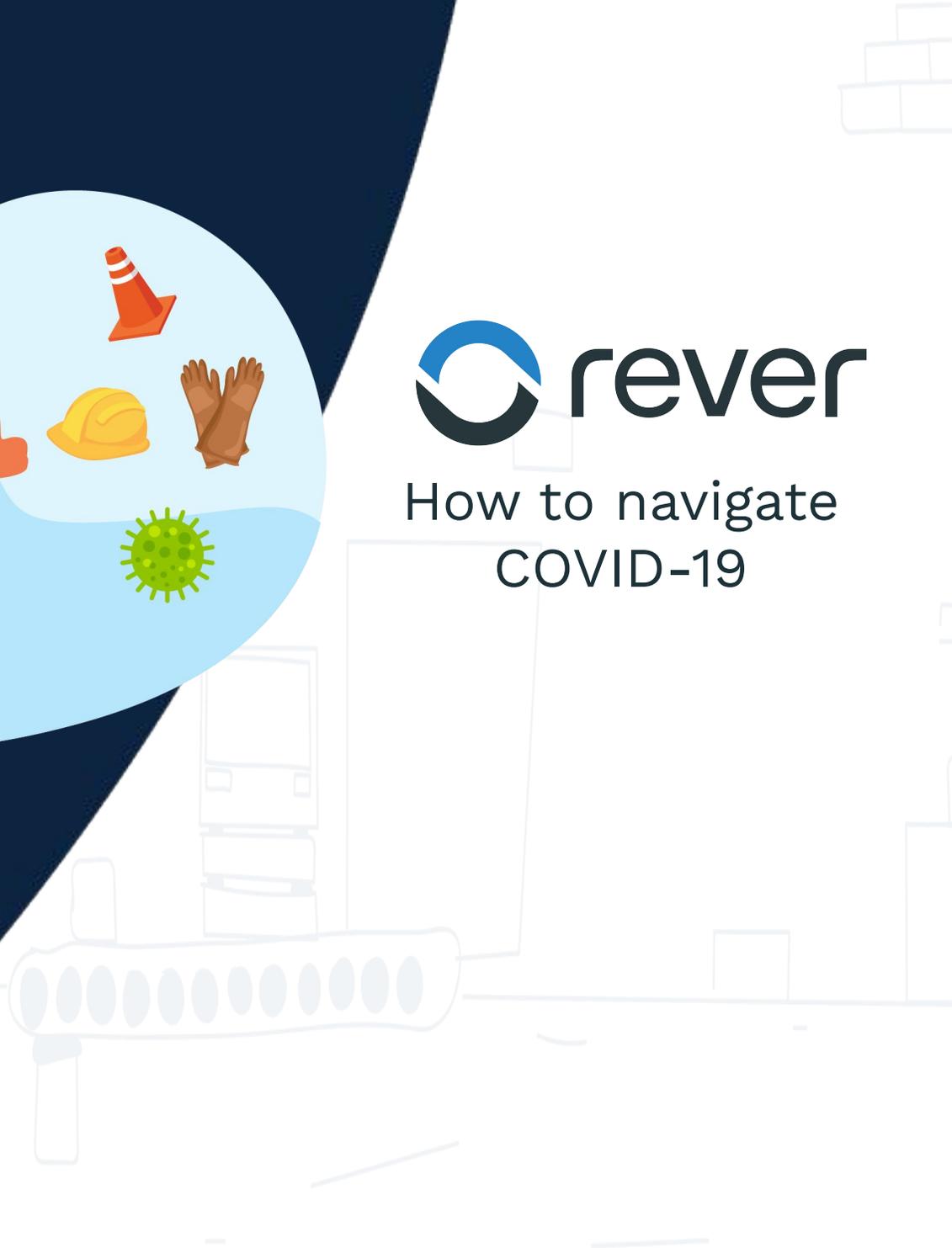




## How to navigate COVID-19



# Recommendations

Although, working from home is the recommended practice, this is not a feasible solution for some companies, due to their line of business. We undertook the task of interviewing some individuals who are in countries that are most impacted by the virus to understand what contingency measures are in place. Here are some best practices.

**1.** Reiterate and communicate the importance of Security and personal protective equipment. Highlight where to find this information and increase signage.



**2.** Reduce the number of people who collaborate on each shift, to allow 'social distancing' at work stations.

**3.** Distribute antibacterial hand sanitizer at workstations, break rooms and highly trafficked areas.



**4.** Incorporate deep cleaning into your practice. If you typically cleaned once a day, increase to three times a day or before each shift.

**5.** Minimize distractions and activities on non critical tasks. Maintain the focus on the priorities.



**6.** Consider organizational changes to avoid contact with people, such as staggered entry and break times.

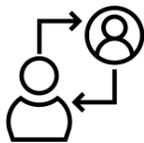
# Recommendations

**7.** Take employees' temperature at the beginning and end of each shift change.



**8.** Prevent inventory shortages by identifying alternative suppliers within close proximity to limit supply chain disruptions.

**9.** Identify the critical operations so that you can excuse positions that are not mission critical.



**10.** Create a *Backup Plan* so **if** someone is absent you know who is best to replace them.

**11.** Isolate people with critical roles in rooms or restricted areas so they can safely attend to operations.



**12.** If possible, spray down the equipment used during the day.

# Rever in Action during COVID-19

We know that communication and collaboration is essential to protecting ourselves, coworkers and family. Invite your teams to help solve some of these challenges and share how to best take care of each other.

## Challenges

Launch one or two Challenges that focus on your people and keeping them safe.



### 1. Challenges:

- How to reduce the spread of the virus.
- How to reduce the risk of supply chain disruption.
- Share hygiene habits and best practices.
- Identify contamination sources and insecure conditions.



**Safety**



**Communication**

**2.** It is possible that some administrative roles will be working from home, communication is crucial to maintaining collaboration and mental health!

**3.** Recognition remains fundamental to maintaining a motivated workforce, even more so in crisis situations.



**Recognition**

At Rever we are here to help!



If you want to launch a Challenge, but you do not know how, we can help!

**Contact Us**

[support@reverscore.com](mailto:support@reverscore.com)