# COVID-19 INTRANET ACTION PLANNING

**INTERACTIVE** TEMPLATE

**Company Name:**

## Assess Your Company Needs

How are you planning on working?

Fully Remote

Fully Office-Based

Hybrid Working

Deskless

Note down how you are going to communicate with employees & what tools you need to provide them with the correct information.
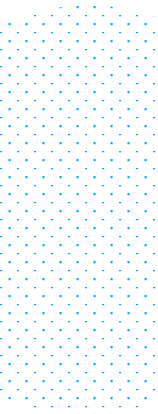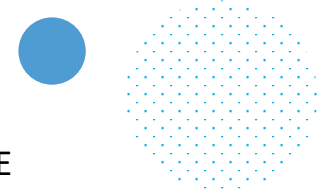
## Assess Your Employee Needs

You need to provide your employees with the tools they need. Write down an answer to the following questions.

What tools will your employees need?

How will your employees access company updates?

How will they communicate with leadership effectively?

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## Collect Feedback
Get suggestions from your employees

Note down some survey questions you want to ask your employees. Consider how their answers will help build a strategy.

## Brainstorm Ideas
What do you want to achieve?

Tick the items that you want to achieve when managing your workforce during COVID-19.

Easy recording of vaccination status

Track and trace employees

Record test results with management

Send out updates via push notifications

Send out tailored content for each employee

Have controlled access of your data

Record results in one single place

Track spike in cases by area efficiently

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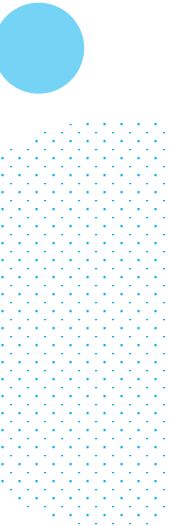
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## Implement Your Action Plan
Time to get designing!

You've identified your company and employee needs. Now it's time to define your Covid-19 intranet action plan.

## ACTION
What specific actions are you committing to, in order to improve workforce management?

## OWNER
Name or position of the person responsible for this action.

## TIMELINE
Set a deadline to stay on track of your plan, include details of progress reports and how success will be measured.

**See how Oak can help manage your workforce during COVID-19**

**Book a demo**

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