



**RETURNING
TO HEALTHCARE
SAFELY TOGETHER**

Introducing the Returning to Healthcare Safely Together Toolkit

OVERVIEW & INSTRUCTIONS

Together, we are stronger, Colorado!



RETURNING TO HEALTHCARE SAFELY TOGETHER

Dear Partners in Rural Health,

As all of us know, COVID-19 has been a most challenging time for us all. At the Colorado Rural Health Center, we remain committed to being a trusted and valuable resource to our members, and this includes finding new ways to assist you in bringing community members back to healthcare safely.

To help support your communication efforts, CRHC has created a communication toolkit we are calling, *“Returning to Healthcare Safely Together.”* It is my pleasure to share this collection of tools with you, which include:

- ✓ Sample flyer and letter that can be sent to patients electronically
- ✓ Social media graphics that emphasize the key messages about returning safely
- ✓ PowerPoint slides that you may wish to share with community groups during a video chat or display on monitors throughout your facilities
- ✓ Floor decal that emphasizes the social or physical distancing message required at all locations
- ✓ Public Service Announcement to share with local radio stations, record for your clinic’s on-hold message, and use it in social media

Each item in the toolkit is designed for your organization to semi-customize with your logo and other information. For example, the letter template is presented as a WORD document. You can easily insert your organization’s name, website address, and edit the content to match your specific set of circumstances. Keep in mind; you can either add your logo to these items (instructions on how to do so are on the following pages) or use the tools as they are as a member of CRHC.

We cannot express enough how grateful we are for our Colorado Health Heroes. Your dedication at this time and always is appreciated. If we can be of any assistance, please know that we are eager to help.

Finally, we appreciate your feedback about this toolkit. If you find it helpful and would like to explore more opportunities for CRHC to augment your communications strategies, please let us know.

Thank you,
Michelle Mills
CEO

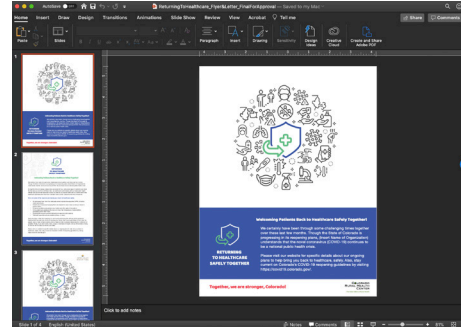


Use PowerPoint to Customize These Tools

#1. Open PPT Template

There is a PowerPoint template that accompanies each of the tools in the toolkit. You can customize with your logo and other organization information:

- Flyer
- Letter
- Social Media Posts
- Slides

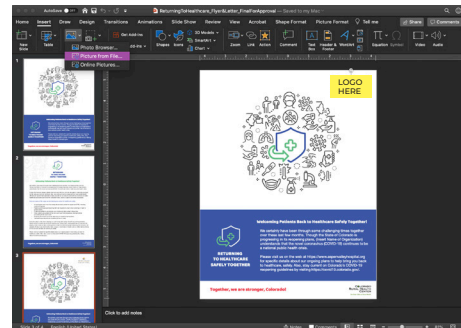


#2. Insert & Place Your Logo

To insert your logo, choose:

- Insert
- Picture
- From File

Once the logo is inserted onto your page, you can arrange it into position. Use the provided template as a guide for best placement.



#3. Save as a PDF or Export as a .jpg

Save the slides as a PDF or .jpg. To export to a .jpg choose:

- File
- Export
- File Format (.jpg)
- Make sure to check “Save every slide”

