


Opioid Abuse Awareness & Prevention

Employer Communication Checklist

Employers are on the frontline to impact the opioid epidemic immediately through an awareness and prevention communications campaign that should: *include all stakeholder audiences; encompass relevant topics and communication opportunities; and use a variety of media.* This checklist is designed for employers to identify opportunities and areas where they can communicate and educate about opioid abuse.

	What to Communicate	To Whom	When
Workplace & Safety 	Drug testing policy	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Vendors	<input type="checkbox"/> Recruiting <input type="checkbox"/> Onboarding <input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Return to work policy (re. medication/opioids)	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Vendors	<input type="checkbox"/> Onboarding <input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.) <input type="checkbox"/> Open Enrollment
	Narcotics and work safety	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees	<input type="checkbox"/> Onboarding <input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.) <input type="checkbox"/> Open Enrollment
	How to identify opioid abuse	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Intervention for impaired employee	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents <input type="checkbox"/> Vendors	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Narcan policy	<input type="checkbox"/> Supervisors, managers, safety officers	<input type="checkbox"/> Training/Education
	Narcan administration education	<input type="checkbox"/> Supervisors, managers, safety officers	<input type="checkbox"/> Training/Education

If you have questions about how to use this checklist or would like more information on developing and implementing effective employee communication campaigns, we are here to help! Please contact us:





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(Over)

	What to Communicate	To Whom	When
Benefits 	EAP opioid strategy/assistance	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents <input type="checkbox"/> Vendors	<input type="checkbox"/> Recruiting <input type="checkbox"/> Onboarding <input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.) <input type="checkbox"/> Open Enrollment
	Benefits – how to seek treatment; where; treatment coverage	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Recruiting <input type="checkbox"/> Onboarding <input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.) <input type="checkbox"/> Open Enrollment
	Rx/PBM coverage/exclusions/restrictions	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Recruiting <input type="checkbox"/> Onboarding <input type="checkbox"/> Training/Education
Education 	What is a narcotic painkiller?	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Abuse education (e.g., family & friends, non-prescribed drugs, teens)	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Non-narcotic alternatives	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Types of pain	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Opioid storage & disposal	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Talking about opioids with providers	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	Pre-surgery pain management plan	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	CDC Opioid Guidelines	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)
	State laws – drugged driving	<input type="checkbox"/> Supervisors, managers, safety officers <input type="checkbox"/> Employees <input type="checkbox"/> Dependents	<input type="checkbox"/> Training/Education <input type="checkbox"/> Ongoing (worksite & dependent comm.)