

Managing COVID-19 & Changes to Information

A quick checklist for keeping employees informed



Employees have one central location to find information.

Information is not dispersed across multiple locations.



Information is easily accessible for remote employees.

Anyone working from home can access the same information as someone in the office.



Employees are active in the knowledge repository and rely on it for current information.

There is a high level of trust of the accuracy of information in the knowledge repository.



Employees are notified when changes are made to information.

There is a system in place to ensure everyone is notified when changes or updates are made.



New processes or important information is easy to find.

Employees can find the information they need quickly without spending a lot of time searching.



Knowledge articles have owners and are regularly updated.

Information is always accurate and up to date because there is a designated person or team responsible for maintaining it.



Information is written and displayed in a way that is easy to understand and follow.

Employees are able to use information in the knowledge repository because it's written in a way that everyone can understand.



It's quick and simple for knowledge articles and processes to be updated.

Those responsible for maintaining accurate information can quickly make and deploy changes without roadblocks or time delays.



Important changes or new information is displayed on an employee's home screen.

Anything that's important for employees to see is shown front and center when they start work.

Looking for help managing quickly changing information during COVID-19?

Ask our team how we can help!

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