

Four Simple Actions

COMPLIANCE WITH COVID-19 HEALTH & SAFETY DIRECTIVES

In a campus work environment, use the Four Simple Actions to encourage health and safety and reduce conflict.

1 Action One: **Ask me what I think.**

As your employees adjust to being on campus, returning to their work environment and routine, and complying with the health and safety directives, make it a priority to **ASK** what they need and how you can support them.

Ask specifically about: Have an open dialogue with each employee about health and safety directives and compliance. Identify and discuss any potential hazards. Work together to make improvements and adjustments that support a safe work environment.

- *Example: "How is returning to campus going for you? What's working? What's not working? How could our team do this better?"*

Check on each employee's well-being: Returning to campus can be stressful. Show you care about them as a person, not just as an employee.

- *Example: "How are you doing? What are your concerns? What else can I do to support you?"*

2 Action Two: **Tell me what you expect of me.**

Wearing masks at work might mean that interactions look and feel different. Your team may have different comfort levels with returning to campus or with mask safety generally. Take the time to **TELL** or reinforce to each employee what is expected of them individually and as a work team. Education and training will reduce miscommunication and misunderstanding.

Clarify responsibilities: Share the health and safety directives with your employees and discuss the requirements and consequences. Be sure to share departmental expectations as well. Ensure you allow time for them to ask questions and clarify. Discuss the need for patience, positivity, and understanding.

- *Example: "Here's what the university expects of us as a community. What questions do you have? How can we make this work as a team?"*
- *Example: "Returning to campus is an adjustment for everyone and we're all in this together. How are we going to work together to make this new environment successful?"*

3 Action Three: **Say something positive about my work.**

Positive recognition makes people feel valued and seen. Find even more opportunities to **SAY** something positive about your employee's work and contributions to a positive campus community and to safety.

Make recognition a priority: Ensure you set aside time on your calendar to say thank you and connect with colleagues to show your appreciation.

Say thank you: Recognize that returning to work has its challenges. Show that you see your employees doing their best given the requirements.

- *Example: "Thank you for your positive mindset...It makes a difference because..."*

4 Action Four: **Share information that will help me.**

Employees may feel uncertain or out of the loop in a changing environment, **SHARE** information in order to reduce concern and confusion within your team.

Choose transparency: Don't forget to share information. Be transparent with your team. Communicate what you know and also what you don't know. Stay up to date on campus policies and information.

- *Example: "Here's what I know.... Here's what I don't know....Here is how we can work together to figure it out.... "*

Take advantage of resources: As a manager, your job is to keep your team connected and share information. Take advantage of IU's many resources including [UA-21](#), [Fall 2020](#), and [LinkedIn Learning](#).