

Keep Colleagues Connected During the COVID-19 Outbreak

We recognize that our clients who are working from home may find their new situation to be a bit isolating and lonely at times. Therefore, we put our heads together to recommend social technology and facilitated interactions that will help ensure people in your organization feel connected, can support one another, maintain their culture and have a bit of levity during these tense times. We believe that maintaining connections not only to our work, but also to one another, will aid all of us in staying as healthy as possible.

In the coming days, outside of regular updates on the state of our business, we suggest the following to keep people virtually connected:

01 Weekly Video Message from the CEO

Arrange a regular vlog from up-top where employees will be able to access an update on the latest developments.

02 Zoom Zoom Zoom

Highly encourage all employees to use Zoom with video. This can be a tremendous help in building community and just getting to know each other (and kids and pets!) much better. That being said, sitting in front of our computers for extended periods of time can be draining, so we also encourage you to add breaks in your day and take virtual walk and talks around your work space during 1:1 meetings.

03 Personal Calls from the Leadership Team

Divide up your employees and make personal phone calls to check in. Leaders should each “adopt” their employee list for the duration of the crisis and follow-up as appropriate (weekly, bimonthly, etc.) Not only will you have an opportunity to form brand new relationships with colleagues, but these conversations between leader and employee will get deeper with each interaction.

04 First Fifteen

Host regular “First Fifteen” sessions with a rotating moderator from the leadership team. A “First Fifteen” session is designed to discuss anything on employees’ minds with a mix of people at all levels in different locations. It’s open to the first 15 employees who sign up daily. These sessions have included discussions on what employees are hearing from clients, best practices for working remotely, and informal discussion on how individuals are feeling during this unprecedented time. In order to join, you must use Zoom Video so you can be an “in person” participant.

05 **Create Community Groups**

Create a Parents group, a group for those taking care of the elderly, or any other groups that may need support during this time. Provide forums for them to get together to discuss challenges and proposed solutions – and share a funny anecdote or two!

06 **Virtual Lunches, Coffee Breaks or Happy Hours**

Have managers and employees, or different practice areas, hold virtual lunches or happy hours where they get together, see each other, and enjoy a bite, a coffee or a cocktail. A good opportunity to connect and bring your favorite beverage to close out the week!

07 **Weekly All Hands Meetings**

Hold weekly virtual “all hands” meetings. It is critical to actively communicate to employees and make sure everyone is staying connected and has the opportunity to ask questions of the leadership team during this challenging time.

08 **Photo Sharing**

Communicate with internal colleagues via email, where everyone can share their WFH setup or new coworkers (pets, kids, etc.). Showcase at-home science projects, crafts or puzzles that employees have been working on with families and/or friends in their free time. This will allow people to connect and keep things light during the uncertainty.

09 **Video Sharing**

Develop vlogs addressing common questions about COVID-19, perspectives from external experts, updates on COVID-19 business continuity plans, on the ground updates from regional leaders, and WFH hacks for working parents!

10 **Staying Healthy**

Send an internal communication promoting the creation of an internal alias for anyone interested in free workout programs and at-home healthy eating / exercise ideas. Set up virtual yoga, meditation or other workouts to get colleagues together via video stream led by an instructor. This is an opportunity for colleagues to share pictures, recipes and workouts during a time where gyms are on lockdown.