

# Your health and wellbeing during the Covid-19 pandemic

Information pack for staff

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# Introduction

## Dr Sara Munro, Chief Executive



We have all been adjusting to living and working in unprecedented times and there will be occasions when everyone, however knowledgeable and experienced they may be, will feel overwhelmed, anxious and out of their depth. Times are tough and we are only human after all.

Acknowledging this and how we are feeling, using our own tried and tested methods for coping with stress and worries continue to be the biggest protective factors for our own mental health and wellbeing. However we are all guilty of putting our own needs last especially when we spend most of our day caring for our service users, colleagues and loved ones. The comment I hear most frequently from colleagues, especially managers is that they want to make sure everyone else in their team is ok and supported. But if we are going to continue to rise up to the challenges over the next few months, then we need to pace ourselves and look after both our physical and mental wellbeing.

Whilst we all have our own preferred ways of coping with stress and managing our wellbeing the Trust's Health and Wellbeing Group have put together this fantastic document which includes top tips, and ideas to help in your everyday life. The Trust website will also contain the latest information and resources if you want to find out more.

Please do look after yourselves and thank you for everything you are doing, now more than ever.

*Sara*

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## Daily self care

It's really important to keep yourself as healthy as possible at this stressful time to help you cope with any challenges. So, make sure you're eating well, staying active and taking extra care with managing your limits. We are in unprecedented times and it's good to remember that we can all only do our best.

### Take care of your basic needs

Make sure you eat enough of the right things, stay hydrated, get proper sleep and time away from work.

### Take time to relax each day

Recharge your batteries doing whatever works for you – whether that's listening to music, singing, reading or box-set bingeing.

### Take time to exercise

Staying active may be a challenge but do get fresh air if you can. Wherever you live there are some great resources on the **Active Leeds website** on how to stay healthy at home with ideas about exercise routines for children and families, adults and older adults. **North Yorkshire County Council** also have some valuable healthy resources at [www.northyorks.gov.uk](http://www.northyorks.gov.uk).

### Stay connected with family and friends

Use digital methods if you can't do face to face. Check in each day even if it's just to say "Hi!"

### Practice mindfulness

The **"Headspace"** app contains lots of short meditations (3 minutes or less to relieve stress) for beginners and experienced practitioners.

### Support each other...

... and be mindful of your own and others' limitations – everyone needs to recharge their batteries.



## News and updates

We all need different amounts of information in a crisis - some of us like to know every detail whilst others prefer the basic facts.

Evidence shows that social media is more likely to escalate our anxiety and too much media of any kind can actually undermine our mental health.

### Limit notifications

Consider reducing the notifications and updates you receive on your phone.

### Checking the news

Limit the number of times you check your phone or switch on the news for updates.

### Tackling fake news

Always read beyond the headline and check the reliability of the information. This could be doing a search to double-check who the author is and how credible they are, seeing if the information is available on reputable sites and using good fact-checking websites, such as [www.fullfact.org](http://www.fullfact.org) to get more information.

### Use trusted sources

Focus on trusted sources of information, for example the NHS, [www.gov.uk](http://www.gov.uk) websites, Public Health England and reputable news channels and journalists on social media.

The Trust's internal communications include:

- Staff Coronavirus web section
- Coronavirus email briefing to all staff
- Sara Munro's briefing to all staff





# Health, safety and wellbeing

Your health, safety and wellbeing are vitally important. We want to make sure that you can access what you need to continue to do such a great job.

## Wellbeing Assessments

Wellbeing Assessments are available to all staff and aims to ensure that all staff feel able and empowered to raise concerns safely.

These conversations need to take place every 6 months as a minimum, with review conversations held on a regular basis via clinical supervision/management supervision/1-1.

We are asking managers and staff to have this one to one comprehensive, compassionate conversation in a sensitive manner, taking into account staff mental wellbeing about their personal context and working environment, which considers age, gender, ethnicity and health vulnerabilities and any additional impacts, caring responsibilities and development needs alongside an assessment of the individual's role and workplace environment.

