

# Shropshire Wildlife Trust Covid-19 Operating Procedure (COP)

**Title: Wellness at Work**

## Introduction

Good physical and mental health will help staff maintain a balanced home-work life as new working conditions are adapted to as a result of the Covid-19 crisis.

The daily routine for all staff is likely to have been affected by the Covid-19 crisis and therefore SWT are aware that maintaining one's wellness does not have a 'one-size fits all' solution. Staff may experience any number of emotions such as frustration, worry, anxiety, boredom and loneliness. Staff may have also experienced Covid-19 related trauma or may do so in future.

## You should:

- Remember that it's OK to feel the way you do and that everyone reacts differently.
- Know, for most of us these feelings will pass and working at home may be difficult but you're helping to protect yourself and others by doing so.
- Continue accessing treatment and support for any existing physical or mental health problems where possible.
- Identify ways to work effectively at home and think about how you can stay in touch with work colleagues (and friends and family) – by phone, messaging, video calls or social media. .
- Know it's normal to feel negative thoughts around the current situation and it's OK to share your concerns with others you trust – and doing so may help them too. If you can't speak to someone you know or if doing so has not helped there is help available to try as an alternative. These are numerous and a list can be found on the NHS web pages ([www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/](http://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/)).
- Look after your body - our physical health has a big impact on how we feel. Try to plan and eat healthily, with well-balanced meals. Drink enough water and exercise regularly but take time to relax and look after your sleep. <https://healthytelford.com/2020/09/29/lets-get-telford-healthy/>
- Think about your new daily routine - life is changing for a while longer and it's likely our normal routines have been disrupted, so think about how to adapt and create positive new routines.

## SWT will:

- Support their staff as they navigate the new normal.
- Provide access to training to help deal with our new working environments.
- Consult, listen and accommodate individual needs where possible to do so.
- Support line managers with their teams' requirements.

## Further advice

For help in maintaining good physical and mental health the NHS also provides some mood assessments and audio guides:

[www.nhs.uk/conditions/stress-anxiety-depression/](http://www.nhs.uk/conditions/stress-anxiety-depression/)

MIND have a number of suggestions: <https://www.mind.org.uk/workplace/coronavirus-and-work/tips-for-supporting-yourself-and-your-team/>

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Version control:

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Regular washing of hands with soap and water for at least 20 seconds is mandatory.

