




WORKPLACE OPTIONS



KEEP CALM AND CARRY ON-MAINTAINING YOUR COMPOSURE DURING THE CORONAVIRUS OUTBREAK

2020



LEARNING OBJECTIVES

- Strategies to tackle feelings of anxiety and stress
- Practical techniques for working from home
- Ways to address signs of panic in the workplace
- Supporting your children
- When to reach out for further help and support



ADDRESSING UNCERTAINTY

- It is natural to feel heightened anxiety and a sense of uncertainty given the scale of the outbreak and media reporting.
- This is a new virus and therefore there is an element of the unknown so it is important to stay calm and informed and implement suggested measures for safety.
- However, it is important to manage levels of stress to prevent it adversely affecting our physical and mental health.
- A good place to start is looking at the facts

SOME IMPORTANT FACTS

COVID-19 #CORONAVIRUS INFOGRAPHIC DATA PACK

The Majority of Infections are Mild

Seriousness of symptoms

80.9%



MILD
Like flu, stay at home

13.8%



SEVERE
Hospitalization

4.7%



CRITICAL
Intensive care

informationisbeautiful

study of 44,672 confirmed cases in Mainland China
sources: China Centre for Disease Control & Prevention, Statista

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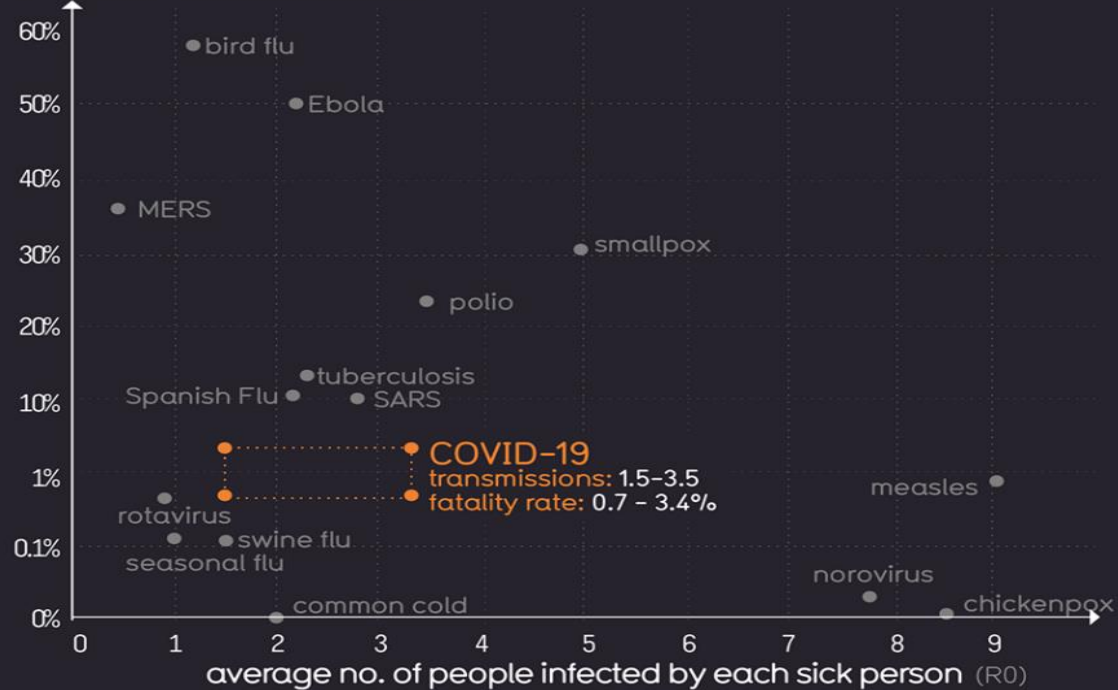
SOME IMPORTANT FACTS

COVID-19 #CORONAVIRUS INFOGRAPHIC DATA PACK

How Contagious & Deadly is It?

We don't fully know yet but it's in **this range**

% who die (CASE FATALITY RATE)



informationisbeautiful

sources: Centres for Disease Control, WHO, New York Times

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MAINTAINING YOUR IMMUNITY

- One of the most important ways to extend your level of control is to optimise your levels of immunity.
- Current research states that 80% of people will experience either zero to mild symptoms if they contract the virus.
- A significant factor is their level of immunity which is something we can positively influence.

What things might have an adverse impact on the immune system?

Use the chat function to respond.

