



NATIONAL DIVERSITY COUNCIL
An inclusive community, a better nation

Address your Company's D&I Needs During COVID-19

Continue to Support Your Employees:

- 1.) These are trying times, and everyone is filled with anxiety. Multiple of the National Diversity Council's partners have opted to make work more flexible and ensure the safety and health of their employees through a couple of different ways.
- 2.) If you are able, allow your workers to work virtually.
- 3.) If you are able, provide your workers with financial stability by extending or offering paid leave.
- 4.) Revisit policies that might affect the health or safety of your workers during this time to see if changes need to be made temporarily.
- 5.) Keep communicating. As always, make sure that your employees feel valued and safe.

Creating a Productive and Inclusive Culture for Virtual Employees:

- 1.) Constant communication is key. Workers are anxious, stressed and uncertain about what will happen next. Make sure that you have a strong flow of communication from leaders to employees and between all team members.
- 2.) Have team engagements online! Just because you are virtual doesn't mean that you can't invite someone to a virtual lunch or coffee.
- 3.) Create a remote leadership team that will transparently monitor and report out on challenges and opportunities. This team will provide stability and allow for employees to have a point of contact when they experience difficulties during the transition.
- 4.) These articles from [Microsoft](#), [Linkedin](#) and [Forbes](#) provide helpful guidance.

Stop the Spread of Xenophobia:

- 1.) [As the COVID-19 virus has spread, so has Xenophobia](#). Primarily, the Asian community – regardless of ethnicity – have been targeted. First, companies must consider what they can do internally and throughout their community to prevent this from continuing.
- 2.) Prepare your employees. At this time, clients might reject working with individuals of Asian descent. You must create a plan on how your employees should react and how others might need to intervene.
- 3.) Educate your employees and your customer base. Ensure that you provide educational resources about the virus and its spread. Also continue to provide educational resources about promoting diversity, inclusion and equity.
- 4.) Make a strong commitment to ending discrimination and reinforce it with a letter or video from a leader. If an incident does occur, make sure that your organization reacts quickly and effectively.
- 5.) You can find more best practices in these articles by the [APALA](#) and [SHRM](#). You can read more stories about how this has affected Asian Americans [here](#) on the Asian Americans Advancing Justice website.



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Recognize How you Can Support the Community:

- 1.) [Underrepresented and marginalized populations will suffer the most during the COVID-19 crisis.](#)
Organizations (and individuals) must consider how they can support these groups.
- 2.) Contact your government officials and support bills/movements that will support vulnerable groups.
- 3.) Create or support local campaigns that are providing free and reduced services. For example, there may be local restaurants providing free lunch for local kids unable to attend school. Do a quick search in your area to see how you can help.
- 4.) Consider providing free or reduced services to your customers.
- 5.) More information and tips can be found [here](#) and [here](#).