##### Employee Biosecurity Communication Form

Communicate information with employees during a heightened event by completing and distributing the form below:

| **Employee Biosecurity Communication for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Situation Update** |
| *Provide latest update on the situation* |
| **Work Roster** |
| *Communicate who is required to report to work (i.e., essential and non-essential personnel)* |
| **Work Assignment Information** |
| *Tell employees the following: when and where to report to work, expected duration of shift, and roles and responsibilities during heightened event* |
| **Updates to Facility Operational Plan** |
| *Provide information on changes to the facility operations* |
| **Next Situation Update** |
| *Inform employees of next planned update meeting* |