



April 2020: The Power of You

MINE & ASSOCIATES
A National Business Psychology Institute



“On the other side of a storm is the strength that comes from having navigated through it. Raise your sail and begin.”
— **Gregory S. Williams**

Welcome to the April 2020 edition of **TotalWellbeing**, your guide to the **8 dimensions of wellbeing**. This month’s resources will be centered around the impacts of the Coronavirus crisis and resources to help you through. We will look at some general tips as well as some specific topics such as ideas for working remote, dealing with physical isolation, and managing the fear and anxiety that comes with health scares and uncertain times. Take a look at the tips below or head over to [our blog](#) where we will be constantly updating our Coronavirus related resources.

As a quick update, please remember that your online portal, [PersonalAdvantage](#), has live updates and helpful resources around current events which right now is focused on the Coronavirus. These resources include helpful information, current CDC news and recommendations, helpful and free webinars, and more.

Remember you can always catch past issues of **TotalWellbeing** on our [newsletters page](#). This newsletter is aimed at providing helpful information about various aspects of your wellbeing and then connecting it all back to important and relevant parts of everyday life. If you have any thoughts, questions, or content you would like to see covered here please get in contact with us. You can email us directly by clicking [here](#).

This Month’s Focus

Free Webinar:

[Birth Order: Behavioral Traits that Affect Your Life and Work](#)

MINESblog:

[New to TW? Check out our past Blogs!](#)

[COVID-19: Tips and Resources](#)

[COVID-19: Working Remote](#)

[COVID-19: Working at Home with Kids](#)

[COVID-19: Fear and Anxiety](#)

[COVID-19: Dealing with Isolation](#)

[National Doctor’s Day](#)

Important Links

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To your total wellbeing,
The MINES Team

Being Prepared

During times of crisis, including the recent public health concerns about COVID-19 (Coronavirus), it is natural for our anxieties to rise. The onslaught of news, information, and misinformation can make us feel unsafe and unsure about how to protect ourselves and our loved ones.

One of the best ways to manage a crisis – and the anxiety that it creates – is to have a plan. Plans provide us structure and help us feel more in control, which serves to reduce our anxieties and fears. The first step is to know the facts.

What is it?

The Covid-19 virus, more commonly known as Coronavirus, is a respiratory infection. The symptoms of which are similar to other respiratory illnesses, such as the flu or bronchitis, and include: fever, cough, and difficulty breathing.

How is it spread?

It is thought that the virus is spread from person to person through respiratory droplets produced through coughs and sneezes. These droplets can directly infect another person. Or, they could land on surfaces and be transmitted by touching the surface and then touching your face (mouth or nose specifically). We encourage you to consider the following tips as you develop a plan:

Stay informed

- This is a rapidly changing landscape as health officials learn more about the disease and it's spread in the US. Refer to reputable sources for information like the Centers for Disease Control www.cdc.gov and the World Health Organization. www.who.int.
- You can also access up-to-date information by logging into your [PersonalAdvantage account here](#). Look for the news alert banner on the top of the page for resources including more tips and news sources with live updates.

Practice good hygiene

- Health experts agree that the best way to reduce the spread of illness is to wash your hands regularly for at least 20 seconds at a time. Alternatively, use an alcohol-based hand sanitizer with at least 60% alcohol.
- They also recommend not touching your eyes, mouth, and nose with your bare hands. This can take some conscious practice for those of us with a habit of putting our hands to our faces.
- Cover your mouth & nose with a tissue when you cough and sneeze. Then throw the tissue in the trash. If a tissue is not available cough or sneeze into your bent elbow.
- Keep a distance from others to prevent the spread of the virus. Avoid

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contact with vulnerable populations, such as the elderly or those with pre-existing medical conditions.

- The World Health Organization (WHO) recommends keeping 1 meter (3 feet) from someone who may be sick.

Prepare to work from home.

- The best way to manage a contagious illness is to reduce exposure to others. If you are sick, stay home to avoid infecting others.
- Ask your employer if remote work is possible for your job. If so, equip yourself with the necessary tools to perform your duties from home. For example, bring home your laptop nightly and be sure to have a compatible power cord.

