

COMMUNICATION MATRIX CORONAVIRUS

What?	When?	Who?	Why?	How (Format)
Week Ahead Review	Weekly Monday	Working from Home Staff	Review and Plans for the week Update on Sales/Customers where needed	Teams Video Call/Zoom
End of Week Review	Weekly Friday	Working from Home Staff	Review how week has gone and plans for following week	Teams Video Call/Zoom
Mid-Week Positivity	Weekly Wednesday	Working from Home Staff	3x3x3 3 x Things you are Grateful for 3 x Things To Do Today 3 x Wins from Today	Teams Video Call/Zoom
Furlough Update emails	Fortnightly/Monthly	Furloughed Staff - Individually	Update on week Business updates Health & Wellbeing info (Perkbox/EAP)	Personal Emails
Furlough Update Calls	Weekly (or fortnightly)	Furloughed Staff - Individually	Provide update on business and Furlough and confirmation of extension or return to work as appropriate Q & A	Teams Video Call/Zoom
Social Updates	Ad Hoc	All Staff	Social non work-related discussions, sharing of jokes etc, Positivity, Social	Teams Channel/ WhatsApp/ Social Teams Stream
Well-being	Ad Hoc	All Staff	Health and Well-being channel	Teams Channel

Home workers and Furloughed staff