



Health and Wellbeing Guidance: working from home

Mental health and wellbeing tips: COVID-19

There is a lot of misinformation around – stay informed by sticking to trusted sources of information such as [Gov.uk](https://www.gov.uk) and the [NHS](https://www.nhs.uk).

Mute key words or unfollow social media accounts if they are making you feel overwhelmed.

Consider limiting your news intake to once or twice a day at a set time to avoid feeling overwhelmed.

Stay connected with people – consider agreeing regular check-in times via phone or video calls, or with colleagues via Teams.

Try to strike a balance between having a routine and making sure each day has some variety if you are self-isolating.

Remember that self-isolating doesn't mean you can't go out – Mind recommends continuing to access nature and sunlight wherever possible, and exercise, eating well, and keeping hydrated will also help your mental wellbeing.

Anxiety UK suggests practicing the Apple technique:

- **Acknowledge:** notice and acknowledge the uncertainty as it comes to mind.
- **Pause:** don't react; pause and breathe.
- **Pull back:** tell yourself this is just the worry talking, and thoughts are not statements or facts.
- **Let go:** let go of the thought or feeling. It will pass. You don't have to respond. You might imagine them floating away in a bubble or cloud.
- **Explore:** explore the present moment, because right now in this moment, all is well. Notice your breathing and the ground beneath you. Look around and notice what you see, hear, touch, smell. Then shift your focus on something else, what you need to do or were doing before you noticed the worry, or do something else – mindfully, with your full attention.

Mental health and wellbeing tips: general

Five Ways to Wellbeing framework:

Connect

- Have a virtual coffee or lunch break with colleague/s

- Video call colleagues instead of emailing or phoning.

Give

- If you are able and feel safe to do so, you may want to offer to collect and deliver necessities to neighbours/nearby co-workers
- Check in with your teammates to see how they are doing

Be Active

- Don't sit for too long – take regular breaks to stretch your legs
- Go for a walk during the time you would normally spend commuting
- Look up free online exercises on YouTube, such as Adriene's yoga channel

Keep Learning

- This is the perfect time to get to grips with the technical side of working remotely!
- Share any remote working guidance which others may find useful.

Take Notice

- Be mindful about how you spend your time – try to keep to a routine so you have a psychological separation between your work and personal time, and continue to take your tea/coffee/lunch breaks as you would if you were in the office
- We spend so much of our lives at work, it may be helpful to pause and look around at your home, your pets, loved ones, and local community and actively appreciate being with them on a workday.