

# Health and Wellness Guidance Document

We want you to ensure that your employees are feeling healthy and safe, and we know you are getting asked many questions about where to find resources, and what benefits are available. We put together the following guide to help you navigate those questions, which leverages both our existing GuideSpark Communicate Journey content, as well as external resources and articles that we've found to be beneficial.



## **Safety - Is your company helping employees feel protected?**

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Is your workforce aware of the programs available to them, or what the safety standards are during this time of crisis? Keep everyone as informed and safe as possible with these resources:

[A Guide to Helping and Getting Help during COVID-19](#)  
[National Institute of Mental Health offers Live Online Chat](#)  
[COVID-19 Resource and Information Guide](#)



## **Structuring Work/Life Balance**

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Finding the right work-life balance is a tough, but important task for any employee. It's crucial to maintaining productivity without feeling too stressed or overwhelmed. For some, this might include finding time for breaks, structuring the day's schedule in new ways, or being thoughtful about sleep habits. Check out these resources to help your employees create a unique and healthy balance:

[Coping with Stress](#)  
[3 Tips to Manage Stress](#)  
[Fight Stress with Healthy Habits](#)  
[5 Tips to Manage Screen Time](#)  
[Relaxation Techniques to Reduce Stress](#)



## Goal setting

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As employees' work environments change, and shifts in business dynamics continue to unfold, it's important to review company-wide goals and make changes to reflect the current work climate. GuideSpark has multiple journey and content offerings that can help guide employees through one-on-one meetings, goal setting, self-reflection, long-term development planning, and more. For more help with performance management during the pandemic, use these resources:

[4 Behaviors that Help Leaders Manage a Crisis](#)

[Supporting Remote Employees](#)

[Compassion and Creativity in Times of Crisis](#)



## Mental Health Resources

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Employee Assistance Programs, or EAPs, are a great source of a variety of mental health resources at no cost to employees. Make sure your workforce knows what's available to them, and how it can help, with GuideSpark's quick, engaging EAP video offering. And for more guidance on your employees' well-being during this difficult time, check out these resources:

[How Leaders Can Foster Good Mental Health for those WFH](#)

[Mental Health Tips during a Technology Surge](#)

[Taming Anxiety during COVID-19](#)

[Supporting Mental Health during a Pandemic](#)



## Feelings of Isolation

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Managing a more solitary work life can be difficult. In a newly remote work setup, finding ways to cope with isolation – and keep productivity on track – is key. These resources can help your employees manage feelings of isolation or loneliness:

[Staying Mentally Well While Working Remotely](#)  
[Managing Loneliness and Isolation of Remote Workers](#)  
[Things to do during Isolation](#)



## Workspace Management

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With so many employees setting up their own home offices, many could use some assistance when it comes to creating a safe and comfortable space for productive work outside the company office. Use these resources for a few workspace best practices:

[Ergonomics Advice](#)  
[Creating the Perfect Home Work Setup](#)  
[4 Tips for Ergonomics at Home](#)



## Physical Wellness Strategies

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Help your employees identify healthy actions and habits they can use to relieve stress and stay active while at home. GuideSpark's Wellness journey is a source of engaging, informative tips and worksheets to stay well – no matter the circumstances.

Or, for more information, check out these resources:

[How to Stay Fit During Quarantine](#)  
[At-Home Workout Tips](#)



## Family relationships

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Many families are experiencing challenges during this pandemic, adapting to working at home with significant others, and especially children – who may also need parents' assistance with education. Use these resources to help your employees and their families adapt to this blended work-life routine:

[Distance Learning and Emotional Intensity for Children](#)

[Balancing Your Child's Emotional Intensity](#)

[Coping Ideas for Children](#)

[Managing Relationships in Tight Quarters](#)

[Creating a Stress-Free Home Environment](#)



## Where to go for information about benefits

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With so much uncertainty right now, it's more important than ever for employees to know what their health benefits are, how to access them, and what other programs they may be eligible for. Use [GuideSpark's Multimedia Benefits Guide](#) to reach and engage your workforce to guide them through the details.



## Financial Wellness

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Your company likely didn't plan for a pandemic when you set your yearly benchmarks, and many organizations right now are feeling the economic effects of this crisis in different ways. Similarly, during times of volatility, it's important for employees and individuals to manage their finances carefully and wisely. Use [GuideSpark's Financial Wellness journey](#) to help your employees navigate setting up a healthy financial plan that's right for them and their families.

**GuideSpark is offering a Health and Wellness Journey, discounted 75% - that covers many of the topics in this guide. For more information, [click here](#).**