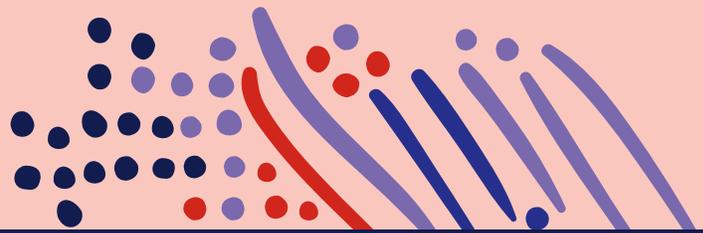




Always Designing
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Employee Return-to-Work Tips

Your employer has followed local, state, and CDC guidelines to carefully build a plan for returning to the workplace. By following the guidelines set out by your employer, you can help minimize risk and exposure.

In addition to minimizing potential exposure to the COVID-19 virus in your new work environment, there are things you can do to help stay healthy, physically and emotionally, during this time of transition.

Managing the transition

Even though we're trying to "return to normal", life at work is very different. Give yourself a break if you feel unsettled, and try to do something to help manage the stress each day.

1. Stay active. Go outside during the day, if possible, for fresh air and a short walk for exercise.
2. Listen to meditation podcasts or soothing music at your desk or on the drive to work.
3. Start a group chat via your organization's messaging app to stay connected with coworkers. Use it to talk about stress and cheer one another up.
4. Whether you are in the workplace full-time or still working remotely part of the time, try to set specific working vs non-working hours. It is particularly important right now to have time to be with your family or attend to your personal life to stay balanced and healthy.

Mental and physical wellness

During lockdown, many of us focused only on emergency medical care. Now is the time to make sure that you are taking care of your physical health.

1. Reschedule any appointments that were canceled during the lockdown, including physicals, dermatology, dental, screenings, and checkups for chronic conditions.
2. Use telemedicine where available and appropriate to get appointments done safely and conveniently.
3. Take advantage of your employer's wellness programs. Many employers offer EAP (Employee Assistance Programs), which provide free mental health assessments, referrals, short-term counseling and follow-up services for personal and/or work-related problems.

Vacation

With travel restrictions in place for the foreseeable future, vacation might not seem as appealing as usual. However, it is important to take time off, even if you can't travel.

1. Use your paid time off (PTO) to relax and unplug. Treat it as a regular vacation and resist the urge to respond to emails or other work requests so you can feel refreshed when you return.
2. Visit local sites you never had time to see. Looking at our surroundings in a new way is one gift of the current situation.
3. Try something new during your time off. See [Moneymanagement.com's list of great staycation ideas](#).