

Persevering through the Pandemic

An Employee Toolkit to help manage the holidays, cope with the emotional toll, and stay informed during the COVID-19 crisis



COVID-19 & Emotional Well-Being

(Click topic for link to resource)

- Anxiety
- Disappointment
- Grief
- Mindfulness
 - Apps
 - Calendar
- Nourishment & Activity
- Resilience
- Seasonal Affective Disorder (SAD)
- Sleep
- Stress
- Trauma & Post-Traumatic Stress
- Worry

COVID-19 & the Holidays

(Click topic for link to resource)

- Holiday Resiliency Tips
- Safe Holiday Celebrations Guide
(Ohio Dept. of Health & Stark County Health Dept.)

COVID-19 & Health Considerations

(Click topic for link to resource)

- Assessment & Access to Care
- COVID-19 & Substance Abuse
- COVID-19 Symptoms
 - Recognizing Symptoms
 - Managing Symptoms at Home
- Flu & COVID-19
 - Key Differences
 - Twindemic: WKRC-12 Expert Panel
- Masks: Why They're Essential
- Quarantine Update
- TeleHealth
- TriHealth: Find Care Now
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 - Information for You & Your Family
 - Ohio COVID-19 Vaccination Program



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Managing Return-to-Work Anxiety during COVID-19

COVID-19 has challenged many people's security and sense of control. Returning to work represents a return to normal, but it may not be without its own causes for anxiety. Finding a balance between your personal well-being and work environment and responsibilities is important. So, before and after your return to work, you should address any reservations related to COVID-19 that might affect your work duties.

Continue to follow the recommended measures to prevent spreading the virus.

Take care of yourself and others by taking the necessary actions at work (washing your hands often, staying home if you are sick, and maintaining social distancing), as well as in your daily interactions. If the kind of work you do needs additional precautions, discuss necessary changes, and follow the instructions from your manager.

Don't be afraid to propose additional suggestions.

If you find yourself coming up with more ideas outside of the recommended safety measures, bring those up to your manager. This is a time where everyone must adapt to a new way of doing things—at work and home. By becoming more involved, this can provide a refocus of your thoughts and put you in a more optimistic place during this transition. So, go ahead and suggest your ideas. These could be beneficial to your workplace and create an easier transition for the rest of your team.

Keep communication open with your manager.

Do you have children or an elderly family member at home? Or, do you have health conditions that put you at greater risk for COVID-19 infection, disrupted child-care arrangements, or other concerns? Be honest with your manager if you need certain arrangements (working from home for longer or working in a solitary space away from other staff members.) Even if your manager cannot accommodate your needs exactly, most will do what they can. When you create an open line of communication, you can keep your supervisor informed on your day-to-day, as well as alleviate any apprehensions you may have about your work situation.

Be patient with yourself and your coworkers.

In the aftermath of a stressful or disruptive event, it is natural to move at a slower pace while you recover and adjust to new circumstances. If you have concerns that are keeping you from focusing on your work (anxiety about working in a shared space with other staff or fear over the spread of the virus), share these thoughts with your manager. They may be able to offer guidance or options for you. Keep in mind that returning to work from COVID-19 puts everyone in circumstances that are just a little new and different. Give yourself a little time to return to your former focus and full productivity. Be patient and trust that your team will find its old rhythm.

Take care of your mental health.

Anxiety and fear are normal when you come back to work during and after a stressful event. If you realize that you are not able to manage these feelings, ask for help. There are various resources you can locate, including your employee assistance program (EAP) or additional professional support, to help support you.



Coping with Stress and Disappointment Related to COVID-19

It's only natural the events occurring in our world related to COVID-19 might cause increased stress and disappointment. As many of our favorite holiday activities and traditions are cancelled, it is important to know what you can do to manage these feelings during this difficult time.

Know the Signs of Stress

It's not uncommon to experience the following examples of reactions in response to a significant crisis:

- **Behavior:** irritability, trouble relaxing, excessive worrying, frequent crying
- **Body:** stomachaches, headaches, sweating, chills, tremors, appetite changes
- **Emotions:** anxiety, depression, guilt, anger, sadness, vulnerability
- **Thoughts:** confusion, lack of concentration, difficulty making decisions

Know How to Relieve Stress

Take time to care for yourself; these strategies can help:

- Keep things in perspective. Focus on things you can control.
- Get the facts. Consult trusted resources, like the CDC and WHO.
- Keep yourself healthy. Eat healthy foods. Drink water. Get enough rest.
- Use practical ways to relax. Talk with loved ones. Stretch. Breathe deeply.
- Pay attention to your body, feelings and spirit.

Know Why Disappointment is a Natural Response

Disappointment comes from unexpected loss of our hopes or expectations. If we don't manage the loss, we may experience feelings of sadness or in some cases, depression:

- **It's ok to be disappointed.** Give yourself permission. Process feelings to make you emotionally stronger.
- **Talk about your disappointment.** Reach out. Talk about your experience. Sharing may help others as well.
- **Nurture.** Do something nice for yourself. Treat yourself to something special.
- **Channel your disappointment into creativity.** Come up with new traditions. Involve family and friends.
- **Find perspective.** Consider the big picture. Practice gratitude. Look for the positive.

Know When to Seek Help

If you or someone you know shows signs of elevated stress for days or weeks, get help by accessing a resource such as one of these:

- Employee Assistance Program (EAP), such as TriHealth EAP, if offered by your employer.
- AMHSA National Helpline: 1-800-662-HELP (4357)
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

TriHealth EAP®

Grief is Not a Sign of Weakness

Grief is not a sign of weakness. Rather, it is a healthy and fitting response to a loss and a tribute to one who has died. Running away from grief only postpones sorrow, while clinging to it prolongs pain. Neither approach leads to healing. By allowing grief to have its way for a while, you can gradually and gently release yourself from its grip. Recognizing both the value and the appropriateness of grief is the first step in accepting the reality of your loss. Acceptance is also the first sign of recovery.

