

Staying well during furlough

Developing a new routine

Developing a routine that works for you



Plan how you will spend each day / week depending on what works for you



Eat well and stay hydrated



Try to get as much sunlight as possible, spend some time each day outside if it's safe to do so



Keep taking any medication you were on



Keep active, build physical activity into your routine



Don't overload yourself with information, be selective from the

ability to stick with reputable sources

- To see if your surgery operates a prescription delivery services, download the [NHS app](#)
- Mind recommends NHS Wales & England, gov.uk and llyw.cymru as reputable sources of information

Planning your time on furlough

For some people, it may be daunting to be faced with a lot of free time. Here are some options you could consider to provide structure to your day:

Online courses

You may want to use the time to focus on your personal/professional skill development. There are a range of free courses offered online, for instance through the [Open University](#), [EDX](#) or the new [Skills Toolkit](#) initiative.

Volunteering

Being able to support your community may be a source of purpose and fulfilment. See volunteering opportunities in [London](#) and [Cardiff](#), sign up to be an [NHS responder](#), or see [NCVO advice](#) on volunteering during Covid-19.

Find a new hobby

This may also be an opportunity to pick up a hobby you've always been interested in!

Parenting on furlough

While furlough may relieve parents of having to juggle work and childcare responsibilities, being in lockdown with children poses its own set of challenges.

Setting a daily routine

Try creating a daily routine with your children and hanging it somewhere visible. You can schedule time for exercise (e.g. [Live PE with Joe Wicks](#)), learning, electronics etc. Museums are also offering [free virtual tours](#) which might break up the day!

Supporting children's wellbeing

Children will pick up in different measures what is going on and it may lead them to feel anxious. [The Mental Health Foundation](#) and [Young Minds](#) offer advice for supporting children and young people during coronavirus. There is also information on [Mind's website](#) about supporting children and young people.

Looking after yourself

Make sure to make time for yourself and acknowledge the stress and anxiety it is also causing for you. The [Stress Bucket](#) tool might be a useful way of managing stress.

Resources for parents

Overnight, parents found themselves responsible for the education of their children. Juggling multiple hats - parent, teacher, playmate - is difficult. Below are some resources:

- The [Parent Practice Podcast](#) discusses managing family anxiety during coronavirus
- [140 simple activities](#) to do at home with children
- Gov.uk have collated a list of [free online educational resources](#) to help children learn at home
- UCL have also collected a [free online resources](#) for all ages including YouTube videos and online story books
- [Audible](#) have made hundreds of stories free for children to listen to during lockdown

➤ Try not to put too much pressure on yourself or your child to complete all school work, teaching unions are recommending 2-3 hours a day maximum

Looking after your mental health

This is an extremely uncertain time for everyone and many of us are feeling anxious about ourselves, our loved ones and the future.

- Lots of things are currently outside our control which can be unsettling. Try and focus on the things which are in your control such as what to have for dinner or who to call that evening.
- Meditation and mindfulness can help you to focus on the 'now' and not think about the future

- Be kind to yourself, you will need time to adjust to everything that's going on. You may find you need more wellbeing support from your manager, discuss this with them in your wellbeing check-ins

Keeping active

Building physical activity into your daily routine will keep you active, help to manage stress and generally make you feel better. Being active doesn't mean you have to start running, there are lots of other things you can try!

- Home workouts – lots of tutorials on YouTube are free, here are some suggestions:
 - [Yoga with Adriene](#)
 - [HASfit HIIT workouts](#)
 - [Leslie Sansone's walk at home](#)
 - [The Fitness Marshall dance routines](#)
- Set movement reminders on your computer such as this [stretch reminder](#)
- Join Mind's online classes – yoga / pilates / boxercise have all moved online. Your manager will share sign up information with you.
- Schedule time with friends to virtually workout, dance or walk together to stay motivated

Your manager will share this template with you to help you plan your time:

