

# TRCA Coping Strategies for Employees during COVID-19



## Practice Tension and Anxiety Management

Managing tension and anxiety is easier said than done. Below are some tips that you can utilize to help manage your concerns during the current COVID-19 situation:

- **Acknowledge your Feelings** – Recognize changes in your mood or behavior. When you start to feel tense or anxious, stop what you are doing and take a few slow, deep breaths. Do something familiar that you know helps calm you down.
- **Do the things that you CAN control** – If you have to leave your home to pick up groceries or to go for a walk, there are simple things that you can do to help you feel a sense of control over those situations. Practice good hygiene, wash your hands, avoid contact with others where possible; these are actions that you can take to control your own situation.
- **Connect with calm people** – Do your best to steer clear of people who add to your anxiety. Instead, try to keep in contact with people who are level-headed and calm.
- **Seek professional help if you need it** – Resources available for TRCA employees are listed at the end of this document.
- **Stay informed** – Seek information from credible sources. Once you have an update for the day, do not keep refreshing the page or searching. Do your best to avoid overwhelming yourself with information on a daily basis.

## Try to Maintain a Positive Mood



Throughout the course of a day, a variety of situations and information could put us into a negative mood. When we fall into this state of negativity, it's important that we focus on the positives.

- Think optimistically, rather than negatively or pessimistically to avoid feeling anger, irritable, or anxious.
- Focus on the positives instead of dwelling on the negatives. What is going well for you today? What have you accomplished today? Write down or think about a few things that went right in the day.
- We are dealing with a situation where there is a significant amount of change. Think about the positive of change and the challenges that you have overcome and how it has helped you grow professionally and personally.
- **Stay informed** – Seek information from credible sources. Once you have an update for the day, do not keep refreshing the page or searching. Do your best to avoid overwhelming yourself with information on a daily basis.

### Eating, Hydration, and Exercise

Maintaining a healthy diet, staying hydrated, and exercising can help to maintain your wellbeing and improve overall energy levels. Remember to avoid high sugar snacks and beverages and drink plenty of water to stay hydrated.

### Enjoy yourself

Designate time every day to do something you enjoy such as a hobby interest, reading, gardening or baking, or playing with your pets. It's all about immersing yourself in an activity that brings you joy. Taking the time to re-energize yourself allows you to continue to perform your best in all aspects of your life.

### How can I help someone that might be feeling this anxious?

If a staff member you know is feeling anxious about the current situation, here are some tips that you can utilize to help them:

- Be patient, caring, and non-judgmental with them. They are taking the time to let you know how they are feeling.
- Listen, but do not challenge or dismiss their feelings.
- Encourage them to utilize TRCA's Employee Assistance Program (EAP) listed below.
- Keep lines of communication open and check up on them until you believe that they are safe.

### Use your Resources

During this challenging time of uncertainty, we want to remind our employees about our Employee Assistance Program (EAP). This is a confidential forum for employees who could use support and assistance at this time:

#### ComPsych Guidance Resources

- Phone: **844.814.2415**
- TDD: **877.373.4763**
- Online: **guidanceresources.com**
- Company web ID: **CAEAP**

Please contact a member of Human Resources if you have any questions in regard to this service.