

# Employee's Guide To Managing COVID-19

FOR OFF-SITE WORKERS

**Our regular routine of going to work every day is a thing of the past as we all work from home.**

Though we may be feeling a mix of emotions from confusion to a loss of productivity, it's important to note that there are several things that can be done to help you manage your lifestyle which will not only boost your performance levels but will elevate your mood as well.

According to our research and recommendations from the World Health Organization, here are some best practices you can start implementing:

## 1. Get the facts

- With the amount of misinformation circulating through the media, it's easy to feel stressed and afraid. Stick to reliable sources (such as the World Health Organization and the Centers for Disease Control and Prevention), so you can understand what the actual methods of transmission, possible symptoms, and necessary precautions are when managing COVID-19.
- While it is important to stay up to date by watching the news and reading the latest articles, it's necessary to take a break every once in a while, as the overabundance of information can become overwhelming.

## 2. Continue to protect yourself

- Wash your hands regularly for twenty seconds whenever you return to your home and keep hand sanitizer with at least 60% alcohol, handy.
- If you are choosing or have been advised by your local authorities to wear a mask and gloves when you leave the house, make sure that you do not touch your face.
  - > It's important to note that when you do remove your mask at home, to take care not to touch your face and to wash your hands immediately after removal.
  - > If you are using a cloth mask, make sure it is multilayered and that it is washed after every use.

## 3. Be mindful of public spaces and communication

- Avoid touching your mouth, nose, or eyes when in public.
- Practice social distancing and stay at least six feet away from others.
- Cough or sneeze into your elbow, not your hands.
- If you do not feel well, self-quarantine and avoid public spaces.

## 4. Consider your workspace

- Having the proper work from home set-up can improve your sense of productivity.
  - > If you have the means, make sure to separate your workstation from other areas in your home, so you can achieve some work-life balance and create some space between the two.
  - > Consider ergonomics while you work and make sure that you have the proper equipment such as a desk and suitable chair to get your work done.
  - > Remember to take breaks and look away from your screen every once in a while.
  - > It's easy to get consumed by work with not much else to do, but remind yourself that working hours are from 9am to 5pm, so you do not experience burnout.

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## 5. Take care of your physical and mental health

- Stay active and exercise at home to stay strong and elevate your mood.
- Be mindful of the foods you eat as it is easy to develop poor eating habits during this time.
- Practice meditation to help you feel a sense of calm and gratitude for the blessings in your life.
- If your local area permits, go outside and take a walk in nature.
- Take time to do things that you enjoy.
- Since we are naturally social creatures, take time to call your loved ones and friends on video as seeing their faces will elevate your mood.

## 6. What to do if you are feeling unwell

- If you feel that you are showing signs of COVID-19, call your nearest health authority and follow the necessary precautions.
- Do not go outside.
- Self-quarantine.

By following the tactics listed above, you can take the necessary precautions to protect yourself while still maintaining a proper work-life balance. Though you may be feeling disconnected and isolated from the world, remember you are not alone.

We are all going through this together and eCompliance is dedicated to providing you with the relevant information and resources to help you get through this. As always, stay strong.



## RESOURCES

World Health Organization, [COVID-19 Workplace Readiness](#), 27 February 2020, Version 1.4

World Health Organization. (2020, March 9). Retrieved March 12, 2020, from <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

King, W. (2020, April 20). 5 Ways to Reduce Stress and Boost Immune System While Social Distancing. EHS Today. Retrieved April 24, 2020, from [https://www.ehstoday.com/covid19/article/21129297/5-ways-to-reduce-stress-and-boost-immune-system-while-social-distancing?utm\\_source=QM+News&utm\\_medium=email&utm\\_campaign=CPS200420019&o\\_eid=0793H0171245G5O&rdx.ident%5Bpull%5D=omeda%7C0793H0171245G5O&oly\\_enc\\_id=0793H0171245G5O](https://www.ehstoday.com/covid19/article/21129297/5-ways-to-reduce-stress-and-boost-immune-system-while-social-distancing?utm_source=QM+News&utm_medium=email&utm_campaign=CPS200420019&o_eid=0793H0171245G5O&rdx.ident%5Bpull%5D=omeda%7C0793H0171245G5O&oly_enc_id=0793H0171245G5O)