Everyone is different, but for most people grieving follows a pattern, proceeding through stages. We do not all experience every phase. Nor do we all move through grief at the same pace or with equal intensity. The following characteristics constitute the basic elements of the grief experience. Reviewing them can help you identify your own pattern, determine where you are in the process, and anticipate what you still might experience.

Shock

A period of numbness usually follows the event of death. People feel stunned or like they are in a trance. Shock can last for minutes, days, or even longer. The state of shock gives a person time to absorb what has happened and begin to adjust. People sometimes use alcohol, tranquilizers, or other methods to extend this period. There is also a tendency to leave decision-making to others, but it is important to face the reality of death and to regain control and direction of one's life.

Emotional Upheaval

As shock wears off, grief gives rise to a variety of emotions. When feelings seem overwhelming, we should consider postponing major decisions. Other grievers, family, or counselors can help you interpret and deal with these feelings. As we begin to understand what we are experiencing, we can find appropriate ways to channel our emotions and to use them to our advantage.

Physical Distress

The mental and emotional upset of a loss can cause physical distress and make us more vulnerable to illness. Grief sometimes causes us to neglect healthy eating habits, exercise, or to overindulge in drinking, smoking, or medication. We might need a professional's advice regarding our symptoms, their causes, and appropriate treatment.

Panic

A death can often make the future seem uncertain and we may panic in the face of the unknown. Panic prevents concentration and postpones acceptance of the finality of death. It tempts us to run from life, to avoid it, and refuse to try. Patience with ourselves, combined with a willingness to accept help from others, will enable us to control panic and reduce confusion.



Guilt

Many people blame themselves in the event of a death. We all make mistakes and sincere regret is the best response if a mistake has been made. However, unwarranted self-reproach can greatly affect our mental health and delay our recovery from grief. Since guilt is a common manifestation, help from family, friends, or a counselor may be needed to gain a better perspective and to aid in dealing with these feelings, whether they are justified or exaggerated.

Hostility

People in grief naturally ask: "Why?" "Why him?" "Why now?" "Why like this?" Most of these questions have no answers and the resulting frustration causes us to feel anger and resentment. We want someone to blame: God, doctors, ourselves, others, or even the person who died. If we can accept the lack of an answer to "Why?," then we can start thinking about what we can do to grow through what has happened. Then we will start to move beyond anger and towards hope.

Depression

Grievers typically, but in varying degrees, experience loneliness and depression. This pain, too, will pass. Reaching out to others is a means by which we can lessen loneliness and overcome depression.

Aimlessness

During the grieving process, a kind of drifting can occur. Grievers find it difficult to return to familiar, even necessary activities. Once we can begin to assess our potential for the future, we will be able to move ahead in the process.

Hope

In time, and with effort, hope grows. We can express our emotions without embarrassment or apology. We can feel concern for and show interest in others and our jobs. We can make decisions and assume responsibility for ourselves. The example of others who have experienced a similar loss can serve as a resource and as a sign of hope.

If you find grief is affecting your quality of life, support is available. Contact the employee assistance program potentially offered through your employer or insurance provider. The [Goldstein Family Grief Center and Fernside](#) offer programs and support focusing on both adult and children's grief.

Mindfulness Apps



TEN
PERCENT
HAPPIER

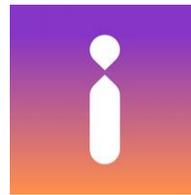
Ten Percent Happier is a Mindful Meditation App that allows you to listen to courses, podcasts, or books through the app to aid in sleep, stress, anxiety and meditation. Downloading the app gives you the freedom to listen to these options anywhere you are.



Sattva draws meditations from ancient vedic principles. In addition to 6-minute guided meditations to app features sacred sounds, chants, mantras and music by Sanskrit scholars.



Headspace is a mobile app that includes guided meditation, animations, articles and videos with the mission of improving health



Inscape is a meditation studio in NYC that provides an extension of their zen room where teachers guide you through mindfulness practice through the app. The meditations, music, and breathing exercises are available as recommendations based on your goals, time of day and familiarity with meditating.



Calm is an application available both on a computer and mobile app. Calm focuses on making the world happier and healthier with over 50 million downloads. With choices from Meditation, Sleep, Music, Body, Masterclass and Scenes, you are sure to find the right fit for you.



Smiling Mind was developed by a psychologist to encourage mindfulness practice as a pillar of wellness, similar to daily exercise, good sleep and healthy eating. The app features a 10-minute daily meditation broken down into age categories (7-9, 10-12, 13-15, 16-18 and adults). There are also specific programs for group use.



Many of the most experienced mindfulness teachers are on this app. It allows you to pick and choose depending on how long you have to practice and what style you would like. Just set a timer and sit without guidance.



Simple Habit features five minute meditations from top mindfulness experts at google to former monks. You can also find coaching, motivational guides and bedtime stories on this app along with classic guided meditations.



Fans of Aura like it for its daily meditations, life coaching, nature sounds and stories based on the mood you select when opening the app. You can also track your moods for reviewing patterns.



Buddhify offers over 200 meditations to help with anxiety, stress, sleep, pain and tough emotions. With several different teachers, you are sure to find the voice and style that resonates with you.

