

EAP REACHING OUT

A PUBLICATION OF THE ADIRONDACK EMPLOYEE ASSISTANCE PROGRAM

Have a Team Refresher Meeting



Will you need to reenergize your team after months of social distancing? Consider a refresher meeting:

First, meet with your team and reaffirm that trust and open communication with each other is the mutually desired goal. Have each member discuss what this means to them.

Ask if there are any outstanding issues that need to be discussed. For example:

“Do we have any unresolved concerns about communication between ourselves or management?”

“Do our duties or roles need clarifying?”

“Are resources to do our jobs lacking?”

“Do any roadblocks exist that impede our work at this time?”

Spend a few minutes during meetings revisiting these questions, and then periodically in the future. Your team will bounce back fast.

Managing Workplace Criticism

No one escapes occasional criticism at work. But with a few steps, you can face it like a champ, gain from it, and decrease the “ouch.” Virtually all criticism produces tension, so remaining unflustered shows your professionalism while making the impression you want. Get this far, and other steps to success will fall in line. Remember you have control over accepting “what fits” as true about the criticism and what does not. Knowing this, view any criticism as a free gift. This will inspire an attitude that elevates your reputation. Our positive self-evaluations often hide our ability to see fully how well we perform, but you will triumph from criticism when you welcome rather than fear it.



Don't Tough Out Acute Stress Disorder



Does your job include a higher risk of witnessing workplace violence? If you are exposed to such an event, be sure to meet with a qualified mental health professional to discuss your experience and understand symptoms of acute stress disorder (ASD). ASD can follow any type of traumatic event. Don't tough it out or assume “Ah, I'm okay.” Proper care for symptoms may help prevent post-traumatic stress disorder (PTSD), a mental disorder that can follow if ASD symptoms don't resolve after six months. ASD may include anxiety, depressed mood, sleep disturbances, nightmares, being constantly tense, being easily startled, irritability, poor concentration, and more.

Prevent ARDS Effects of COVID-19



Are you still considering an exercise program or attempting to motivate yourself to get fit? Here's some motivation: New research shows that regular exercise can protect you against acute respiratory distress syndrome (ARDS), a possible complication of COVID-19. Avoiding ARDS can keep you off a ventilator. The myth about ventilators is that they help you breathe, and when you are well, you go home without any issues. Not exactly. A ventilator often leads to other complications, including damage to the lungs. The older you are, the higher this risk—along with the possibility that it can't be removed. If the ventilator is successfully removed, risk of death from respiratory-related health problems later is also higher. COVID-19 is going to be around for a while, so if you are struggling to find the right exercise program, speak with an exercise coach, health advisor, doctor, or EAP.

Challenges of Working Remotely

If you are new to working remotely, then you are discovering the challenges that come with it. The most frustrating are distractions. As soon as the last one is gone, the next one appears. To deal with distractions, rely less on willpower and more on strategies for each one. Start by keeping a list of distractions you notice. How many did you find or experience, such as dings from email, TV and radio, pet needs, social media, phone calls, text messages, wandering thoughts, and leftover pie that calls out to you? Next, decide on an intervention for each one. If you still struggle, try setting a kitchen timer for 10 to 15 minutes of solid chunks of work time that you blast through—then repeat.



Avoid Virtual Harassment as a Remote



Know your responsibilities for avoiding harassment and increase your awareness if you telecommute. On the job, we are surrounded by coworkers, managers, and usually a dynamic workplace. These factors naturally create social and environmental controls that positively influence our civil behavior, manners, and communication. Many of these controls diminish or disappear entirely when we work remotely, requiring a different level of awareness from us.

Before you hit send, think beyond the person your are communicating with directly. What about the people who are likely to view your communication? Reread your communication from that person's perspective. Is it still funny? Does it still reflect positively on you, or your organization?

What if you type, text, or voice mail something to your coworker and they reject it, express displeasure with it, or otherwise take offense? The answer is, don't repeat it.

Best harassment prevention practices boil down to self-awareness, appreciating boundaries, and common courtesies. Remember, sarcasm can easily take a dark turn on tele media. A moment of hesitation can save eons of regret.

About Your EAP

Reaching Out is a publication of Adirondack Employee Assistance Program to inform you of services available through the EAP. The EAP is an employer-sponsored benefit provided at no cost to you and your household members. The EAP offers professional, qualified resources to assist you in resolving all types of personal or family related concerns. All contacts with the EAP are strictly confidential to the fullest degree allowed by law, so your complete privacy is assured.



Our professional support team remains available to you 24/7 by phone so you will not experience any disruption in support during the current health restrictions. We also have the capacity to schedule video sessions if preferred.

Have a legal or financial question? Legal and financial experts are available for a free 30-minute consultation per issue to discuss your personal issues. Simply call our EAP partner firm, CLC, toll-free at (866) 262-5749. Inform the CLC customer service representative that you are covered through Adirondack EAP.

These are challenging and uncertain times for all of us. We are all experiencing various levels of concern for the safety and welfare of ourselves and our loved ones. Call us at (518) 793-9768 when you feel the need to talk. We are getting through this together.

Grief, Loss, and the Pandemic



Those needing to attend or arrange funerals are facing extreme challenges because of social distancing and travel restrictions related to COVID-19.

These circumstances can make grief and loss worse. Thoughtful and effective answers to almost every question imaginable about funerary services and COVID-19 can be found at www.rememberingalife.com, with new content posted by the National Funeral Directors Association. You will find the answers about communication, support, grief, overcoming long-distance challenges, funeral options, safe viewing processions, planning, leveraging technology, holding multiple small ceremonies, and dozens of other issues.