

# DOCUMENTING COVID-19 IN SOUTH DAKOTA

The lessons you learn now may help your office plan for or respond to future crises.

## DOCUMENTS TO ADD TO YOUR COVID-19 FILES:

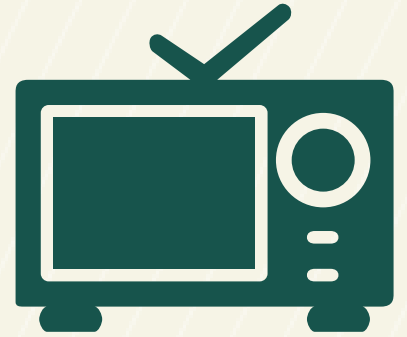


### SOCIAL MEDIA POSTS

These are good records to preserve if you're using social media to communicate with the public. Take a screenshot and save them as PDFs.

### PRESS RELEASES AND COVERAGE

Great for establishing timelines of when information was released from your office. Also documents your office's media presence during the pandemic.



### PLANS, REPORTS, & CORRESPONDENCE

Save any telework or social distancing plans, reports, and correspondence related to new policies or work practices instituted during the pandemic.

### PHOTOS AND VIDEOS

Capture visual documentation of your office's response, including signs posted at your facility, video meetings or webinars held by staff, home offices, etc.



### VOLUNTEER ACTIVITIES

Did your staff mobilize for a cause outside of work, like donating supplies or making masks? Take photos and save correspondence about it.