Keeping Your Mind Strong Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start a wellness journal to keep track of your habits, goals, and progress	Cook a meal in which ½ the plate is vegetables	Break the monotony, try something new today	Take 5 minutes to identify 2-3 goals for this month	Identify and utilize a coping skill for a stressor you're experiencing	Start a wellness journal to keep track of your habits, goals and progress	Exercise for at least 15 minutes
Set your sleep schedule for the week to ensure 7-8 hours of sleep/night	Try 4-7-8 breathing – inhale for 4 counts, hold for 7, exhale for 8	Set a limit for your news and social media consumption	Try a yoga video on TriHealth Corporate Health's Youtube page	Identify 3 things for which you are grateful	Spend time with a pet	Eat breakfast
Set your sleep schedule for the week to ensure 7-8 hours of sleep/night	Make a to-do list for the week ahead	Do a check-in with your partner, roommate, close friends or family to see how they're feeling	Make a "small wins" list, and continue adding to it throughout the month	Decide on a "happy place" and spend some time visualizing it	Schedule time today to worry, dream, appreciate, or just clear your mind	De-clutter a living or work space
Set your sleep schedule for the week to ensure 7-8 hours of sleep/night	Take a long walk with a pet or other partner	Seek out something or someone who makes you laugh!	Try a crossword, Sudoku, or other puzzle	Ask for help with something that has been stressing you out	Spend at least 20 minutes outdoors	Volunteer with a local non-profit
Set your sleep schedule for the week to ensure 7-8 hours of sleep/night	Drink at least 64 oz. of water today	Reflect on this month – what went well? What have you accomplished?				



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Nourishment and Activity during Times of Change

During times of increased stress and change it can be easy to put our health and wellness on the back burner. We often lose focus of self-care, especially around physical activity and nutrition.

“Both nutrition and exercise are very important to your overall health” says Shannon Ricca, Wellness Coach with TriHealth Corporate Health. “We may need to approach activity and nutrition a little different when we are facing increased stress and change. This can be an important aspect of self-care and overall well-being.”

Ricca offers these tips to continue with nourished eating and physical activity in ways that don't add stress:

Physical Activities

- Dance to your favorite music
- Search YouTube for free fitness videos
- Stretch during work breaks or commercials
- Download a free app such as:
 - 7-minute workout (no equipment needed)
 - Nike Training Club
- Yoga and meditation can be a great stress reliever

Outdoor Activities

- Take a walk around your neighborhood
- Spend time in nature
- Go for a bike ride
- Gardening or yard work
- Play games with your family
- Go to a local park

Healthy Eating

Nutrition is an important aspect of our overall well-being, however there can be some challenges when experiencing increased stress. Often times we reach for more convenient foods that are sometimes less nutritious. Here are some steps you can take to nourish your body in times of stress and change.

- Try a new recipe that includes fruits or vegetables
- Minimize trips to the grocery store by stocking up on foods that will stay fresh for a week or longer
 - Canned or frozen fruits, vegetables, beans, meats and fish. Choose varieties without sauces
 - Whole wheat crackers, bread, tortillas, whole grain rice, whole grain pasta
 - Oatmeal and whole grain cereals
 - Broths and soups
 - Peanut butter, nuts, and seeds
- Opt for healthier options when eating out
 - Look up nutrition information online
 - Choose grilled over fried
 - Have a salad instead of fries
 - Order dressings and sauces on the side

When it comes to making changes to activity and nutrition in times of stress, try to make small changes that can easily become new habits. You don't have to change everything at once, take it one step at a time.

Characteristics of Resilience

Resilience is the ability to adapt and to become stronger as life's challenges come our way. Increasing resilience takes time and effort, but the following tips can help you achieve it.

1. Maintain Perspective

- a. Taking a Step Back, Viewing the Big Picture
- b. Reframing: Challenge/Opportunity vs. Problem

2. Feel Empowered

- a. Make a list of things that I can control
- b. Choose to think positive, use an affirmation

3. Cope with Feelings

- a. Use journaling or other forms of art to express
- b. Notice & appreciate today's positive experiences

4. Use Good Problem-Solving Skills

- a. Make a list of all possible solutions and take small simple steps
- b. Remain open to new ideas and possibilities

5. Maintain Meaningful Connections

- a. Strengthen and cultivate friendships
- b. Find positive supportive relationships that encourage us to be our best selves

6. Give and Receive

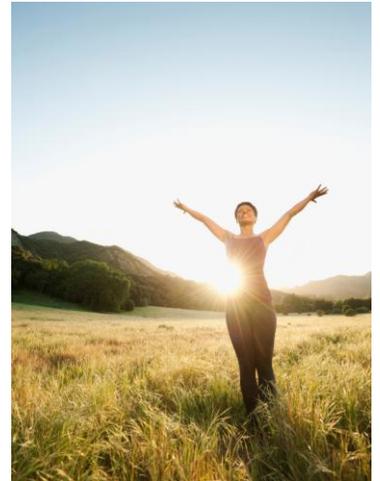
- a. Find formal and informal ways to give and receive.
- b. Express gratitude/say thank you daily.

7. Utilize Humor

- a. Find ways to play and have fun!
- b. Do what makes you happy.

8. Take Care of Ourselves

- a. Find ways to practice healthy habits (fruits, veggies, water, sleep) and set S.M.A.R.T. goals for sustainable behavior change
- b. Get preventive exams





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More than the Winter Blues: Understanding Seasonal Affective Disorder (SAD)

Every year from November to February, daylight hours become shorter and many days provide little sunshine. This disrupts natural circadian rhythms and production of the hormones that influence mood, sleep and eating routines. As a result, many people feel “blue,” tired and unmotivated. When those feelings go beyond the winter blues, it could be seasonal affective disorder (SAD).

SAD is relatively common.

While between 4 and 6 percent of people in the United States suffer from SAD, there is a milder form that up to 20 percent of people experience, according to the [American Academy of Family Physicians](#). Those with the milder form are less likely to be diagnosed, leading them to deal with the side effects without support.

The cause is unknown.

While the trigger for SAD is unknown, the theory is that it has to do with hormonal changes throughout the year, related to daylight. “Less sunlight during fall and winter leads to the brain making less serotonin, a chemical linked to brain pathways that regulate mood,” according to WebMD. “When nerve cell pathways in the brain that regulate mood don’t function normally, the result can be feelings of depression, along with symptoms of fatigue and weight gain.” This theory is backed by the fact that the disorder is less common in countries that have a lot of year-round sunshine.

Some people have a higher risk.

