

Your health and wellbeing during the Covid-19 pandemic

Information pack for staff



Introduction

Dr Sara Munro, Chief Executive



We are all 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 Trusts 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 and intranet pages 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.

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 is currently free to download and 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 to get more information.

Use trusted sources

Focus on trusted sources of information, for example the NHS, 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
- Daily Coronavirus update to all staff
- Sara Munro's weekly zoom 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.

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.

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.

Access to food and drinks for staff in inpatient services

We are providing meals to staff in inpatient services – please fill out your forms via your line manager if this applies to you.

We know not everyone who works on our sites is ward-based, and those who are might not want to take their break and eat on a ward. So, we've introduced grab bags at each inpatient site. Everyone working on site will be able to grab a bag that contains a sandwich, drink and snack – all for free.





Transport to and from work

We have taxi services available to support staff getting to and from work safely and the contact details for Leeds and York can be found on the staff section of the website under **Updates and FAQs from HR**. For regular updates to bus and rail services, please visit the **WYMetro website**. If you are cycling to work, **Cycling UK** are currently offering 3 months membership with free insurance for NHS Staff.

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.

Choose to stay in NHS funded hotel accommodation

If someone you live with has potential symptoms of coronavirus, you can choose to stay in NHS funded hotel accommodation, so you can continue to work and avoid having to self-isolate for 14 days. Please read more about how you can access this support on the staff website page in the support available for NHS staff section.





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 weekly home exercise circuits and live streamed exercise classes (20 minutes at 10.30am every Thursday) 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 Going Home 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 LYPFT Facebook Group](#) 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.





For parents

Children perceive risk differently and do not always know how worried they should be about events. With changes to schooling, no 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

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](#).

Stay active

With schools closed and lots of energy to burn, start the day off with a fun workout together. Personal trainer Joe Wicks is holding live free PE classes at 9am Monday to Friday on his YouTube channel – [The Body Coach](#), for children of all ages, in a bid to keep everyone moving.





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 “**Health e-hub**” in the **App Store** or **Play Store**.

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 also have a Covid-19 helpline Staff and managers who require advice and guidance regarding Covid issues / queries

You can call **01924 316036** from 8 am – 4pm, 7 days a week.



HR Support

Your HR Team are available to provide support 7 days a week (Monday – Friday 8am-5pm; weekends and Bank Holidays 8am-4pm)

To contact a member of the HR team, please call us on **0113 85 59900**, and select option 5. You can also contact us via HRAdvice.lypft@nhs.net.

NHS Support Service

The NHS and the Samaritans have a free confidential support service for NHS workers and volunteers. You can access coaching, bereavement care, mental health and financial support.

You can call on **0300 131700** from 7.00am to 11.00pm seven days a week or text **FRONTLINE** to **85258**

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

Cruse offers a free and wide range of advice and guidance for bereavement counselling and specific support in relation to bereavement resulting from Covid-19. More information can be found on **their website**.

There is also bereavement support available from local hospices. Call **St Gemma's Hospice** on **0113 218 5544** or **Wheatfields Hospice** on **0113 203 3369** Monday – Friday 9am – 4pm.





Integrity



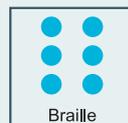
Simplicity



Caring

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