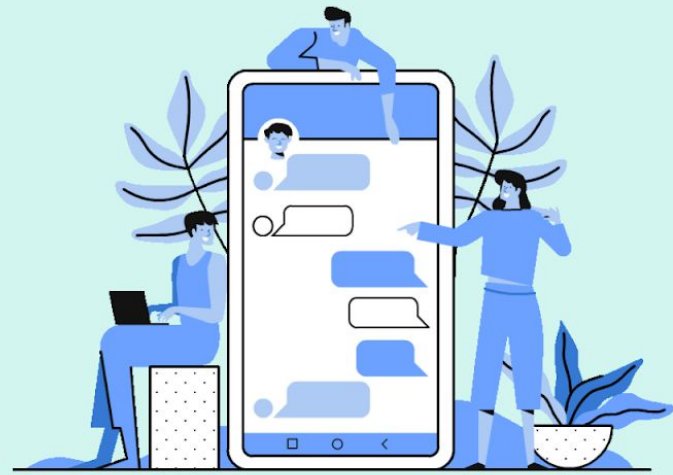


An Employer's Guide:

7 Tips for a Smooth Rollout



Employee Engagement

Tip #1: Start with your leaders

Getting your leaders on board first will help set the tone for how other employees will respond. As change can be intimidating, leaders must role model a positive attitude when presenting these new expectations to their teams.

Tip #2: Explain the Why

Ensure your employees understand that daily health screenings are important in protecting them and their ohana by trying to help prevent workplace spread of COVID-19. Symptom screening is one step in lowering the chance of COVID-19 transmission within the workplace. Also, help employees understand this app will save time and eliminate paperwork.

Tip #3: Be Prepared to Answer Questions

It's natural that employees may have questions or concerns. You know your team best, so try to anticipate their concerns and be prepared to address them. [Check out our FAQs.](#)

Accessibility

Tip #4: Ensure Your Employees Have Access

You may need to assist your employees to set up a free email account if they do not already have a work or personal email. If they do not have smartphones, ask if they would be able to access a computer with internet access. Be prepared for a small number of employees to continue using a paper process. Here's a [sample policy](#) for that paper process.

Organizational Readiness

Tip #5: Preparing your policy and process

Decide how your employees will use the navigator—here's a [sample policy](#). We recommend all employees be required to complete the daily screening before any scheduled shift. Ensure you take into consideration employee travel and working from home as well as all worksite locations

Communicate the expectations to your employees on how the navigator will be used in your organization and who their administrators will be. For example, if you are going to require employees to show the **cleared for work** badge to their supervisor when they arrive for their shift, you need to communicate this expectation.

Tip #6: Preparing your administrators

Have your employer administrators review the quick start video, quick start guide, and FAQ found on our [tools and training site](#). Discuss with your administrators how to handle employees who receive a **not cleared for work** badge. The administrator should be prepared to answer questions the employee may have about work from home options, sick or paid time off, and FFCRA leave. You may also want to be sure your administrators know where to find resources on coronavirus. Check out our [Employer's Guide to Coronavirus](#) resource page.

Tip #7: Remember the Basics

Don't forget to cover the basics with your team. Continue to emphasize safe work practices including social distancing, required face coverings, and allowing employees to work from home when possible. Also, continue to encourage hygiene at work - handwashing, cough etiquette, routine cleaning, and disinfecting. Click here to find [printable signs](#) for your workplace.