Certain demographics are more likely to develop SAD, according to Diane Pipes LISW-S, the Employee Assistance Program (EAP) Manager for [TriHealth Corporate Health](#). “Women tend to have SAD more often than men,” she says. “But when men experience SAD, it’s much more severe.” Young adults are at highest risk, with people 18 to 30 years of age most affected, Pipes adds. Additionally, “geographical location matters,” she explains. “Those people that live farther south or farther north of the equator are most affected.”

SAD affects quality of life.

SAD is more than a gloomy feeling. Rather, it significantly impacts a person’s life. “It affects folks with their basic daily activities,” Pipes shares. “Everything from hobbies to your desire to see family and friends to taking care of yourself, too.”

Those with SAD might experience symptoms such as:

- Low energy or fatigue
- Trouble concentrating
- Increased desire to be alone
- Increased appetite

Although less common, SAD during summer can result in decreased appetite, sleep troubles, and weight loss.

Treatment is available.

The good news is that treatment can improve symptoms. A doctor can prescribe an anti-depressant, or you can speak with a therapist who can help by using Cognitive Behavioral Therapy techniques and suggesting simple lifestyle changes. You can find a therapist through your employers’ EAP or through your insurance network.

“You’ll see the most effective results if you combine treatments,” Pipes suggests. “Go to a therapist, eat better, walk a little bit more, etc. Like any of the forms of depression, there is no need to suffer. You can very easily get some help and feel better.”

Tips for a Good Night's Sleep

Set a schedule:

Go to bed at a set time each night and get up at the same time each morning. Disrupting this schedule may lead to insomnia. "Sleeping in" on weekends also makes it harder to wake up early on Monday morning because it re-sets your sleep cycles for a later awakening.

Exercise:

Try to exercise 20 to 30 minutes a day. Daily exercise often helps people sleep, although a workout soon before bedtime may interfere with sleep. For maximum benefit, try to get your exercise about 5 to 6 hours before going to bed.

Avoid caffeine, nicotine, and alcohol:

Avoid drinks that contain caffeine, which acts as a stimulant and keeps people awake. Sources of caffeine include coffee, chocolate, soft drinks, non-herbal teas, diet drugs, and some pain relievers. Smokers tend to sleep very lightly and often wake up in the early morning due to nicotine withdrawal. Alcohol robs people of deep sleep and REM sleep and keeps them in the lighter stages of sleep.

Relax before bed:

A warm bath, reading, or another relaxing routine can make it easier to fall asleep. You can train yourself to associate certain restful activities with sleep and make them part of your bedtime ritual.

Sleep until sunlight:

If possible, wake up with the sun, or use very bright lights in the morning. Sunlight helps the body's internal biological clock reset itself each day. Sleep experts recommend exposure to an hour of morning sunlight for people having problems falling asleep.

Don't lie in bed awake:

If you can't get to sleep, don't just lie in bed. Do something else, like reading, watching television, or listening to music, until you feel tired. The anxiety of being unable to fall asleep can actually contribute to insomnia.

Control your room temperature:

Maintain a comfortable temperature in the bedroom. Extreme temperatures may disrupt sleep or prevent you from falling asleep.

See a doctor if your sleeping problem continues:

If you have trouble falling asleep night after night, or if you always feel tired the next day, then you may have a sleep disorder and should see a physician. Your primary care physician may be able to help you; if not, you can probably find a sleep specialist at a major hospital near you. Most sleep disorders can be treated effectively, so you can finally get that good night's sleep you need.

Adapted from "When You Can't Sleep: The ABCs of ZZZs," by the National Sleep Foundation.

Tips to Reduce Stress and Sleep Better

Stress is our response to daily life. It affects us emotionally, physically, and behaviorally. The right amount of stress can be a positive force that helps us to do our best and to keep alert and energetic. Too much stress, however, can make us tense, anxious, and can cause sleep problems.

What Are the Signs of Stress?

Common signs of stress include depression, sleep problems, tension, anxiety, work mistakes, poor concentration, and apathy, among many others. If high levels of unwanted stress are not properly managed, your health and sense of well-being can suffer. Therefore, it is important to learn how to manage stress.

Tips for Managing Stress for Better Sleep

These tips can help you ease stress and hopefully get a better night's sleep:

- **Assess what is stressful:** The first step in getting a handle on stress is to figure out what is causing it. Take a good look at your physical condition and your daily activities. Do you suffer from pain? Are you overloaded at work? Once you identify your stressors, you can take steps to reduce them.
- **Seek social support:** Spending time with family and friends is an important buffer against stress. It can be helpful to share your problems with people who care for you.
- **Practice thought management:** What we think, how we think, what we expect, and what we tell ourselves often determine how we feel and how well we manage rising stress levels. You can learn to change thought patterns that produce stress. Thoughts to watch out for include those concerning how things should be and those that over generalize sets of circumstances (for example, "I'm a failure at my whole job because I missed one deadline.") Many commercial audiotapes and books can help you learn thought management exercises.
- **Exercise:** Exercise can help you blow off steam thereby reducing stress. In addition, flexible, loose muscles are less likely to become tight and painful in response to stress. If you have a medical condition or are over the age of 50, it's best to check with your doctor before beginning an exercise regimen.
- **Eat a healthy diet:** Junk food and refined sugars low in nutritional value and high in calories can leave us feeling out of energy and sluggish. A healthy diet, low in sugar, caffeine, and alcohol consumption, can promote health and reduce stress.
- **Get adequate sleep:** A good night's sleep allows you to tackle the day's stress easier. When you are tired, you are less patient and easily agitated which can increase stress. Most adults need 7-8 hours of sleep per night. Practicing good sleep hygiene along with stress-lowering tactics can help improve your quality of sleep.
- **Delegate responsibility:** Often, having too many responsibilities can lead to stress. Free up time and decrease stress by delegating responsibilities.

These steps can help many people sleep soundly through the night. However, if you have frequent sleep problems, talk to your doctor. Your doctor can assess you for possible sleep disorders and recommend safe and effective sleep medicine.

