

Health and Wellness Guide for the Coronavirus

What steps can you take to avoid coronavirus?

The [most likely form of transmission](#) is through:

- Respiratory droplets released into the air when an infected person coughs or sneezes.
- Close personal contact with someone with coronavirus (touching or shaking hands).
- Touching an object or surface with the virus on it and then touching your mouth, nose or eyes.

The CDC recommends the following [to prevent the spread of any respiratory viruses, including coronavirus](#):

- Avoid close contact with people who are sick.
- Put a distance (approximately 6 feet) between yourself and other people and avoid mass gatherings.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds.
- If water and soap are not available, clean hands using an alcohol-based hand sanitizer that contains at least 60% alcohol.

What should you do if you think you may be infected with coronavirus?

If you are experiencing fever, cough or difficulty breathing, immediately contact your health care provider. Be sure to call ahead before going into your doctor's office or emergency department to prevent any potential spread of the virus.

Follow the CDC recommendations to [prevent the spread of the coronavirus](#) once you are sick.

How to manage anxiety and stress

The outbreak of the coronavirus can create [anxiety and stress](#). Follow these suggestions from the CDC to support yourself during these anxious times.

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body. Take [deep breaths](#), [stretch](#), or [meditate](#). Try to eat healthy, well-balanced meals, exercise regularly, get plenty of [sleep](#), and avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

If stress gets in the way of your daily activities for several days in a row, contact your healthcare provider. Employee & Family Resources (EFR) also offers an Employee Assistance Plan (EAP) to full-time Drake employees and their family members. It includes phone-based support and in-person counseling with a licensed mental health therapist.

You can reach EAP by phone (800-327-4692) 24 hours a day, [online chat](#), or [email](#). For a full list of services, visit their website at www.efr.org/myeap. All EAP benefits are confidential.

How to keep active if your fitness facility is closed (or you want to avoid germs)

With the recommendations for social distancing during the coronavirus pandemic, you may be looking for alternative ways to keep active at home. Whether you have home exercise equipment or not, there are options to stay active.

- [Bodyweight Exercises](#). These strength training exercises use your own weight to provide resistance. Be sure to warm up prior to working out and stretch afterwards.
- [Exercise Videos](#). There are workouts available for all levels of fitness and interest. You can stream videos online through sources such as YouTube and Amazon Prime. Workout DVD's can also be purchased online.
- [Workout Apps](#). These apps can help you set achievable goals, give you work out suggestions, and track your progress.
- [Fitness Video Games](#). If you are a video game lover, this might be the ticket. Exergames are video games that are also a form of exercise. Think "Dance Dance Revolution".
- Head Outdoors. As the weather warms up, heading outdoors for a walk, jog, or bicycle ride is a great way to be active. You will often work out longer, feel happier and less stressed, and it is free!

How to stay healthy while working from home

If you are working from home during this coronavirus pandemic, [take steps to stay healthy and well-balanced](#).

- Find a designated spot (or spots) at home to work. If you have others at home and can find a room with a door to drown out noise, all the better. Also designate certain spots at home as work-free zones. You don't want to associate your entire home with work.
- Change out of your pajamas. You may be tempted to forgo the shower and work in your PJ's all day but this may not be the best idea for productivity. Shower before you start working and put on something other than pajamas to get into the mindset of work. It doesn't have to be business attire. Even workout clothes are an okay option.
- Set a schedule. Work your normal hours and when your workday is over, put your equipment (laptop, etc.) away. Creating a schedule can be particularly challenging if [children are home](#) with you who may want your attention during the workday.
- Take a break and get up and move. When working from home there may be a tendency to overcompensate since you are home. Make sure to take breaks as you would at work. It is also a good idea to get up and stretch your body between periods of sitting. If you need to, set a timer to help you remember.
- [Have healthy snacks and drinks](#). While working from home you may be tempted to eat more unhealthy foods you have on hand. Instead, pack a bag of [healthy snacks](#) as if you were going into the office, and keep a bottle of water handy to sip on throughout the day.
- Make social connections and have a support system. Without regular interaction with coworkers, it can get a little lonely working from home. But social connections can still happen from home. Set up regular check-ins with your team or manager that allow you to

provide progress updates, sort through problems or brainstorm ideas. Also set aside time to connect with colleagues more casually. Develop a support system of coworkers, friends, or family that you can chat with online every now and then or call when you need to talk.

At home work station ergonomics 101

Whether working in an office or from home it is important to implement [ergonomics](#) when setting up your space. Here are a few tips:

- Choose the right height for your chair and desk. Proper positioning is when you can type on the keyboard with your elbows bent at around 45 degrees. The chair should support your spine with your feet resting flat on the floor. This may require a footrest. Your desk should have clearance for your knees, thighs, and feet. If your desk has a hard edge, pad the edge or use a wrist rest.
- Keep key items within easy reach. Any item you use on a regular basis should be kept close to you to avoid reaching. Stand up to get any item that you cannot reach comfortably sitting. Keep your mouse on the same surface as your keyboard and also within easy reach.
- Position the monitor. If you have a monitor, place it about an arm's length away with the top of the screen at, or slightly below eye level.
- Make sure you have proper lighting. If possible, use both natural and artificial light to reduce the risk of eye strain and headaches. If you are set up next to a sunny window, adjust blinds so light is not shining directly on the monitor creating glare.
- Rest your eyes. It is not healthy for your eyes to be glued to a computer screen all day. Take a break every hour spent on your computer to close your eyes for a few minutes or look at something else to make sure you are not straining them.
- Stretch breaks. As mentioned earlier, take breaks from prolonged sitting every hour to stand up, move around, and stretch.