



TIPS FOR LOOKING AFTER YOURSELF AND OTHERS DURING THE COVID-19 OUTBREAK



MANAGING CHANGE

- Preparedness
- Positivity
- Openness



DEALING WITH FEAR AND ANXIETY

- Perspective
- Common sense
- Self-care



STAYING CONNECTED

- Engage
- Support
- Teamwork



MAINTAINING MOMENTUM

- Routine
- Activity
- Goals



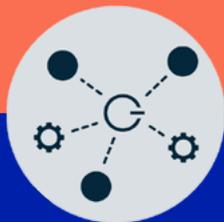
MANAGING CHANGE

- Learn about COVID-19 signs, symptoms, management and treatment.
- Be prepared and stay informed – read the latest government [updates here](#).
- Stay positive and speak to others about doing the same.
- Be open and honest with any concerns – speak to your HR representatives for clarity.



DEALING WITH FEAR AND ANXIETY

- Try to avoid inflating risk – keep things in perspective.
- Take common-sense precautions.
- Be aware of your media consumption and its impact on you.
- Take time for self-care.



STAYING CONNECTED

- Reach out for support and give a friend or colleague a call.
- Conduct meetings online and engage through video calls.
- Be generous and kind to others – provide support where you can.



MAINTAINING MOMENTUM WHEN WORKING FROM HOME

- Make time for exercise, healthy eating and adequate sleep.
- Keep a regular work schedule and block out time for breaks and movement.
- Make goals for the day and focus on the three most important tasks first.
- Schedule regular team meetings online to maintain connection and to keep initiatives moving.

REMEMBER – WE'RE ALL IN THIS TOGETHER

#TEAMASG



	<u>EMPLOYEES</u>	<u>TEAMS</u>
<p>TOOLS</p> 	 <ul style="list-style-type: none"> • Consider productivity increasing tools such as 'tomato timers' for timeboxed work • Make sure your work is backed-up daily on your device, and all remote access tools are working 	 <ul style="list-style-type: none"> • Make sure you are all aligned on work-day and responsiveness expectations (e.g. < 0.5hr response times) to maintain pace • Align on a method for collaborating and communicating via suitable tools such as Office 365 and centralise your documentation and meetings using 'Teams' or something similar, shared Word Documents or Excel Spreadsheets, Folders etc.
<p>RULES</p> 	<ul style="list-style-type: none"> • Individual team members should commit to overcommunication to ensure continued alignment • Commit to more frequent check-ins to maintain task-level alignment 	<ul style="list-style-type: none"> • Consider building a team charter which promotes oversharing and collective documentation of decisions and problem-solving processes • Transition lagging teams from activity to output based metrics to help with remote progress visibility
<p>RITUALS</p> 	<ul style="list-style-type: none"> • Take time to compete in team-based challenges to boost morale and maintain connectivity (e.g. step counting challenge) 	<ul style="list-style-type: none"> • Try and increase the frequency of team standups (i.e. AM-PM cadence) • In addition to daily standups, look at scheduling end-of-day 'stand downs' to maintain alignment and communicate progress.
<p>ROLES</p> 	<ul style="list-style-type: none"> • Try and find yourself a remote work buddy to maintain morale and accountability 	<ul style="list-style-type: none"> • Set aside some time for non-related 'water cooler' catch ups with other team members, rotating these to remain connected whilst working remotely