52 Proven Stress Reducers



- 1 Get up fifteen minutes earlier** in the morning. The inevitable morning mishaps will be less stressful.
- 2 Prepare for the morning** the evening before. Set the breakfast table, make lunches, put out the clothes you plan to wear, etc.
- 3 Don't rely on your memory.** Write down appointments, when to pick up the dry cleaning, or when library books are due, etc.
- 4 Do nothing, which after being done, leads you to tell a lie.**
- 5 Make duplicates of all keys.** Bury a house key in a secret spot in the garden and carry a duplicate car key in your wallet, apart from your key ring.
- 6 Practice preventative maintenance.** Your car, appliances, home and relationships will be less likely to break down/fall apart "at the worst possible moment."
- 7 Eliminate (or restrict) the amount of caffeine in your diet.**
- 8 Procrastination is stressful.** Whatever you want to do tomorrow, do it today; whatever you want to do today, do it now.
- 9 Plan ahead.** Don't let the gas tank get below one-quarter full, keep a well-stocked "emergency shelf" of home staples, don't wait until you're down to your last bus token or postage stamp to buy more, etc.
- 10 Don't put up with something that doesn't work right.** If your wallet, shoelaces, windshield wipers – whatever – are a constant aggravation, get them fixed or get new ones.
- 11 Allow 15 minutes of extra time** to get to appointments. Plan to arrive at the airport two hours before domestic departures.
- 12 Be prepared to wait.** A paperback can make a wait in a post office line almost pleasant.
- 13 Always set up contingency plans, "just in case."** ("If for some reason either of us is delayed, here's what we'll do..." kind of thing. Or, "If we get split up in the shopping center, here's where we'll meet.")
- 14 Relax your standards.** The world will not end if the grass doesn't get mowed this weekend, or if the sheets have to be changed a day later than planned.
- 15 Pollyanna-Power!** For every one thing that goes wrong, there are probably 10, 50 or 100 blessings. Count 'em!
- 16 Ask questions.** Taking a few moments to repeat back directions of what is expected of you can save hours.
- 17 Say "NO!"** Saying no to extra projects, social activities and invitations you know you don't have the time or energy for takes practice, self-respect, and a belief that everyone, every day needs quiet time to relax and be alone.
- 18 Turn off your phone.** Want to take a long bath or meditate without interruption? Drum up the courage to temporarily power off the phone.
- 19 Turn "needs" into preferences.** Our basic physical needs translate into food, water, and warmth. Everything else is a preference.
- 20 Simplify! Simplify! Simplify!**
- 21 Make friends with non-worriers.** Nothing can get you into a habit of worrying faster than associating with chronic worrywarts.
- 22 Take a hot bath or shower** (or a cool one in the summertime) to relieve tension.
- 23 Wear earplugs.** If you need to find quiet at home but junior must practice piano, pop in some earplugs and smile.
- 24 Get enough sleep.** If necessary, use an alarm clock to remind you to go to bed.
- 25 Create order from chaos.** Organize your home and workspace so that you always know exactly where things are. Put things away where they belong and you won't have to go through the stress of losing things.
- 26 Breathe deeply.** When feeling stressed, most people tend to breathe in short, shallow, breaths. When you breathe like this, stale air is not expelled, oxidation of the tissue is incomplete, and muscle tension frequently results. Check your breathing throughout the day as well as before, during and after high-pressure situations. If you think your stomach muscles are knotted and your breathing is shallow, relax all your muscles and take several deep, slow breaths.

- 27 **Write your thoughts and feelings down** (in a journal or on a piece of paper to be thrown away) to help you clarify things and give you a renewed perspective.
- 28 **Try the following yoga technique** whenever you need to relax: inhale deeply through your nose to the count of eight. Then, with lips puckered, exhale very slowly through your mouth to the count of sixteen, or for as long as you can. Concentrate on the long sighing sound and feel the tension dissolve. Repeat ten times.
- 29 **Inoculate yourself against a feared event.** Just as a vaccine containing a virus can protect against illness, if you expose yourself to one or more of the dreaded aspects of an experience beforehand, you often can mitigate your fears. Example: before speaking in public, take time to go over every part of the experience in your mind. Imagine what you'll wear, what the audience will look like, how you will present your talk, what the questions will be and how you will answer them, etc. Visualize the experience the way you would have it be.
- 30 **Create a diversion.** When the stress of having to get a job done gets in the way of getting the job done, diversion – a voluntary change in activity and/or environment – may be just what you need.
- 31 **Get up and stretch periodically** if your job requires that you sit for extended periods.
- 32 **Find the right environment.** One of the most obvious ways to avoid unnecessary stress is to select an environment (work, home and leisure) that is in line with your personal needs and desires. If you hate desk jobs, don't accept a job that requires that you sit at a desk all day. If you hate to talk politics, don't associate with people who love to talk politics, etc.
- 33 **Learn to live one day at a time.**
- 34 **Every day, do something that you really enjoy.**
- 35 **Add an ounce of love to everything that you do.**
- 36 **Talk it out.** Discussing your problems with a trusted friend can help clear your mind of confusion so you can concentrate on problem solving.
- 37 **Do something for somebody else.**
- 38 **Focus on understanding** rather on being understood, on loving instead of being loved.
- 39 **Do something to improve your appearance.** Looking better can help you feel better.
- 40 **Schedule a realistic day.** Avoid the tendency to schedule back-to-back appointments; allow time between appointments for a breathing spell.
- 41 **Become more flexible.** Some things are worth not doing perfectly.
- 42 **Eliminate destructive self-talk:** "I'm too old to..." or "I'm too fat to..."
- 43 **Use your weekend time for a change of pace.** If your work week is slow and patterned, make sure there is action and time for spontaneity built into your weekends. If your workweek is fast-paced and full of people and deadlines, seek peace and solitude during your days off. Feel as if you aren't accomplishing anything tangible at work? Tackle a job on the weekend that you can finish to your satisfaction.
- 44 **"Worry about the pennies, and the dollars will take care of themselves."** In other words: take care of the todays as best you can and the yesterdays and the tomorrows will take care of themselves.
- 45 **Do one thing at a time.** When you are with someone, be with that person and with no one else. When you are busy with a project, concentrate on doing that project and forget about everything else that you have to do.
- 46 **Allow yourself time – every day – for privacy, quiet and introspection.**
- 47 **Do the difficult things first.** If an especially "unpleasant" task faces you, do it early in the day and get it over with. Then the rest of the day will be free of anxiety.
- 48 **Learn to delegate** responsibility to others who are capable.
- 49 **Don't forget to take a lunch break.** Try to get away from your desk or work area in body and mind, even if it's just for fifteen or twenty minutes.
- 50 **Forget about counting to 10.** Count to 1,000 before doing or saying anything that could make matters worse.
- 51 **Have a forgiving view of events and people.** Accept the fact that we live in an imperfect world.
- 52 **Have an optimistic view of the world.** Believe most people are doing the best they can.