This should take into account staff concerns and preferences to inform decision-making in relation to mitigating actions and reasonable adjustments. Risk reduction measures include safe systems of work; reduction by hygiene measures and access and correct use of PPE.

Some staff, including those with underlying health conditions or particular concerns and anxieties about their health and work, may require further advice and support through Occupational Health to inform decision making and risk reduction.

Guidance and forms can be found on the staff wellbeing hub.



## Personal Protective Equipment (PPE) and Infection Control

Robust infection control processes are in place to protect you. Appropriate PPE equipment, in line with national guidance, is available at all of our sites where it is required and we have an efficient stock management distribution process in place.

Our Logistics Team are on hand to replenish stock within one day should more stock be needed. Please order directly via our Logistics Team at [covid19ppelogistics.lypft@nhs.net](mailto:covid19ppelogistics.lypft@nhs.net).

Further information and guidance for staff on infection control or the use of PPE can be accessed in the **PPE and Infection Control section of the staff website page**.

For any queries about infection control and PPE please contact the Trust's Infection Control Team on **0113 85 55957** or you can email [infectioncontrol.lypft@nhs.net](mailto:infectioncontrol.lypft@nhs.net).

## NHS People - wellbeing support

A range of guides, apps and events to support the wellbeing of you and your team are available at [www.people.nhs.uk](http://www.people.nhs.uk)



## The NHS website

[www.yourcovidrecovery.nhs.uk](http://www.yourcovidrecovery.nhs.uk) helps you to understand what has happened and what you might expect as part of your recovery.

## Musculoskeletal (MSK) issues and fast track physio

The managers briefing pack for MSK issues summarises the current best evidence about managing musculoskeletal (MSK) pain - this guide is suitable for managers whose staff are working from their usual place of work

Visit the staff Corona web (physical health section) for the pack.

## Welfare Contact

We have a dedicated welfare team to stay in contact with our colleagues who are isolating or shielding due to Covid-19. The team provides information and signposting to support including Covid testing where appropriate.



# Remote working and isolation

## Keep to your routine

Ensure you take regular comfort breaks and get outside when you can. Set yourself daily goals and vary your activities each day.

## Take part in physical activity

Build some physical activity into your routine. You can access home exercise circuits from our own Trust Physio, Joe Loftus by following @JoeloftusPhysio on Twitter and by accessing The Occupational Health Physio on YouTube.

## Switch off from work and rest

Remember it's ok to leave work, switch off and take a mental break from your job. The **8Rs Checklist** is a good place to start. It can be found on the Health and Wellbeing section of the staff website page.

## Check in with colleagues

Check in regularly using digital methods. The **Staff Facebook Group 'LYPFT Together'** has been created as a safe space for you to share information and talk with colleagues during this period of self-isolation and lockdown.

## Virtual meetings

Continue to work on projects together - text, phone or video call colleagues you would normally meet in person. There is technical guidance to support you on the working from home section of the staff website page – there is a **guide on working at home and how to remotely access Trust systems** and also a **Zoom meeting user guide** and a **Microsoft Teams meeting user guide**.

## Coffee Mates

Get to know someone new, who wouldn't necessarily be someone from your usual work environment. It's all about you having a break, a (virtual) chat, developing new support networks and having a chance to recharge. Catch-ups can take place by phone or video conferencing platforms like Zoom or Microsoft Teams. If you'd like to sign up send an email with the subject '**Coffee Mates**' to [healthwellbeing.lypft@nhs.net](mailto:healthwellbeing.lypft@nhs.net).

## Musculoskeletal pain

There are briefing packs, for staff and managers, designed to help support you and manage any musculoskeletal pain where you may be working from home much more than usual, for a sustained amount of time.

Visit the staff Corona web (physical health section) for the pack.



# For parents

Children perceive risk differently and do not always know how worried they should be about events. With changes to schooling, limited opportunity to spend time with friends face-to-face, worry about older relatives, children look to their parents and family for reassurance and guidance. We therefore need to be aware how our own reactions might impact on children as we help them make sense of what is going on.

