



April 1, 2020

MEMORANDUM

TO: All County Staff

FROM: Brandi Hopkins, Director of Human Resources

RE: Working Wellness Tips for County Employees

Brandi Hopkins



During this time, workplace wellness is key. It is not uncommon for individuals to experience natural feelings of anxiousness, uncertainty, sadness and frustration. These are all emotions that everyone may experience through this COVID-19 pandemic. It is important that we balance these emotions with the positive feelings that we are experiencing during this time, such as appreciation, gratitude and value added public service.

If your position requires you to work during this time as an “essential worker”, please know that your hard work, commitment and public service is greatly appreciated and valued! Your commitment to public service during this unprecedented time when our community needs us most is commendable. We, “the community” appreciate you and your sacrifice to do what is needed to provide these essential services.

To encourage and support emotional and physical wellness as you continue to work and provide essential services, Human Resources offers the following wellness tips/information to help you, your co-workers and your families stay well during this time:

Wellness Working Tips:

- As best you can, keep a daily work routine to help maintain some regularity.
- Schedule time for self-care.
- Take mental breaks that include time for calls to a friend, family member or loved one just to check-in, consider positive personal reflections and personal support.
- Stay physically active – Consider stretching techniques that you can implement throughout your workday.

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- Get adequate sleep so you stay refreshed each day.
- Humor is important – For the team working in the office, create a joke board where you can put work appropriate daily jokes or riddles

Other Wellness Resources:

We understand that this can be a difficult time. We want to also remind our staff that we offer an employee assistance program through MHN that gives an opportunity for the employee, or any member living in their household, to reach out for many services that these professionals provide.

Customer Service representatives connect or refer you to a professional who can help with:

- Marriage, family and relationship issues
- Problems in the workplace
- Stress, anxiety and sadness
- Grief, loss or response to traumatic events
- Concerns about the use of alcohol or drugs
- Financial counseling
- Legal services
- Childcare & Eldercare
- Wellness Coaching

Contact with MHN is confidential. You can reach out to them via phone at (800) 242-6220 or visit them online at members.mhn.com (company code: sanjoaquin).

In addition to the above, please continue to follow the public health guidelines for wellness precautions that include social distancing.

Again, thank you for your service as we continue to work together to provide essential services to our community.

Attachment: MHN EAP Flyer

cc: Monica Nino, County Administrator