



### Checklist 3: The first week: Supporting your team and your business

Ensure you and/or the postvention response team have:

- Held regular small group check in meetings.
- Reminded staff about who they can approach if they need extra support or are worried about someone else.
- Identified any staff who may need extra support and helped them to access this support.
- Reminded staff that counselling support is available and confidential.
- Ordered and displayed wellbeing resources and helpline information.
- Ensured your workplace can continue to operate.
- Reached out to sector support agencies, business networks, peak bodies, etc. for assistance.
- Made decisions about covering the person's role in the short and long-term.
- Discussed any decisions with staff.
- Communicated updates with your team openly and honestly.
- Prepared how you'll acknowledge any workplace stressors that may have impacted the person who died.
- Decided on arrangements and/or logistics for funeral or tangihanga attendance.
- Discussed and decided on how to respond to requests by team members for memorials.
- Organised a blessing ceremony, if applicable.