



  
**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

3/16/20

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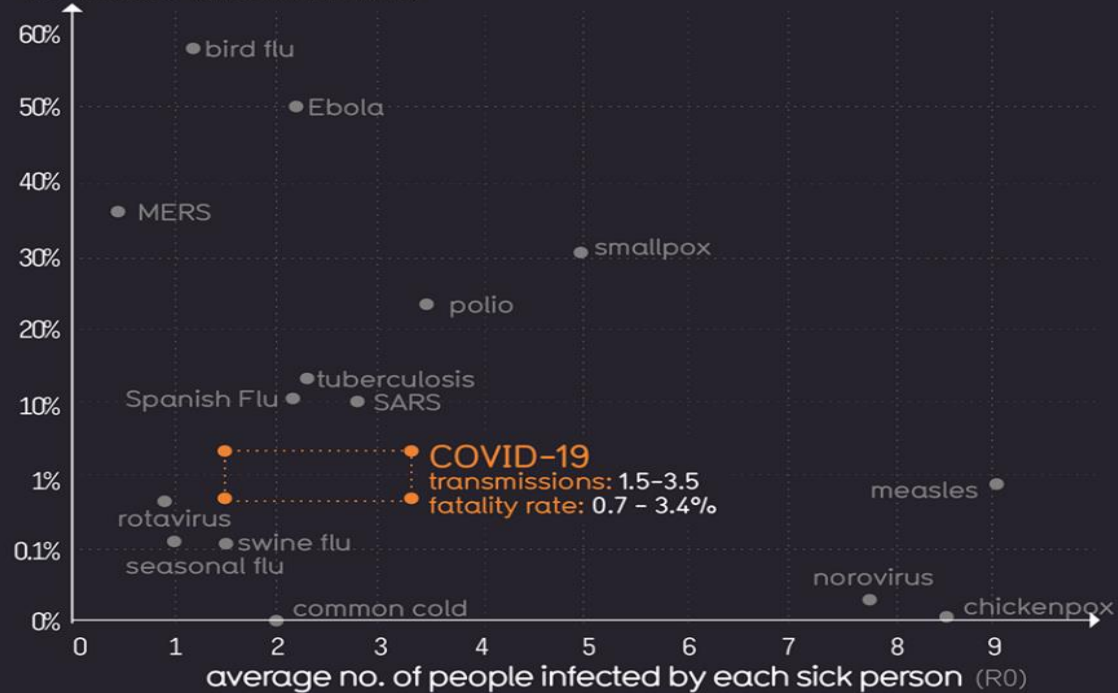
# SOME IMPORTANT FACTS

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 optimize your levels of immunity.
- Current research states that 80 percent 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 three times a week.
- Aim to drink at least two 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 practicing mindfulness. There are different apps you can use to help you learn more about mindfulness meditation.
- Aim for at least 10 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.
- Recognize when you are catastrophizing.

## 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.



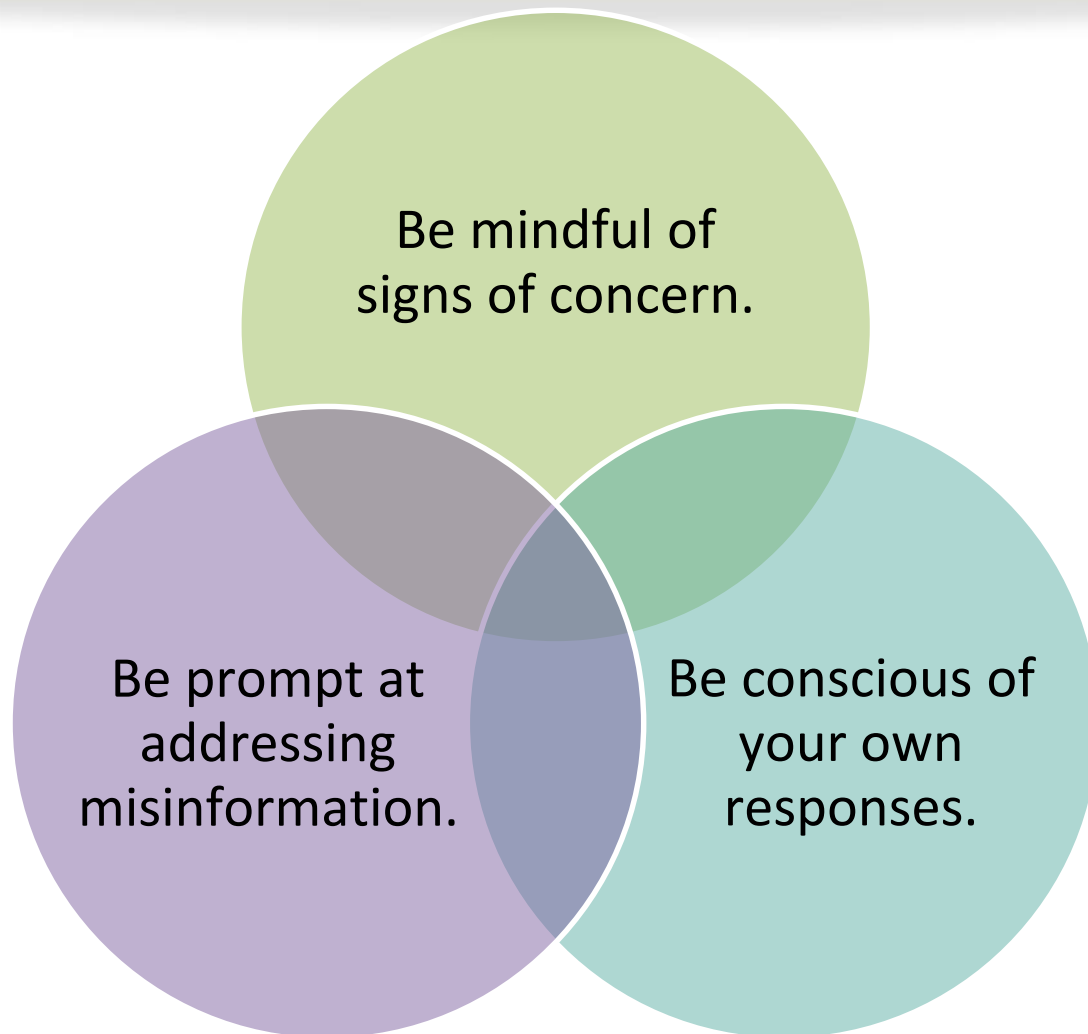


## FOR MANAGERS – CONNECT WITH STAFF

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 behavior, 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 prioritize wellbeing.
- Discuss challenges as a team.
- Emphasize 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, any one 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?

