

LIFE BALANCE DURING COVID-19

Without you, we wouldn't be us.

The work that you put in, despite these unusual and constantly changing times, continually amazes us. We're proud of our people and the resiliency you've all displayed during this pandemic.

Thank you for everything you've done and continue to do.



FINDING YOUR BALANCE

We know that finding a good work/life balance right now is challenging. Whether you're juggling work and childcare or social distancing alone, here are few things to keep in mind as you navigate your current routine:

- ✔ You are not 'working from home'. You are 'at your home, during a crisis, trying to work'.
- ✔ Be kind to yourself – your physical, mental and emotional health is more important than ever.
- ✔ Try not to compensate for lost productivity by working longer hours. Taking regular breaks and sticking to a good schedule can actually help boost your concentration levels and productivity.
- ✔ We're all dealing with this in different ways. Try not to judge how you're coping based on how you see others coping. And try not judge others based on your own experience.

We really are all in this together. If you find that you're struggling, please let your line manager know or reach out to our confidential Employee Assistance Program (EAP).

USEFUL RESOURCES

Here are some free resources and apps that you can try to keep yourself healthy and well during this time.

Insight timer

This mindfulness and meditation app offers the world's largest free library of guided meditations and courses, with more than 30,000 to choose from, delivered by over 5,000 teachers.

Gold's AMP

This app, created by Gold's Gym, contains more than 600 cardio and strength workouts with audio and video guidance. **This app is free for anyone through May 31, 2020.**

Duolingo

Duolingo is a free app that helps you learn another language. You may not be able to travel right now, but you can make sure you're ready once you're able to.

Find these apps on the Google Play Store and App Store.



But remember, giving yourself time to relax is just as beneficial as learning a new skill. Whatever helps you to recharge, choose that option – with zero guilt.



NOTICE THE GOOD

While it can be challenging to see the bright side in all of this, changing your perspective and practicing gratitude can significantly boost your mood and improve your state of mind.

We've gathered some positive thoughts to help brighten your day:

- ✔ The chance to stop, take a breath and live in the moment. Enjoy a slower pace of life and more time with family (and pets!).
- ✔ Catching-up on reading, shows and movies.
- ✔ Taking advantage of new apps and teleconference resources.
- ✔ Saving on gas money or travel costs. No commute means more rest, not more time to work from home!
- ✔ Being kind to others; an increased sense of community, saying hello from a distance, and reaching out to those in need to help where we can.

Take time to reflect on what you've learned so far during quarantine. What new ways of working could help you balance work/life in your new normal?



OUR COMMITMENT

We understand that the situation is rapidly evolving throughout the world, and we're here to support you in any way we can. As the outbreak continues to unfold:

- ✔ Please use trusted resources such as the **World Health Organization (WHO)** and the **Centers for Disease Control (CDC)** for reliable and up-to-date information.
- ✔ We ask that you follow all instructions provided by your local and state governmental agencies. This includes social gatherings, travel, closures, and any self-quarantine or shelter-in-place directives.
- ✔ Reach out to your manager or supervisor with any questions or concerns you have.

If you or someone you've had contact with receives a positive COVID-19 test, please let your line manager know so we can minimize any additional exposure.

Please remain safe, be smart, and stay connected.