



**KEEP COMMUNITY. STAY INFORMED. BE WELL.**

IOWA STATE UNIVERSITY

ADVENTURE<sup>2</sup>

## EMPLOYEE ACTION PLAN

Social distancing and changes in our daily work routines can affect our health and wellbeing in various ways. It is critical that employees focus on their wellbeing, stay informed, and keep community with colleagues while working remotely and practicing social distancing during the COVID-19 outbreak.

Please use this action plan to create a plan for your group (staff team, department, office, etc.) to **KEEP COMMUNITY**, **STAY INFORMED**, and **BE WELL**.

*Work on this collaboratively with others to build buy-in and accountability among your group.*

### DEFINITIONS:

- **GOAL:** Explains what you would like to accomplish. A sample goal is provided above each table - you can update the goal to best fit your group.
- **STRATEGIES:** Describes the detailed strategies you will do to accomplish your goal for each area. Use the examples to help you.
- **PERSON(S) RESPONSIBLE:** Describes who will be in leading the strategies and is accountable for its completion.
- **TIME FRAME:** Describes when this strategy will occur (may give either start/stop dates or a completion date).
- **RESOURCES:** Describes resources to be utilized to achieve this objective (e.g. what will you need)
- **BARRIERS:** Describes what may prevent you from completing the strategy. How will you work to address it do you can successfully complete it.

# EXAMPLES OF STRATEGIES

Use this list to help you **brainstorm** ideas for strategies you can use in your action plan. **Be creative and develop your own ideas!** Many great ideas are being shared on social media - use those to include in your action plan.

## KEEP COMMUNITY

- Take 5-10 minutes during a meeting to share one positive thing (big or small) that happened for each person this week.
- Use multiple channels (email, phone, video call, chat) to create personal connection with employees during the week.
- Send proactive messages to check in on how staff are doing personally and professionally. If you notice changes in their thoughts, behaviors, or emotions, connect them with resources and follow up.
- Plan something as a group to support an organization in need (donations, writing thank you notes, etc.).

## STAY INFORMED

- Share information about resources with staff, like Employee Assistance Program ([EAP](#)), so they know what resources are available to them. (800-327-4692).
- Review ITS checklist for [working remotely](#).
- Stay informed and up to date with credible and reliable information around COVID-19 from [Iowa State University](#), [CDC](#), and [Iowa Department of Public Health](#).
- Set and maintain healthy boundaries around viewing news and social media use.
- Stay informed and up to date with information and updates to community resources.

## BE WELL

- Share a message with staff regarding how you will prioritize their wellbeing. Make it a priority for your staff and co-workers to engage in these tips and others to support employee wellbeing. Fill out this action plan together.
- Encourage your staff and co-workers to use [Adventure2](#). Click on the “**Topics**” tab for a variety of challenges and tips on emotional wellbeing including positive relationships, managing stress and anxiety. Then, **create a staff team** and check in with each other on your weekly progress.
- Schedule short breaks during the day for your staff to connect remotely to rejuvenate, laugh, and catch up.
- Engage in [2-5 min deep breathing exercise](#) to open a meeting to reduce stress and promote relaxation.
- Share information about workplace [stretches](#) with staff.
- Continue practicing good [infection control and prevention strategies](#) and take care of your [behavioral health](#).
- Visit the [ISU WellBeing](#) website as news postings with additional resources on stress and anxiety, mindfulness practices, keeping community, and enjoying family will be provided over the coming weeks.



# KEEPING COMMUNITY

**GOAL: MAINTAIN A SENSE OF BELONGING AND CONNECTION AMONG OUR GROUP DURING REMOTE WORK, SOCIAL DISTANCING, AND ONLINE CLASSES**

STRATEGY	PERSON(S) RESPONSIBLE	TIME FRAME	RESOURCES	WHAT ARE THE POTENTIAL BARRIERS? HOW CAN YOU ADDRESS THEM?
<b>EXAMPLE:</b> Take 5-10 minutes during a meeting to share one positive thing (big or small) that happened for each person this week	Brian	Weekly, Starting March 30	-Laptops -Video Conferencing	Enough time during meeting. Write it in agenda to prioritize it.
<b>STRATEGY 1:</b>				
<b>STRATEGY 2:</b>				
<b>STRATEGY 3:</b>				
<b>STRATEGY 4:</b>				



# STAYING INFORMED

**GOAL: STAYING INFORMED WITH UP TO DATE INFORMATION AT ISU DURING COVID-19, AND STAYING INFORMED WITH UP TO DATE INFORMATION ON ANY CHANGES OR UPDATES TO UNIVERSITY AND COMMUNITY RESOURCES**

STRATEGY	PERSON(S) RESPONSIBLE	TIME FRAME	RESOURCES	WHAT ARE THE POTENTIAL BARRIERS? HOW CAN YOU ADDRESS THEM?
<b>EXAMPLE:</b> Share information with staff about changes & updates to community resources on food insecurity and emergency housing.	Brian	Weekly, Starting March 23	-Laptops -Email draft -Web link	
<b>STRATEGY 1:</b>				
<b>STRATEGY 2:</b>				
<b>STRATEGY 3:</b>				
<b>STRATEGY 4:</b>				



# BEING WELL

**GOAL: ENHANCE OUR GROUP WELLBEING DURING REMOTE WORK, SOCIAL DISTANCING, AND ONLINE CLASSES**

STRATEGY	PERSON(S) RESPONSIBLE	TIME FRAME	RESOURCES	WHAT ARE THE POTENTIAL BARRIERS? HOW CAN YOU ADDRESS THEM?
<b>EXAMPLE:</b> Engage in <u>2-5 min deep breathing exercise</u> to open a meeting to reduce stress and promote relaxation.	Brian	Weekly, Starting March 23	- Deep breathing video from Student Wellness	
<b>STRATEGY 1:</b>				
<b>STRATEGY 2:</b>				
<b>STRATEGY 3:</b>				
<b>STRATEGY 4:</b>				

