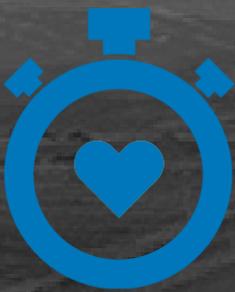


WORKING REMOTELY DURING COVID-19

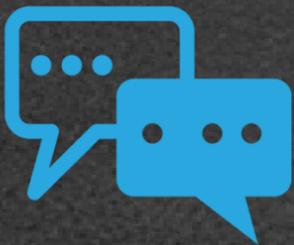
The coronavirus (COVID-19) is presenting new and unique challenges. We are navigating uncharted waters with this virus, making it important to find new ways to work and interact, while also taking care of our mental health and well-being.

Here are some tips for you to turn the crisis into an opportunity.



KEEP A REGULAR SCHEDULE

Create and maintain a routine and schedule. Set up a designated space for you and each family member to work and learn. Don't forget to include periodic breaks in your schedule for recharging.



STAY CONNECTED

Make sure that non-business-related conversations continue, and have some fun with them. It's all too easy to feel isolated when working remotely, and that can be stressful. Talk about your fears and concerns with people you trust. Chances are, they are feeling the same way.

Don't forget to upload a recent picture to your MS Teams profile, and if possible, turn your camera on during meetings.



EXERCISE REGULARLY

Get at least 150 minutes per week of aerobic activities or light weight training. Try to spread out this exercise throughout the course of the week. Stay consistent and share your results to keep motivated.

As a general goal, aim for at least 30 minutes of physical activity every day.



REST AND REFRESH

Sleep restores both your mind and body. Get plenty of sleep. Go to bed at a regular time each day, and practice good habits to get better sleep. Allow yourself some unfocused time each day to refresh. It's okay to add "do nothing" to your to-do list!

Sources:

www.fitness.gov | www.mayoclinic.org | www.helpguide.org |
www.livelifewell.nsw.gov.au | www.betterhealth.vic.gov.au |
www.workplacementalhealth.org/ | <https://learn.marsdd.com> | <https://www.nhs.uk>

GET CREATIVE TO STAY IN TOUCH



Share tips with co-workers and friends on what's working well for you, and encourage them to do the same. Come up with new ideas like planning a Google Hangout or Teams meeting. The sky is the limit on creative ways to stay connected.

DO NOT STAY GLUED TO THE NEWS



Try to limit the amount of time you spend watching, reading, or listening to coverage of the outbreak, including on social media, and think about turning off breaking-news alerts on your phone.

You could set up a specific time to read updates, or limit yourself to checking a few times per day.

EAT HEALTHY AND STAY HYDRATED



Eating a healthy, balanced diet provides nutrients to your body. These nutrients give you energy and keep your heart beating, your brain active, and your muscles working. Nutrients also help build and strengthen bones, muscles, and tendons, and also regulate body processes such as blood pressure.

Drink plenty of water too! It's common to mistake thirst for hunger, so staying well hydrated, will also help you make healthier food choices.

GET FRESH AIR



If circumstances allow, go outside for a brisk walk and fresh air. Avoid crowds, and try to maintain the recommended 6-foot distance with others.

The sun is a miracle cure.

LAST BUT NOT LEAST



Stay Positive. Things that are happening in the world around us can make us feel scared, unhappy, or worried.

You're not alone. Keep working on your core skills, and use this time to improve yourself.

Sources:

www.fitness.gov | www.mayoclinic.org | www.helpguide.org |
www.livelifewell.nsw.gov.au | www.betterhealth.vic.gov.au |
www.workplacementalhealth.org/ | <https://learn.marsdd.com> | <https://www.nhs.uk>