## Zero to three

Parents of 0-3 year olds - advice on answering tough questions from toddlers, self-care guides and suggestions for activities – find out more on the **zero to three website**.

## Operation Ouch

BBC newsround information from Dr Chris and Dr Xan from Operation Ouch provides information to answer childrens' questions – find out more on the **newsround website**.

## UNICEF guidance

Guidance on how to talk to your child about coronavirus – find out more on the **UNICEF website**.

## National Autism Association

Guidance on how to explain social situations to younger children with autism or a learning disability – find out more on the **National Autism Association website**.

## Apps

Companion apps to help children offload their worries: Worrinots and Wotnot.

## Home education

If you're self-isolating, the Department of Education has brought together a list of educational resources to help children to learn at home – find out more on the **gov.uk website**.

## BBC Online Learning Details

Online - learning resources for children of all ages can be found on [www.bbc.co.uk/bitesize](http://www.bbc.co.uk/bitesize)





# Key sources of support and guidance

For all the latest Trust guidance and resources visit the **Coronavirus Information for staff website pages**.

## Employee Assistance Programme – Health Assured

You can access the **Health Assured** website for information and advice on a wide variety of areas including finance and legal; family and physical and emotional health and wellbeing. Access is through **their website**, or you can download their app for free – just search **'My Healthy Advantage in the app store**. The code for the app is MHA069034. The app also includes a live chat function.

You can access the Health Assured confidential telephone counselling service on **0800 0305182** and speak to a qualified and experienced support counsellor.

As well as helping our staff, Health Assured will support your partner and children who live with you who are aged between 16 and 24 and are in full-time education.

## Occupational health support

### Covid Advice Line

The Occupational Health Team have a Covid-19 helpline for you to call if you are feeling unwell and want to discuss your symptoms. They can also help with advice on smoking cessation and weight management.

You can call **01924 316036** from 8am – 4pm, Monday to Friday.

## Chaplaincy Service

Rev Dr Michael MkPadi, from the Chaplaincy Team, is keen to ensure that staff know that they are here and able to provide a service at this time.

In the current climate all support will be provided via a compassionate telephone consultation in replacement of the usual one-to-one meeting, or via virtual consultations where possible.

Any member of staff can access confidential support from the chaplaincy by emailing **chaplaincy.lypft@nhs.net**

## Financial wellbeing support

The NHS partners with the **Money Advice Service**, an organisation which works to improve people's financial wellbeing across the UK, to provide all NHS employees with free and independent financial support.

There are a variety of offers that you are able to engage with personally or signpost colleagues to who may need this support.

**Support line:** Free and impartial money advice

**Online support:** Hub of resources at **www.moneyadviceservice.org.uk**

**Virtual interactive events:** Managing your money



If you need support now, you can contact the Money Advice Service for free, confidential and impartial money advice by telephone on **0800 448 0826**, via **WhatsApp** to **+44 7701 342 744** and via **web chat**.

## HR Support

Your HR Team are available to provide support 7 days a week, Monday – Friday 9am-5pm, with an on-call service available Weekends and Bank Holidays 8am-5pm.

To contact a member of the HR team, please call them on **0113 85 59900**, and select option 5 and you will be put through to the HR Advice Line. You can also contact them via **HRAdvice.lypft@nhs.net**.

## NHS staff offers

NHS England and NHS Improvement have verified all the kind offers being made to NHS staff and have listed them on the NHS website, **www.england.nhs.uk/coronavirus/nhs-staff-offers**

## Leeds Recovery College

The **Leeds Recovery College** have linked up with the Online Recovery College to offer e-learning courses and information to support your mental wellbeing. You can sign up by emailing; **Leedsrecoverycollege.lypft@nhs.net**.

## Bereavement Support

A support and advice service has been launched to help people across West Yorkshire and Harrogate through grief and loss. The free service is available 7 days a week, from 8am-8pm providing practical and emotional support.

More information can be found at **www.griefandlosswyh.co.uk**.

The telephone support line is: **0800 196 3833**, while a live chat and live text functionality is also available on the website.





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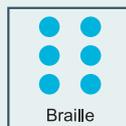
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