Workplace Response to Managing Pandemic Trauma and Post-Traumatic Stress Disorder

Most of us are feeling the impact on our mental health as COVID-19 continues. Caring for those who are ill, the loss of life, the loss of our way of life, and the uncertainty of the future are causing many people to experience anxiety, depression, post-traumatic stress disorder symptoms as well as other mental health issues. There are things we can do to address the symptoms – as individuals, as leaders and as an organization.



Trauma typically is defined as the emotional response to a tragic event. People who directly experience the traumatic event, those who witness it, or those who manage the aftermath such as healthcare workers can be affected. It also can occur in friends or family members of those who went through the actual trauma. Healthcare workers also might experience **Second Victim Syndrome** – an emotional response following a patient adverse event that can impact the ability to perform job responsibilities. People who experience trauma, directly or indirectly, often have emotional, physical, and behavioral reactions. These are typical reactions to trauma.

Common emotional responses to trauma include the following:

- Shock or numbness
- Depression
- Frustration
- Fear and anxiety attacks
- Guilt
- Sadness
- Feeling unsafe or vulnerable
- Anger towards others involved in the event

These emotional responses may cause physical symptoms such as these:

- Gastrointestinal upset
- Headaches
- Changes in appetite
- Shallow, rapid breathing
- Weakness, fatigue, dizziness
- Muscle tension

Together, emotional and physical responses can create changes in our behavior including:

- Difficulty concentrating
- Interpersonal conflicts
- Withdrawing from others
- Angry outbursts
- Crying
- Moodiness
- Decreased energy
- Sleep disturbances
- Memory lapses
- Agitation or irritability
- Increased use of alcohol or drugs

Gradually these “normal” reactions to trauma go away. It might take days or even weeks, but over time most start to feel better. For some people, the responses continue and worsen. This could signal the development of **Post-Traumatic Stress Disorder (PTSD)**. Any event or series of events that causes feelings of helplessness and hopelessness can result in PTSD, especially if it feels uncontrollable or unpredictable, as the pandemic does. **Complex PTSD** can occur when the trauma is prolonged and repeated. **Collective trauma** is psychological trauma experienced by a group of people.

Healthcare workers regularly experience trauma as part of their jobs. Yet, this is different – the length of time of the pandemic, the critically high numbers of infected persons, and the resulting deaths. And, there is no getting away from it. Going home does not make it stop. It has infiltrated every aspect of our lives and will continue to impact us. Just as 9/11 changed us, COVID-19 will too.

Typical post-traumatic stress disorder symptoms might include the below.

Everyone experiences symptoms differently, but there are four common types:

- **Re-experiencing the event:** Feeling as if you are living through the event again, memories that won't go away, and nightmares.
- **Avoiding and numbing:** Avoiding people, places and things that might remind you of the event. Feeling numb often involves no longer experiencing joy from things that typically make you happy as well as loss of interest in activities and people.
- **Negative thinking:** Negative thoughts about yourself and the world, feelings of hopelessness, detachment, and depression.
- **Hyperarousal:** Easily startled, always feeling on alert, irritable, and angry. Engaging in unhealthy coping skills such as alcohol/drug use.

Trauma also impacts generations differently. Known as **transgenerational trauma**, it results in different responses. Generations' differing health risks, finances and family concerns play significant roles.

How to manage PTSD symptoms

Trauma and PTSD symptoms can be managed. The best results occur when there is an individual, leadership, and organizational effort guided by **Trauma-Informed Care (TIC)** principles.

Individuals

- **Fight the feelings of helplessness** – Remind yourself daily of your strengths and ability to cope through journaling, positive self-talk and meditation.
- **Take care of yourself physically** – Trauma can take its toll. Exercise regularly, eat right, and get extra rest to help your body and mind heal.
- **Share with others** - Talk with trusted friends, family, and co-workers about how you are feeling to lessen the sense of loneliness and fear often triggered by a traumatic event.
- **Be good to yourself** – Slow down if possible. Give yourself "time outs", put off major tasks and decisions until you feel better. Allow family and friends to help you. You don't have to do everything.
- **Professional help** – Many people need a little more than self-care. Consider seeking additional support or arranging for counseling. Many employers offer employee assistance programs, such as TriHealth EAP, or counseling services through your insurance provider.

Leaders

- **Stay positive and hopeful** – Remind your teams of their resilience and abilities daily.
- **Laugh** – Share a short funny story in meetings. Humor helps diffuse stress.
- **Model good self-care** - Eat your lunch without working, start a meeting with a breathing exercise. Allow and encourage team members to practice self-care during the workday.
- **Be flexible** – As much as possible, allow flexibility with schedules, working from home.
- **Use available resources** – Refer team members to support offered through their employee benefits or insurance providers.