CHRONIC STRESS AND THE IMMUNE SYSTEM



- Chronic stress increase levels of adrenalin and cortisol and depletes your body of vital nutrients.
- This all makes it harder for the body to regulate its inflammatory response and fight infection.
- It causes damage to the internal organs and tissue at a cellular level.
- This causes further stress on the body.





OTHER THINGS THAT WILL DIMINISH YOUR IMMUNITY

Smoking

Alcohol

Diet

Lack of
Sleep

Dehydration

Lack of
exercise



STAYING HEALTHY

- Aim to get 8-9 hours of uninterrupted sleep per night.
- Take steps to reduce stress in your life and try relaxing activities, such as meditation or yoga.
- Stick to soft drinks and consume no more than 2-3 units a day for women, and 3-4 units a day for men.
- Gain practical advice to quit smoking.
- Ensure you keep foods that are high in fat and sugar to a minimum and increase your intake of vegetables, fruits and whole grains
- Try taking a brisk walk 3 times a week
- Aim to drink at least 2 litres of water a day.



KEEPING CALM -PRACTICAL TIPS TO CONSIDER

- Turn off notifications
- Keep updated using trusted official news sources
- Consider the impact of your current newsfeed
- Shop locally and consider what you truly need
- Think about who might need help
- Consider where they may be an opportunity or positive to focus on

Show respect to others and be mindful
of your responses.

Compassion and education are more
powerful than judgement.

HOW YOU DEAL WITH ANXIOUS THOUGHTS

- There is often a tendency to try to eliminate or escape anxious thoughts
- **“What you resist, persists” – Carl Jung**
- Allow your anxious thoughts, feelings and physical change by practising mindfulness. There are different apps you can use to help you learn more about mindfulness meditation.
- Aim for at least ten minutes a day





RETAIN A HEALTHY SENSE OF PERSPECTIVE

- Remind yourself it is normal to feel anxious about illness and uncertainty
- Don't try to ignore or suppress your feelings
- Write down your fears and concerns
- Have a toolbox of grounding techniques
- Recognise when you are catastrophising

ADAPTING TO WORKING AT HOME

- Create a fixed working schedule to maintain direction
- Have a set workspace
- Dress in work attire
- Maintain regular contact with colleagues/management
- Have set and agreed goals
- Take regular breaks
- Have a communication strategy





SUPPORTING CHILDREN

- The increased social isolation have meant that many nurseries, schools and colleges are being closed
- This means that children are likely to be at home and asking questions about the outbreak
- They may also be experiencing anxiety about the news and what might happen
- It is important to not avoid talking about the virus; this will only heighten anxiety levels
- Age appropriate conversations are necessary to provide reassurance and ensure that children feel able to openly express their concerns

TALKING TO CHILDREN ABOUT THE OUTBREAK

- Keep children informed with fact based information
- Be age appropriate with the level of information
- Take your cues from your child
- Deal with your own anxiety
- Reassure them
- Focus on what you are doing to stay safe
- Stick to routine
- Keep talking





