Sample Broadcast Messages for Return to Work

Remember, **quick timing** and **accurate information** is critical to keeping your community safe as they return to the office or. We have provided sample Broadcast messages on Page 2. However, if you are drafting your own Broadcasts, consider the following questions:

- **Who** – Know the audience you are trying to speak to *(i.e. Employees in certain offices? Remote workers? Everyone?)*
  - *Depending on your audience and the goal of the message, also provide any company-specific contact information (i.e. contact chief of security at [insert phone number])*
- **What** – Be clear in what you are trying to communicate *(i.e. office security protocols, COVID-19 health protocols, remote work information)*
- **When** – Provide time information, if possible *(i.e. you can pick up your new ID badge between 12:00 PM EST and 4:00 PM EST at the security desk)*
- **Where** – Include any relevant location information, especially if you have offices across the country, satellite locations, or remote or traveling workers. *(i.e. the Washington, DC office will have a fire drill at 4:00 PM EST today)*
  - *Consider using geo-fencing to help with communicating location-specific messages with different offices, remote workers, or traveling lone workers. Note: users must have their location services enabled to receive a geofenced broadcast.*

Prompt, accurate, and information-driven alerts are powerful tools in moments of uncertainty. Make your organization a safer place to work, learn, and live with informative broadcast messages.

See below for sample messages you can send via LiveSafe's broadcast messaging capability to your enterprise community as you return to work.

"Welcome back to [Organization Building]! Please pick up your new ID badge from Security before the end of the week. Please report any safety questions or concerns on LiveSafe. Be safe!"

"[Organization Office Building] is currently requiring all employees to wear face coverings in building common spaces. Learn more about updated health policies at [link]. HR is available to answer any questions."

"[Organization Name] is currently supporting both in-person and remote operations. Let your manager know whether you plan to report to the office or work from home using this form [link]. Please use the LiveSafe app to report any safety or security incidents."

"Unsure about return-to-work procedures? Look in the Resources section of the LiveSafe Mobile App for information about office health policies, our current reopening plan, and more. Reach out to your manager or submit a LiveSafe tip if you have any questions."

"See a safety hazard? Notify the right people via the LiveSafe App about these and any other safety and security incidents you see so no one gets hurt. Stay safe!"

"Safety is a shared responsibility. See something suspicious or concerning? Send in a tip, anonymously if you choose, via LiveSafe app or call Security at [insert phone number]."