



KEEP COMMUNITY. STAY INFORMED. BE WELL.

IOWA STATE UNIVERSITY

— ADVENTURE2 —

## EMPLOYEES

Social distancing and changes in our daily routines can affect our health and wellbeing in various ways. ISU WellBeing and Student Health and Wellness have resources for students and employees to focus on their wellbeing. Here are tips and resources for you to **KEEP COMMUNITY**, **STAY INFORMED**, and **BE WELL**.

Fill out the [Employee Action plan](#) with your staff team, office, or department. **Faculty** can use this for their classes as well!

**KEEP COMMUNITY:** Community and sense of belonging are important elements of wellbeing. While practicing social distancing with staff teams and colleagues across campus, consider these tips to build and keep community with others.

- Take 5-10 minutes during a meeting to share one positive thing (big or small) that happened for each person this week
- Use multiple channels (email, phone, video call, chat) to create personal connection with employees during the week.
- Donate to or share the “[Together we are #CycloneStrong](#)” campaign to help Cyclones in need
- Send proactive messages to check in on how staff are doing personally and professionally. If you notice changes in their thoughts, behaviors, or emotions, connect them with resources & follow up.

**STAY INFORMED:** Accurate information can be useful in time of transition and change. Stay up to date with credible information and share that with staff and co-workers.

- Share information about resources with staff, like Employee Assistance Program ([EAP](#)), so they know what resources are available to them. (800-327-4692)
- Review ITS checklist for [working remotely](#)
- Stay informed and up to date with credible and reliable information around COVID-19 from [Iowa State University](#), [CDC](#), and [Iowa Department of Public Health](#)
- Set and maintain healthy boundaries for yourself around viewing news and social media use.

**BE WELL:** Being well during a stressful time can be a challenge for all of us. Prioritizing our wellbeing is essential. Consider the following tips and implement with your staff/co-workers to stay well.

- Share a message with staff regarding how you will prioritize their wellbeing. Make it a priority for your staff and co-workers to engage in these tips and others to support employee wellbeing.
- Encourage your staff and co-workers to use [Adventure2](#). Click on the “**Topics**” tab for a variety of challenges and tips on emotional well-being including positive relationships, managing stress and anxiety. Then, **create a staff team** and check in with each other on your weekly progress.
- Engage in regular movement that brings you joy. Be creative with ways you can incorporate activity into your daily life. Follow places like [Ignite Yoga](#), posting free classes online.
- If you are working on your computer for long periods, take short breaks to rejuvenate.
- Engage in [deep breathing exercises](#) throughout the day to reduce stress and promote relaxation.
- [Do a few stretches](#) while working during the day that feel good for you.
- Continue practicing good [infection control and prevention strategies](#) and take care of your [behavioral health](#).
- Visit the [ISU WellBeing](#) website as news postings with additional resources on stress and anxiety, mindfulness practices, keeping community, and enjoying family will be provided over coming weeks.