SENIOR DIVISION MANAGEMENT

- Policy review and approval (All categories)
- Emergency planning (Administrative)
- Management reports (Administrative)
- Information collection, consolidation, and reporting (Administrative)

ADMINISTRATIVE SUPPORT

HR. HSE & ADMINISTRATION

- Create policies and processes (All categories)
- Internal Communication (Communication/ Education/Training)
- Interface with local government (Administrative)
- Facility daily management (All categories)

COMMERCIAL / PUBLIC RELATIONS

- Customer, supplier, and contractor communications (Administrative)
- Evaluate business risk (Administrative)
- Media/Social Media (Communication/ Education/Training)

PURCHASING AND LOGISTICS

- Ensure appropriate supplies for cleaning, disinfecting, and PPE (Cleaning/Disinfecting/ PPE)
- Manage risk from shipping and receiving materials (Pre Screening, Cleaning/ Disinfecting/PPE)

Policy modifications can be developed at a corporate level and communicated to franchise owners for execution (monitored by corporate field teams virtually.)