Organizations

- **Slow down** - As much as possible, extend deadlines for projects, don't begin new projects unless they are related to supporting team members through this crisis.
- **Empower leaders** to manage their teams in ways that work for them – One size does not fit all.
- **Communicate clearly** from the top down – Provide consistent directives that allow team members to know what to expect and always explain the "why."
- **Support leaders** to show strength and empathy as everyone struggles through this time.

Coping with Worry: Eight Strategies

Worry, a pattern of dwelling on potential difficulties, is a normal part of the human experience. In fact, productive worry can help us prepare and find solutions for new or difficult situations. However, unproductive worry can keep us in a constant state of agitation and affect our daily lives. While it often can feel overwhelming, there are simple techniques that can reduce the severity and impact of worry on our lives.



1. Self-Awareness: Listening to ourselves think can be a powerful tool to help minimize worry. We can take a “time out” to recognize when we are stuck in a pattern of worry, and then correct the thinking patterns that generate it. For example, we can “catch ourselves” jumping to conclusions, anticipating the worst scenario, discounting the positives, personalizing, or having an “all-or-nothing” pattern of thinking. We then can challenge ourselves to think of the situation in a more productive and creative way.



2. Interruption: Worry can feel like a continuous tape loop that steals our emotional attention. Interruption techniques can help us “push the reset button” and start over with a healthier pattern. Simple techniques can be to go outdoors, call a friend, or watch a funny video. We also can develop our own silly “re-set ritual” like standing up, turning around three times, looking at the ceiling and smiling. In time, the skill of starting over gets built into the ritual, and automatically helps us escape the pattern of worry.



3. Designated “Worry Time:” Trying to push worries out of our mind usually make them more intrusive; however, temporarily storing and setting a time to worry about them can be effective in minimizing their impact. Schedule a 20-30 minute block per day as a routine time to worry. As worries arise, we write them down, assuring ourselves that we won’t forget them and waiting until the “official worry time” to give them our attention. This often helps us gain control over our worry, which takes away its power.



4. Personal Empowerment: Worry can make us feel battered by circumstances beyond our control. One antidote is empowerment – feeling reassured we are going to be well no matter what happens to us. We can get in touch with our own empowerment by remembering situations in the past in which we have persevered. Another technique is to generate positive slogans called affirmations, and repeat them to ourselves on a daily basis. Examples of effective affirmations are: “I am strong and capable,” “Take it one day at a time,” or “I can accomplish anything I set my mind to.”



5. Support System: One “fertile soil” for worry is the insecurity of feeling adrift from others. One solution is to maintain a strong connection to our own support system. This can include family, friends, social organizations, our community, coworkers, and our spirituality. As we communicate and receive friendship, love and support from others, we feel reassured and protected from our worries. Tools to develop a strong support system include reaching out to friends, joining social activities, and staying in touch with our extended family members.



6. Spirituality: Spirituality can have a powerful impact on calming worry. How each of us practices our spirituality is very personal. It can vary from engaging in a formal religion, to praying, to meditating, to reading daily reflections. Spirituality can fill us with faith, peace of mind, gratitude, a deeper purpose in life and a connection with a power greater than ourselves, all of which can heal the habit of worry. Spirituality also incorporates healthy emotional practices, such as acceptance, selflessness, forgiveness, and mindfulness.



7. Exercise: Exercise is one of the best tools we have to reduce anxiety. Regular exercise reduces tension, drains excess energy, triggers endorphins, calms our minds, and improves our sleep. We also can apply “on-the-spot” exercise when we find ourselves trapped in excessive worry. Exercise can include games and sports such as volleyball or bowling; weight-bearing exercises like walking or running; chores, including housecleaning or yard work; flexibility exercises like stretching; or strength-building exercises like weight lifting.



8. Counseling: Worry often is fueled by strong “feelings habits” such as insecurity, perfectionism, social comparison, pessimism, and a need for control. The worry may be a survival mechanism from past trauma or a component of a mental illness. Counseling can be a safe place to share worries and can help address underlying reasons behind the worry. It also can provide a place to discuss and practice strategies for managing worry and connecting with support.



Tips for Remaining Resilient during the Holidays

The holidays likely will be different for most of us this year due to the COVID-19 pandemic. Try these tips to help cope with changes and continue to find meaning:

- **Plan.** Planning provides a sense of control and helps decrease feeling at loose ends because things are different.
- **Budget your time and your money.** And, stick with it! You cannot “make up for” 2020 with gifts or activities.
- **Choose to do things differently.** Instead of mall shopping, try internet shopping; instead of large-meal gatherings, try small, immediate-family meals. Choose differently; choose safely.
- **Take time for yourself.** Allow yourself time to engage in activities you enjoy - exercise, reading, being in nature, etc.
- **Schedule fun.** Even though this year’s holidays will be different, you can still have fun. Build in playful and enjoyable time between chores.
- **Reach out to others.** Make a meal for someone who is alone, donate to a cause as a family through choosing gifts from online wish lists, or find new ways to give.
- **Delegate activities** so everyone can feel included and connected to the preparations and events.
- **Relax your expectations of yourself and others.** It is OK if you cannot give/send gifts to everyone you have in the past or have the big dinner together. Do a virtual dessert party instead.
- **Laugh.** Find the humor in situations that do not turn out perfectly. Vow to make lemonade out of holiday lemons.
- **Take responsibility for your own holiday fulfillment** by updating activities and traditions. Include your loved ones in creating new ways to celebrate such as taking a walk together or caroling for shut-in loved ones.
- **Remember people are most important.** Find ways to connect with those you love via phone or virtually, gather outside while socially distanced, etc.
- **Do not allow yourself to be guilt tripped** by the people you love. Everyone may have different ideas about how to manage given our current climate. Choose what works for you and your family.
- **Do not take responsibility for other people’s holiday happiness.** Remember you cannot fix everything.
- **Be aware of what you are eating and drinking.** Alcohol and lots of sugary foods are not effective coping skills.
- **If you are recovering from a loss,** the first year particularly brings back the grief. Seek support of family, friends, clergy, or a therapist.
- **Focus on gratitude.** Make a daily ritual of reflecting on what you are grateful for on your own as well as with family and friends.