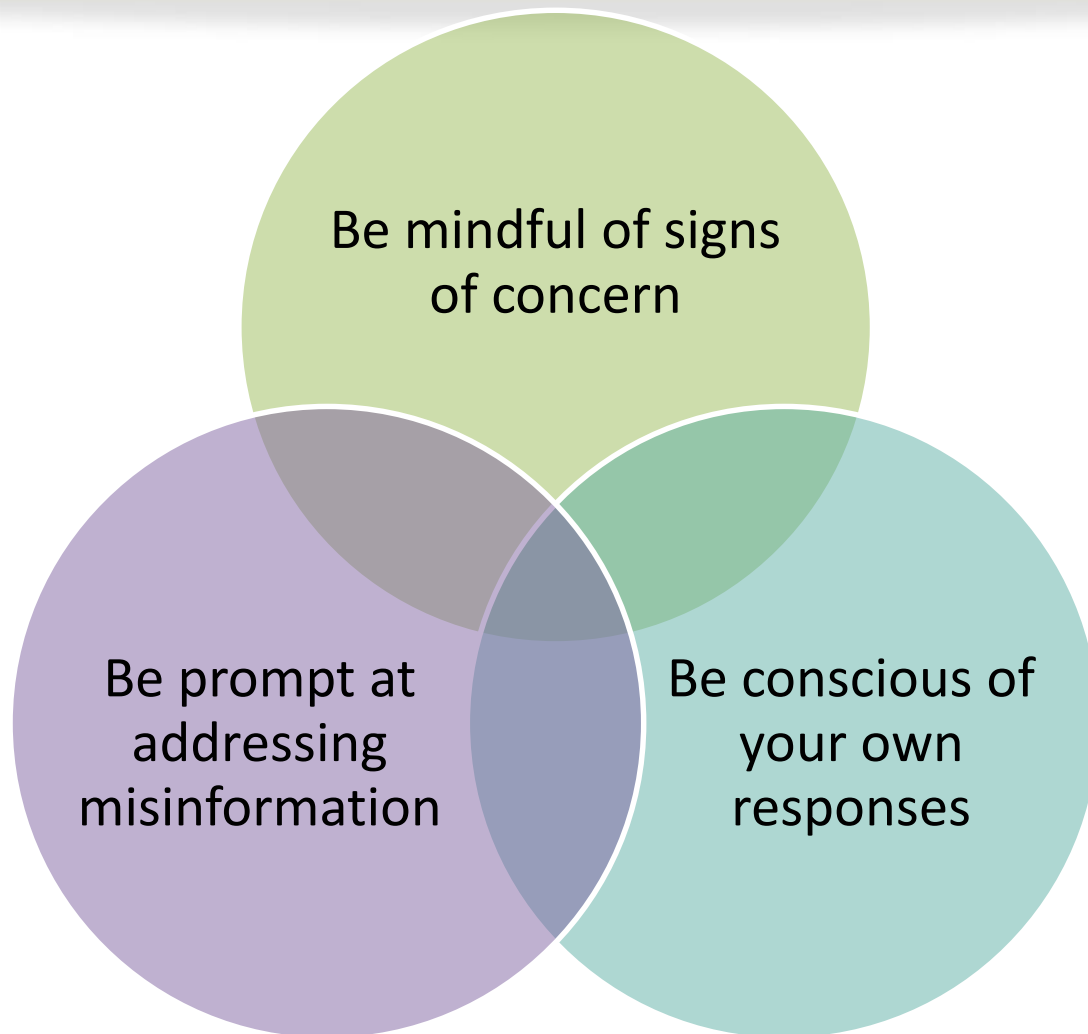
FOR MANAGERS-CONNECT WITH STAFF

Connect with staff – including remote workers- to ask how they are feeling about the outbreak.

- Acknowledge their emotions
- Ask open questions about how they are coping and what support might help (practically or emotionally)
- Explore their current coping strategies, paying attention to signs of overwhelm or unhealthy strategies
- Ensure that they are familiar with the support available
- Encourage people to talk about how they are feeling



FOR MANAGERS-BE PROACTIVE





FOR MANAGERS-COMMUNICATION

- Communicate policies and updates in a clear manner providing reasoning and context.
- Ensure travel policies are clear, including the current authorisations
- Be clear with expectations around remote working, particularly with employees not accustomed to working from home
- Create channels for open communication and questions that may arise at any point



FOR MANAGERS-ADDRESS SIGNS OF PANIC

- Hype and misinformation cause panic
- At such times, it is common for myths to circulate which perpetuate the level of fear in society
- These are particularly amplified by sensationalism across the media and social media
- Take an active role in addressing overreactions, alarmist behaviour and fear mongering
- Remind staff that information doesn't equal informedness
- Provide regular informed updates to staff to prevent assumptions being made
- Discourage people from speculating



FOR MANAGERS-PROMOTE SELF CARE

- Promote self care and prioritise wellbeing
- Discuss challenges as a team
- Emphasise that support is available and that nobody is alone, encouraging staff to help each other
- Discuss short term coping strategies for dealing with stress

ADAPT AND OVERCOME

Coronavirus: Chinese man under lockdown runs 31 miles in his living room

Pan Shancu, from the city of Hangzhou, completed 6,250 laps of track consisting of two large tables set up inside his apartment

● **Coronavirus latest updates**



▲ Pan Shancu, from Hangzhou, exercising in his flat. Photograph: Weibo

A Chinese marathon runner under lockdown during the coronavirus outbreak has kept his spirits up by running 31 miles (50km) around his living room.

Pan Shancu from the city of Hangzhou completed 6,250 laps of track consisting of two large tables set up inside his apartment.



SEEK HELP IF NEEDED

- If you have an existing condition, mentally or physically, you are more likely to be triggered by the news.
- However, anyone can find themselves adversely affected by the outbreak
- If you are struggling to cope and your day to day life is being adversely affected, reach out for help.
- Contact the EAP for telephone support and help around the clock.

THANK YOU!

QUESTIONS?

