

COVID-19 (Coronavirus) Toolkit

The recent outbreak of COVID-19, which may be commonly known as “coronavirus” or “Wuhan coronavirus,” has now been declared a pandemic by the World Health Organization (WHO), due to the death toll and the spread of the virus overseas.

COVID-19 is a virus that falls under the coronavirus “family” of respiratory viruses. Its symptoms include:

- fever
- headache
- dry cough
- body aches
- breathing problems

If you believe you may have symptoms of COVID-19, it’s important to make sure that you seek medical attention and follow instructions from the [NHS](#) to ensure that you do not spread the disease.

Learn More About COVID-19

Understanding what COVID-19 is and how you can avoid catching it can be helpful in preventing the spread of the virus.

- [What Is COVID-19? \(Coronavirus\)](#)
- [Preventive Measures: Best Practices for Handwashing](#) (Infographic)
- [Protecting Yourself Against Coronavirus](#)
- [Protecting Older Adults from COVID-19](#) (*Coming soon*)
- [Protecting Your Well-being During the COVID-19 Outbreak](#) (Infographic)
- [COVID-19 Resources](#)

Managers may also find the article [Managing Concerns and Anxieties About Infectious Diseases at Work](#) a useful resource.

If you are self-isolating

Whether you are self-isolating because you have symptoms, may have been exposed to someone with symptoms, or are choosing to stay at home to reduce your risk of exposure, your life will require some major temporary adjustments. These resources can help you maintain your well-being while you're at home.

- [Taking Care of Yourself When You Have COVID-19](#) (*Coming soon*)
- [Coping with Loneliness](#)

If you are self-isolating, please refer to recommendations from your local health authority for more information on the specific measures you should take.

Work and Illness

The COVID-19 outbreak is a good reminder that no matter what communicable disease you have, it's important not to spread it by coming into work when ill. It is a good idea to familiarise yourself with your company's sick leave policy. Read the article [Are You Too Sick to Go to Work?](#) for more information.

If you are working from home due to COVID-19, remember to check in regularly with your manager and keep an eye out for communications from your company to stay up to date. You should also be mindful of maintaining your well-being. The following resources might help with this:

- [Making Flexibility Work](#) (Infographic)
- [Setting Boundaries When You Work from Home](#)
- [Your Remote Working Day](#)

For managers

You can help your team maintain a positive working environment even if they are working from home.

- [Communicating During Times of Change at Work](#)
- [Helping Employees Stay Focused During Times of Change](#)
- [Managing Concerns and Anxieties About Infectious Diseases at Work](#)
- [Managing Employees Who Work a Flexible Schedule or Who Work Remotely](#)
- [Your Role as a Leader in Building Team Resilience](#)

Financial Worry

With COVID-19 causing volatility in the financial markets, it's not unusual to start worrying about your financial future. You or loved ones may also have concerns about how self-isolate may affect your income. Try reading the following resources:

- Coping with an Interruption in Income (*Coming soon*)
- Investment Anxiety: Coping with a volatile market (*Coming soon*)
- [Working With a Financial Adviser](#)

Maintaining your mental well-being

Worries about COVID-19 can feel overwhelming, and some people may experience stress and anxiety. If you are struggling, find support by calling your assistance programme. The following articles can also help:

- [Five Ways to Take Your Mind Off the News](#)
- [How the Assistance Programme Can Help in a Crisis](#)
- [When You or Your Children Are Upset by News Reports](#)

You can also help yourself and those around you stay positive during stressful times by building your resilience and focusing on positive thinking.

- [Coping With Change](#) (article series)
- [Practise Happy Habits to Boost Your Psychological Well-being](#)
- [Practising Positivity](#) (article series)
- [Resilience During a Disease Outbreak, Epidemic, or Pandemic](#)
- [Quick Tips for Keeping a Positive Attitude](#)
- [Teaching Yourself to be Resilient](#)

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Last Reviewed Mar 2020