COVID-19 Assessment

Access to Care

If you have a primary care physician, please call your physician's office first for a consultation and potential testing. If you DO NOT have a physician, you can schedule a virtual visit through TriHealth NOW or you can visit one of the TriHealth Emergency Departments, Priority Care or TriHealth Clinic at Walgreens locations for evaluation.

If you do not have a primary care physician, call 513 853 2100 or visit [TriHealth.com/PrimaryCare](https://www.trihealth.com/PrimaryCare) to find a physician in your area. The Good Samaritan Free Health Center, TriHealth Faculty Medical Center and Bethesda Family Medicine are also accepting new patients.

Good Samaritan Free Health Center

3727 St Lawrence Avenue
Cincinnati, OH 45205
513 246 6888

TriHealth Faculty Medical Center

375 Dixmyth Ave
Cincinnati, OH 45220
513 862 2563

Bethesda Family Practice

1775 Lexington Avenue
Cincinnati, OH 45212
513 977 6700

Priority Care & TriHealth Clinic at Walgreens

Testing available when presenting with symptoms indicating possible COVID-19 diagnosis; cough, shortness of breath, fever at or above 100.4 and/or recent exposure to COVID positive patient.

TriHealth Priority Care - Anderson

7991 Beechmont Avenue
Cincinnati, OH 45255

TriHealth Priority Care - Glenway

6139 Glenway Avenue
Cincinnati, OH 45211

TriHealth Priority Care - Liberty

8020 Liberty Way
West Chester, OH 45069

TriHealth Priority Care - Mason

8350 Arbor Square Drive
Mason, OH 45040

TriHealth Priority Care - Oxford

5151 Morning Sun Road
Oxford, OH 45056

TriHealth Clinic at Walgreens - Colerain

9755 Colerain Avenue
Cincinnati, OH 45251

TriHealth Clinic at Walgreens - Deer Park

4090 East Galbraith Road
Deer Park, OH 45236

TriHealth Clinic at Walgreens - Loveland

10529 Loveland Madeira Road
Loveland, OH 45140

TriHealth Clinic at Walgreens- Norwood

4605 Montgomery Road
Norwood, OH 45212

TriHealth Clinic at Walgreens - Monfort Heights

5403 North Bend Road
Cincinnati, OH 45247

TriHealth Clinic at Walgreens- Sharonville

12110 Lebanon Road
Sharonville, OH 45241

TriHealth Clinic at Walgreens- Withamsville

719 Ohio Pike
Cincinnati, OH 45245



Reserve your spot online through [TriHealth.com/PriorityCare](https://www.trihealth.com/PriorityCare), [TriHealth.com/clinic](https://www.trihealth.com/clinic) or [TriHealth.com/Now](https://www.trihealth.com/Now).

For information regarding the Governor's free testing through the state-sponsored testing sites can be found here:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers>

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

- 1. Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



- 6. Cover your cough and sneezes** with a tissue or use the inside of your elbow.



- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



- 3. Get rest and stay hydrated.**



- 8.** As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.



- 4.** If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



- 5.** For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Flu and COVID-19 - The Key Differences

↓ FLU

Symptoms Begin:

1 to 4 days after infection.

Complications:

Can occur, but are less likely because of immunity built up over time.

Hallmark Symptoms:

Fever, cough, shortness of breath, fatigue, sore throat, runny nose, headache, and body aches.

Spread:

Both flu and COVID-19 can spread from person-to-person, between people who are in close contact with one another and mainly by air droplets.

↓ COVID-19

Symptoms Begin:

As early as 2 days after infection or as late as 14.

Complications:

COVID-19 is a new virus, so most people have no immunity. Severe respiratory complication may come on extremely quickly.

Hallmark Symptoms:

Many symptoms are similar to the flu, however those infected with COVID-19 sometimes experience loss of taste or smell.

Spread:

COVID-19 is more contagious among certain people and age groups than flu. Also, the virus can spread more quickly and easily than the flu, resulting in continuous spread, also called superspread.



MIKE DEWINE
GOVERNOR OF OHIO

Ohio

Department
of Health

coronavirus.ohio.gov



TriHealth
Corporate Health

TriHealth.com | 513 891 1622

Why wear a mask?

TRANSMISSION PROBABILITIES



COVID CARRIER
NO MASK

→
70%



HEALTHY
WITH MASK



COVID CARRIER
WITH MASK

→
5%



HEALTHY
NO MASK



COVID CARRIER
WITH MASK

→
1.5%



HEALTHY
WITH MASK

WEAR A MASK TO PROTECT OTHERS AND YOURSELF

WHERE

- Please wear a mask in any indoor location that is not a residence.
- When you are outdoors and unable to maintain a distance of six feet or more.
- You are waiting for, riding or operating public transportation.

WHY

- This reduces the chances you will **get** COVID 19 from others.
- This reduces the chances you will **give** COVID 19 to others.



TriHealth

source - <https://www.nola.gov/health-department/>

TriHealth is providing health care where and when you want it!

TriHealth telehealth brings you more options to connect with a physician. Whether or not you are a TriHealth patient, we can provide you care via phone or video consult.



TriHealth Virtual Care for TriHealth Patients

If you're already a TriHealth patient, you can connect with your doctors through telehealth options such as MyChart messages, e-visits, and phone and video consultations. To learn more about these options, go to:

[TriHealth.com/Telemedicine](https://www.trihealth.com/Telemedicine)



TriHealthNOW for Everyone

TriHealthNOW provides virtual care for anyone in Greater Cincinnati and beyond. Talk to a doctor anytime, anywhere, 24/7/365.

To register and learn more, go to:

[TriHealth.com/NOW](https://www.trihealth.com/NOW)