

## **Occupational Health - Top Tips to support staff in returning to normal work routines**

### **Stay Informed**

- ❖ Stick to trustworthy sources of pandemic news and updates – gov.uk, NHS, WHO, University communications
- ❖ If you are feeling anxious or overwhelmed, consider staying away from the news or asking a friend/family member to give you a quick update when there are any changes
- ❖ Ask for clarification from your colleagues/Line Manager if you are unclear on anything relating to your work.

### **Focus on the things you can control**

- ❖ Do things that help you feel safe – wash your hands, wear a mask, use hand sanitiser, keep your working area clean and tidy.
- ❖ Take time to look after yourself – get enough sleep, get some fresh air, eat nutritious foods, connect with your friends and family.

### **Plan for what you can**

- ❖ Write down your worries and possible solutions, such as who you can ask for childcare support or practical support if needed. Again, focus only on situations that are within your control.
- ❖ Try to stick to a routine/schedule to maintain a sense of normality in your day.

### **Stay Connected**

- ❖ Stay in touch with family friends on a regular basis.
- ❖ If you tend to withdraw during stressful periods, ask friends to check in on you or consider having a set day/time when you check in with someone.
- ❖ Keep in touch with colleagues and take time to ask, 'How are you?' before starting on work conversations.
- ❖ Use social media to your advantage, as a tool for connection, but remember to mute people/pages that have a negative impact on your wellbeing.