

# COVID-19 (Coronavirus) Toolkit

The recent outbreak of COVID-19, which may be commonly known as “coronavirus” or “Wuhan coronavirus,” has now been deemed 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 your local health authority 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 \(Infographic\)](#)
- [How to Practice Social Distancing \(Infographic\)](#)
- [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.

- [Coping with Loneliness During Self-Isolation](#)
- [How To Be Active and Stay Fit at Home](#)
- [Maintaining Healthy Habits When Life Changes](#)
- [Using Technology to Connect With Friends and Family During the COVID-19 Outbreak](#)

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

If you are struggling while self-isolating, call the assistance program for support from caring counselors.

## **Caring for others**

From kids' cancelled classes to feelings of isolation due to social distancing or quarantine measures, caring for your friends, family, and loved ones during the COVID-19 outbreak may seem like a challenge. However, there are many ways to create routines, reach out, and stay connected during this difficult time.

### *Parenting*

- Educational Resources for Parents (*coming soon*)
- Keeping Your Kids' Education on Track During the COVID-19 Outbreak (*coming soon*)
- [When You or Your Children Are Upset by News Reports](#)

### *Helping Older Relatives*

- [Finding Support in a Family Medical Crisis](#) (article series)
- Protecting Older Adults from COVID-19 (*coming soon*)

## *Staying Connected*

- Helping Your Community During the COVID-19 Outbreak (*coming soon*)
- [Using Technology to Connect With Friends and Family During the COVID-19 Outbreak](#)

## **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 familiarize 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, be sure 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 Work-Life Boundaries When You Work from Home](#)
- Using Technology to Stay Connected When Remote Working (*coming soon*)
- Your Remote Working Day (*coming soon*)

## *For managers*

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

- Boosting Remote Worker's Morale (*coming soon*)
- [Communicating During Times of Change at Work](#)
- [Helping Employees Stay Focused During Uncertain Times](#)
- [Managing Concerns and Anxieties About Infectious Diseases at Work](#)
- [Managing Employees Who Work a Flexible Schedule or Who Work Off-Site](#)
- [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](#)
- [Investment Anxiety: Coping with a volatile market](#)
- [Working With a Financial Planner](#)

## **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 program. The following articles can also help:

- [Five Ways to Take Your Mind off COVID-19 \(Coronavirus\)](#)
- [How the Assistance Program 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)
- [Practice Happy Habits to Boost Your Psychological Well-being](#)
- [Practicing Positivity](#) (article series)
- [Resilience During a Disease Outbreak, Epidemic, or Pandemic](#)
- Quick Tips for Maintaining a Positive Attitude (*coming soon*)
- Teaching Yourself to Stay Resilient (*coming soon*)

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