

- Review informational deck on Substance Use Disorder (see State of the Epidemic presentation on main page)
- Review Frequently Asked Questions sheet by Managers
- Review Manager Response Tip Sheets
- Review sample scenarios and practice responses using the tip sheet
- Schedule team meeting(s) to ensure everyone on your team is informed and understands your commitment to provide support
- Facilitate meetings; note any questions or feedback
- Encourage team members to actively participate in an internal rollout event(s)
- Provide questions and/or feedback to a member of your Human Resources, wellness safety or other teams, for example:
  - What went well?
  - What is missing/needed?
  - How is the team feeling?
  - How am I feeling?
  - Are there any additional questions or concerns not addressed in the materials/presentations that should be?
  - What additional support, tools or resources do I and/or my team need?
- Distribute Frequently Asked Questions by Employees as appropriate (see section 3, Supporting and Engaging Employees)