Practice Self Care

- Stress and lack of sleep can make us more vulnerable to viruses such as the flu and COVID-19. Healthy eating, staying well hydrated, exercise and regular sleep can build emotional and physical resilience.
- It is also important to stay strong mentally to reduce the anxiety that can occur. This could include engaging in self-care rituals like meditation, mindfulness, journaling, practicing gratitude, breathing exercises, and staying engaged in hobbies.

Check out [this post](#) for a complete list of tips and resources on basic preparedness and planning.

Remember that Your Employee Assistance Program is here to help you and your family members manage the anxiety from health concerns such as the Coronavirus. **Please call us at 1-800-873-7138 to get connected right away.** Also, [PersonalAdvantage](#) has a ton of great resources and FREE [webinars](#).

Tips for working remote

With the current state of the country, many employers are switching to remote work arrangements for their employees. While this is prudent for the safety of our communities, without much notice or preparation many people must now adjust to a new way of working. For many employees, their home environments may not be set up for full-time work. Even in the best of times, working remotely can be challenging and make you feel isolated. Below are a few tips that can help make the transition easier to make.

1. **Maintain regular work hours** – It is easy to let the hours between work and home blur together. As much as possible stick to the schedule you had when you were working outside the home. Start work at the same time, and end at the same time.
2. **Keep your normal morning routine** – Get up at the same time, do your regular morning hygiene and exercise routines, put on clean clothes every day, eat a healthy breakfast.
3. **Set ground rules with others** – Let both your employer and your household members know the hours that you will be working and keep

to that schedule.

4. **Take breaks** – Take a lunch break, take your morning and afternoon breaks. Get up and walk around every hour or so. Schedule your breaks and take them in their entirety.
5. **Set up your workspace** – As much as possible set up a designated home office workspace. It doesn't have to be a full-blown office but try to designate a space solely for working. Set up a small desk, peripherals, office chair, etc.
6. **Ergonomics** – Be conscious of ergonomic conditions as you set up your workspace. Sit with your feet flat on the floor, keep good posture, with your arms at roughly right angles, and place your screen at eye level.
7. **Stay connected to colleagues** – Set up MS (Microsoft) Teams or Zoom meetings for regularly scheduled meetings; it helps to be able to see your coworkers. Utilize MS Yammer or other social media to facilitate socialization among colleagues.
8. **Communication is key** – It can help to overcommunicate, especially about schedules and tasks. When you are working on an important task and may be slower to respond, say so. When you finish that task, say that too. Remember to always be positive, but professional, in your communications. It is more difficult to interpret tone in written communication so it is important to stay cognizant of how your message may be perceived.
9. **Take advantage of the small perks of being at home** – Use the breaks you scheduled to do something enjoyable, or even useful - sit outside and get some fresh air for your morning coffee break, maybe start that load of laundry during your lunch break.
10. **Cut yourself some slack** – There are going to be distractions while working at home. Accept that and don't beat yourself up about them. Remember, distractions happened in the office too.

Remember, your Employee Assistance Program is here to help you and your household members manage the stress that can come with a major transition. You can also access up-to-date information by logging into your [PersonalAdvantage account here](#). Look for the news alert banner on the top of the page for resources including more tips and news sources with live updates. **If you need additional information, please call MINES and Associates at 1-800-873-7138.**

Question of the Month

What is a self-care resolution you can make during this time of social distancing and shelter in place restrictions? What are things you can do daily in your home to support your physical and emotional wellbeing?

Training Suggestions to Support This Month's Topic

Check out these training suggestions that help support virtual teams and remote working. Use them in a series or by themselves. MINES is always happy to

consult on issues of wellbeing and suggest training that would support your goals. Check out our training manual [here](#) to see other training offerings:

1. [Change in the Workplace](#)
2. [How to Make Virtual Teams Work](#)
3. [Enhancing Emotional Resilience](#)

If you or a member of your household needs assistance or guidance on any of these wellbeing topics, please call MINES & Associates, your EAP, today for free, confidential, 24/7 assistance at 800.873.7138.

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