

Prevention and Precautions

Because of the interest in staff communications related to COVID-19, the National Association of Broadcasters (NAB) is providing supplemental information on the topic of prevention.

Being proactive in providing prevention information, guidelines and even supplies can be one of the most important actions your station takes to protect the health of your employees, their families and the public. As your station thinks about internal and external efforts, consider this checklist of prevention ideas:

- What steps are needed to maintain a safe environment for our employees?
- What common-sense preventative actions for staff do we want to encourage?
- What preventative education do we need to provide?
- What new preventative measures do we have in place?
- What routine cleaning is planned for our building?
- How will we step up the cleaning of our company vehicles and equipment used in the field?
- What cleaning will be done on frequently touched surfaces?
- What preventative supplies do we need?
- Will we provide disposable wipes so commonly used surfaces can be wiped down?
- Which preventative measures could we add?
- What sterilizing options exist if there is an infection on site?
- How would we sterilize an area with sensitive electronics?
- Are we prohibiting our team from traveling to any areas?
- What government travel advice should we share?
- What is the newest prevention message we want to communicate to our staff?
- What message do we want to communicate to our clients?
- What prevention plans do we want to share publicly?
- How can we explain our focus on keeping employees safe?
- What can we tell our staff and others about our work to minimize the risk of disruption?
- What communication have we had with our employees on this issue?
- What future prevention communications are planned? Who will lead that effort?
- How can we communicate prevention measures beyond an email (video, signs, etc.)?
- What misinformation about our precautions do we need to address?

NAB hopes this examination of prevention and related communications helps to keep your station staff healthy in the days ahead.