

Educate, Motivate and Notify Your Employees of an Ozone Action Day

Here is a check list of some of the many things your company can do to educate your employees about the Ozone Action Day program, motivate them to adopt clean air habits, and notify them of Ozone Action Days.

Educate

- ❑ Distribute Ozone Action Day information to employees
- ❑ Inform employees about how they can take an active role to improve air quality
- ❑ Include articles in your newsletter about Ozone Action Days and simple, but effective methods for reducing emissions
- ❑ Send E-mail messages about Ozone Action Days
- ❑ Present a brief overview of the program during a staff meeting
- ❑ Post daily air pollution levels by using the Air Quality Index Hotline 1-866-DAILY AIR (1-866-324-5924)

Motivate

- ❑ Hold a kick-off event for the first Ozone Action Day
- ❑ Promote telecommuting to employees on Ozone Action Days
- ❑ Display commute alternative information (such as transit schedules)
- ❑ Create an on-site carpool database
- ❑ Recognize employees in your organization who take actions to reduce ozone pollution on Ozone Action Days

Notify

- ❑ Post Ozone Action Day fax notification posters
- ❑ Make loudspeaker announcements
- ❑ Use E-mail, voice mail and bulletin boards
- ❑ Post a message on your electronic signboard for employees and customers

To find out how the air quality is in your area, call the WI Daily Air Hotline at 1-866-DAILY AIR (1-866-324-5924)
