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Question: Suppose that you are a working employee in an organization ...

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Suppose that you are a working employee in an organization and receiving several complaints regarding your colleagues reluctant to follow the SOPs. Consequently, several cases are being reported within the different departments at an alarming rate putting the lives of other individuals at stake. Compose a persuasion memo to your general manager starting from some statistics to present a rate at which the pandemic is rising. Then move to the negligence of employees to take the SOPs on a serious note and the resultant increase in the number of employees reported with covid 19. Lastly conclude with some actions for your administration to undertake for safeguarding the workforce.

Expert Answer



Anonymous answered this
802 answers

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Name of Employee
Name of Company (if Applicable)
Position in Company (if Applicable)
Address of Company
City, State, Zip Code

DATE

Name of Employer
Name of Company (if Applicable)
Address of Company (if Applicable or of Employer)

Dear Name of Employer,

Every leader knows that prevention during a crisis is critical. With over 23,000,000 active cases and approximately 750,000 daily new cases, Standard operating procedures (SOPs) are of utmost importance for the organization's operational wellbeing.

Employers and employees are required to strictly adhere to the tight SOPs for the business operations. However, I would like to report a conflict that has arisen within the management. At an alarming rate, I have been receiving several complaints regarding colleagues of my as well as other departments that are reluctant to follow the SOPs putting the lives of other individuals at stake. The negligence of employees to take the SOPs on a serious note has resulted to an increase (and still increasing) in the number of employees reported with COVID-19.

The reputation of our company is at stake. I would like to request some actions that administration can undertake for safeguarding the workforce:

- Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes.
- Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- Only asymptomatic staff/visitors shall be allowed
- Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened
- Meetings, as far as feasible, should be done through video conferencing.
- Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible. xii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured
- Preferably separate entry and exit for officers, staff and visitors shall be organised
- Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.

Sincerely,

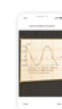
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A: [See answer](#)

Q: Suppose that you are a working employee in an organization and receiving several complaints regarding your colleagues reluctant to follow the SOPs. Consequently, several cases are being reported within the different departments at an alarming rate putting the lives of other individuals at stake. Compose a persuasion memo to your general manager starting from some statistics to...

A: [See answer](#)

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A: [See answer](#)

Q: Suppose that you are a working employee in an organization and receiving several complaints regarding your colleagues reluctant to follow the SOPs. Consequently, several cases are being reported within the different departments at an alarming rate putting the lives of other individuals at stake. Compose a persuasion memo to your general manager starting from some statistics to...

A: [See answer](#)

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