**Looking after your mental health**

While working at home during the coronavirus pandemic, people might be experiencing problems such as:

* Stress, anxiety, loneliness or other mental health issues
* Feeling unhealthy as they’re not able to take their usual exercise
* Finding it harder to switch off from work
* Working longer hours

Everyone should make sure to;

* Look after their mental and physical health, for example by getting support and doing regular exercise
* Take regular screen and rest breaks and switch off their work equipment at the end of the working day
* Manage their work-life balance, for example by having clear start and finish times

Further advice and support is available from;

**MIND**

## Mind; Offer advice and support for you and your team to help manage your wellbeing during this ever-changing situation – from working at home to supporting team members with children.

## <https://www.mind.org.uk/>

**PAM Assist**

Pam assist is an external and independent service, based in Glasgow, offered to all staff at the University of Glasgow. This is a free confidential service which offers personal counselling, by phone, email or video. Phone 0800 882 4102

▪ Invaluable information and signposting on many of life’s issues via their website

▪ Referral to expert advice on legal and debt matters

▪ Support when you need it most, any time of day.

<https://www.gla.ac.uk/myglasgow/humanresources/all/health/staffcounselling/>

**Breathing Space**:

Breathing Space is a free confidential service for people in Scotland. Open up when you're feeling down - phone 0800 83 85 87

<https://breathingspace.scot>

**Samaritans;**

Helpline available day or night, for anyone who’s struggling to cope, who needs someone to listen without judgement or pressure?

Call 116 123 to speak to a Samaritan

[https://www.samaritans.org](https://www.samaritans.org/)

**Keeping in touch**

It’s particularly important for employers and employees to keep in touch with each other when working from home.

It’s a good idea to:

* Agree how and when to communicate with each other.
* Be understanding and flexible about individual circumstances during this time.
* Foster relationships. Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact.
* Be kind. Remote conversations can easily be misinterpreted as it’s harder to read body language, tone of voice and other visual and audio cues. Challenging times call for greater sensitivity and kindness.

**Working from home and caring responsibilities**

During this time, many employees will be under a lot of stress juggling caring responsibilities with work.

It’s important for employers and employees to be proactive in having regular conversations and getting support in place where necessary.

In some circumstances, it might be helpful to agree to a temporary working arrangement that’s more flexible around the employee’s caring responsibilities. Ways to do this might include:

* working different hours or patterns
* reducing work targets for an agreed period of time
* flexible deadlines, where possible

Further advice and support is available from;

<https://youngminds.org.uk/>

<https://www.parentclub.scot>

<https://www.children1st.org.uk/help-for-families/parentline-scotland/>

**Physical Health**

People may experience physical pain because they do not have the right working equipment, for example musculoskeletal problems caused by an unsuitable workstation configuration.

Set up your home workstation to ensure minimal muscle strain. Know when to step away from your desk. Be clear about when your working day begins and ends, take breaks to refresh. When work is over, be sure you switch off to avoid burnout. Cultivate healthy habits such as taking exercise and fresh air every day.

Further help and advice is available from:

Moodle – Click on the link below and search for Homeworking Essentials

<https://moodle.gla.ac.uk/course/view.php?id=24295>

SEPS Resource Centre

<https://www.gla.ac.uk/myglasgow/seps/sepscovid-19resourcecentre/>