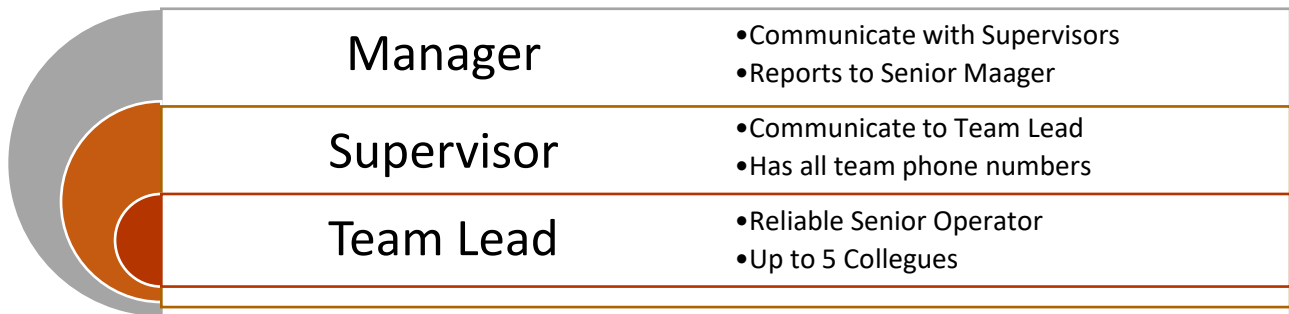


**NEW PHONE TREE PROCESS FOR ALL MANAGERS  
TO EXPEDITE INTERNAL & COVID-19 COMMUNICATIONS**

Keeping staff informed of upcoming plans and policy changes will require faster and a more heightened level of communication throughout the organization. Beyond the use of email, the Compass, staff meetings, etc., we are introducing a new “phone tree” communication channel.

To implement this process as soon as possible, the following will have to take place immediately:

1. As Manager, ensure you have the UPDATED phone numbers of all applicable members of your communications team.
2. Instruct all Supervisors in your team to collect all the UPDATED phone numbers of their team leads and or staff, as applicable.
3. For bigger teams with more than 10 employees, select a Team Lead (for the communication tree) to connect with a small number of employees in the same team.



**INFORMATION FLOW:**

