

Summary of new schedule for staff communication

OUTBREAK COMMS		REGULAR OPERATIONS COMMS		
TACTIC	FREQUENCY	TACTIC	FREQUENCY MARCH/APRIL	FREQUENCY MAY+
Virtual Town Hall + summary shared on Surge w/ meeting recording Q&A process	1x a week on Fridays at 1:45pm	Virtual Town Halls Summaries/Video Q&As	1x every week on Fridays at 1:45pm	1x a month
Staff emails + post them as memos at elevators	2x a week Tuesdays and Fridays	Staff emails + Post them as memos at elevators	1x a week Fridays	1x a week Fridays
Top 10 key messages for huddles	Daily	Top 10 key messages for huddles	Weekly	Weekly