Routine Action Plan	
Furlough period:	
What are you doing to do to stay well during this time?	
What can your manager proactively do to support your wellbeing during furlough?	
Are there any warning signs that your manager should be aware of if you are starting to experience poor mental/physical health?	
If your manager notices any early warning signs, what should they do?	
<p>Here is a list of ways to support you in setting your routine:</p> <ul style="list-style-type: none">• Use your existing personal calendar to plan your week, scheduling in time to talk with friends, family and colleagues• Engage in volunteering opportunities. See volunteering opportunities in London and Cardiff, sign up to be an NHS responder, or see NCVO advice on volunteering during Covid-19.• Explore online courses such as those offered by Open University or EDX• Try to stay well by exercising regularly and eating well. See Mind's website for top tips and support.• Explore peer support groups e.g. informal staff networks • Gov.uk have collated a list of free educational resources for children and Audible have made hundreds of stories free for children to listen to during lockdown <p>Here is a list of the support tools available to you during furlough and how to access them:</p> <ul style="list-style-type: none">• EAP (also available to immediate family: www.healthassuredeap.co.uk)• Reflective Practice: book a phone session by emailing• HSBC financial check-ins: book a 121 session by emailing• Virtual exercise classes: links can be found on intranet	

Support tools and communication

Support tools available during furlough



Your manager will organise wellbeing check-ins with you at least once a week



You can book a 121 financial advice call with HSBC to discuss your personal finances. Email

[Redacted]
[Redacted]



You can book onto reflective practice sessions, email

[Redacted]



You can book onto virtual yoga, pilates and boxercise.



The Employee Assistance Programme is available to you and immediate family members. Visit www.healthassuredeap.co.uk Username: [Redacted]
Password: [Redacted], or call 0800 030 5182

➤ You may want to explore peer support options, see Mind's [website](#) for more information

Isolation and communication



Keep in touch with friends, family and colleagues digitally via FaceTime, Whatsapp, text or Skype



Put up pictures of loved ones around your living space



Make plans to read the same book or watch the same series so you have something in common to discuss



Start writing letters making cards to send to friends and family

➤ Keep in touch with your colleagues during furlough, you may want to join in on social events such as team lunches

Keeping in touch

- Your manager will hold wellbeing check ins with you at least once a week to see how you're doing and stay in touch
- You can attend the All Staff Briefing in order to receive organisational updates, your manager will send you the Zoom link
- You can attend virtual team socials to stay in touch with colleagues, your manager will be able to send you joining details
- You can check the intranet for organisational updates and for sign-up information for the virtual exercise classes



Managing living with others

Many people who live in shared houses will find themselves living and/or working with people in a small space. This may pose practical and emotional challenges.

Talk to each other: Communication is key in confined spaces, voice concerns, annoyances and anxieties. Be aware of how coronavirus has affected people differently: emotionally, financially and/or practically.

Talk to someone else: if you need to vent or to work through what you're feeling, talk to someone else who can look at the situation objectively. This could be a friend, family member or counsellor (e.g. Reflective practice or EAP)

Establish a routine: share your routine with your flatmates so everyone knows when you're working and when not

If problems arise, try to work out the cause: brainstorm solutions to the problem together, select one, trial it and review it in a couple of days.

Returning from furlough

Returning to Work

You may be feeling mixed emotions about returning to work. There will be things you are looking forward to and things perhaps not so much. Below are some reflection prompts which may be helpful:

- What have you enjoyed while on furlough?
- What has been more challenging?
- What are you looking forward to about returning to work?
- What are you more concerned about?
- Do you have any thoughts about your daily routine and how flexi-hours may benefit you?
- What are you going to do to stay well back at work?

Your manager will share this template with you to help you think about what support you might need returning to work:

Return to Work Action Plan	
Return to work date:	
How are you feeling about returning to work? What are you looking forward to / concerned about?	
Do you have any thoughts about your daily work routine? You can make the most of flexi-time to support your return to work.	
What are you going to do to stay well during this period of change?	
What can your manager proactively do to support your wellbeing in the first few weeks?	
Are there any warning signs that your manager should be aware of if you are starting to experience poor mental/physical health?	
If your manager notices any early warning signs, what should they do?	
<p>Here is a list of the support tools available to you and how to access them:</p> <ul style="list-style-type: none"> • EAP (also available to immediate family): www.healthassuredeap.co.uk • Reflective Practice: book a phone session by emailing • HSBC financial check-ins: book a 121 session by emailing • SilverCloud online CBT-based support platform: • Virtual exercise classes: links can be found on intranet 	
<p>HR are here to support you and are offering 121 wellbeing conversations for furloughed staff, to book a call email with subject line '121 call advice request'</p>	

Your HR team are here to support you, if
you have any concerns or questions
please get in touch at

