

Organisational Development

Wellbeing advice

Inform

Try to avoid speculation and only use reputable sources on the outbreak

- Good sources:
 - Public Health England
 - Health Protection Scotland
 - NHS
 - Gov.uk
 - World Health Organisation

Connect

- Keep in touch with friends and family
- Set up private chat groups
- Increase communication with colleagues working from home in isolation
- Contacting the Employee Assistance programme for support if you need it, for example, for those experiencing heightened feelings of anxiety
- Contacting Able Futures for advice on working practices, and reducing impacts on mental health

Soothe

Try to anticipate distress:

- Acknowledge how you are feeling
- Talk to someone you trust if you are feeling anxious
- Reassure people you know who may be worried
- Check in with people you know are living alone
- Deep breathing techniques
- Calming environments

Control

Try to manage how you follow the outbreak in the media and focus on things within our control:

- Limit your consumption of the news and social media
- If the news starts to cause you stress and anxiety, take a break from it
- Don't avoid all news as it's important to keep informed and educated about the outbreak
- Wash hands
- Hydrate and nourish

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Honour and Distract

Stick to a daily routine

- Keep active
- Eat a balanced diet
- Have a to-do list
- Take a lunch break
- Have a regular start and end to your working day
- Activities such as: reading, puzzles, crafting etc.

If you are in self-isolation or quarantine

- Acknowledge that it is a different rhythm of life
- Keep in touch with other people regularly on social media, email, phone, video calls
- Create a new daily routine, such as reading more or learning something new
- Be gentle with yourself, rest if you need to

Further sources of information or guidance:

- [Find out about the virus and how to protect yourself](#) on the NHS website
- <https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>