

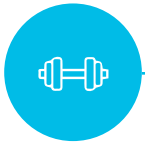


Staying Healthy When You Return to Work

With the sudden onset of the global coronavirus pandemic, we were required to quickly adjust to changes in our everyday routine, work-life responsibilities and financial circumstances. As we transition back to work sites/office locations, we will be asked to, once again, adjust our routine and manage our work-life responsibilities, all while coping with the uncertainty of what will come next. AECOM is here to support you and your family through this transition. This guide can help you cope with the change of transitioning back to work by focusing on your personal well-being — physical, emotional, financial and social.

For additional ways to stay healthy, including local public resources that may be available to you, [visit](#) your country's national health website. For more information on AECOM's pandemic guidelines and procedures, please see the Global Pandemic Procedure [here](#).





Be Well Physically

- **Stay home if you don't feel well.** Before you leave the house to go into work at an office or worksite, please check your temperature. If it's greater than 100.4° F/38° C, notify your manager, contact your doctor and stay at home. Return to the office only after you are fever-free without the use of fever-reducing medications for a minimum of 24 hours. Even if you don't have a temperature, stay at home if you're ill. Take care of yourself and do your best to stay away from others. For information on sick leave and health benefits, speak to your HR representative, view the applicable policies and procedures on the [AECOM Integrated Management Systems \(IMS\) platform](#) , or go to [MyHR](#).
- **Protect yourself and others.** Try to stay at least six feet from others at all times, even in meetings and the lunch room. When you can't be six feet apart from your colleagues, wear a facial covering. Although this may not keep you from getting ill, it will reduce the chances of you spreading any germs to others.
- **Nourish mindfully.** Bring a healthy lunch and a few healthy snacks from home along with your own utensils, plates, cups and reusable water bottle. (It's a good idea to stay away from shared food-service items at this time.) Select meals and snacks that are rich in micronutrients, which help boost your immunity. Be sure to also stay hydrated throughout the day (recommended you drink eight glasses of water a day). Not only does drinking water quench your thirst, it also helps to keep you healthy by eliminating toxins and bacteria that may cause illnesses. Having food and water on hand instead of buying it at or near work minimizes your exposure to people and contaminated objects. If you need some ideas for putting together a nutritious and delicious lunch, check out these resources: [10 Tips to a Great Plate](#), [How Can I Make Healthier Snack Choices](#) and [The Importance of Good Hydration](#).
- **Wash your hands and workspace regularly.** [Wash your hands with soap and water](#) throughout the day, especially after you touch something in a public space. If you wear gloves, dispose of them immediately after use, so you don't spread germs. And disinfect your work area daily. Also, do your best not to touch your face. [Read this article](#) for tips on protecting yourself when you're in public.
- **Stay active.** Regular moderate intensity exercise for 150 minutes per week has been found to boost immunity, while also helping reduce stress and sharpen the mind. Get out and go for a brisk walk, jog, hike or even bike to a place you've never been before. See this [WHO Fact Sheet](#) on global recommendations for physical activity by age group. When you're exploring, don't forget to wear your mask and/or keep your distance from others.



Be Well Emotionally

- **Be kind to yourself.** Show some self-compassion and give yourself time to adjust to the change of transitioning back to a worksite. It's a big shift. Even the mention of the word "change" can cause some of us to feel uneasy. Just know that change is a difficult thing for many of us, and emotional reactions to change are completely normal. Spend a few moments of your day taking a [self-compassion guided meditation or exercise](#).
- **Be empathetic.** Try to show respect for every perspective. While some colleagues may be excited to return to an office/ worksite, others may experience feelings of stress, anxiety and fear. Understand that each person may have a different reaction to the change, and it may take time for them to adjust. Be empathetic and patient, listen to their concerns and try to put yourself in their position to understand their experience.
- **Embrace structure.** Try getting back into a [daily routine](#) before you actually return to the office. Developing a daily routine can help you feel more in control and better cope with change, reducing stress and anxiety. Wake up and go to sleep when you normally would, eat healthy meals three times a day and work the hours of the day that you normally would. Learn about the [secret benefit of routines](#).
- **Get a restful night's sleep.** Getting enough sleep is crucial to your brain, heart and mental health. Additionally, several studies have shown that those who get enough sleep are less likely to get sick. For tips on sleeping well, check out [Dr. Harry Sleep Tips](#) and read these helpful [sleep tips](#).
- **Take a break from the news.** Whether you watch, read or listen to the news, make sure you're getting information from a reputable source and limit how much time you're spending on the news. Repeatedly hearing or reading about a stress-inducing topic, such as the risk of a pandemic, can negatively impact your well-being. Try to scale back on social media, too.
- **Turn to the EAP.** Remember, our GuidanceResources EAP is available at no cost to you and family members living in your household. And, your conversations are completely confidential. So, pick up the phone and speak with a counselor about your return-to-work concerns. Online tools and resources are also available whenever you need them. [Click here](#) to learn more about the EAP resources available to you.



Be Well Financially

- **Manage your spending.** [Be mindful of your spending](#) and manage your budget, so that you're prepared for future financial emergencies. [Learn more about creating a budget](#). Or try a free app, such as Mint, which is available for [iPhone](#) and [Android](#). If you have trouble saving money because you're a compulsive shopper, [learn ways to resist your excessive shopping](#).
- **Prepare for the unexpected.** The coronavirus has taught us all to expect the unexpected. Be sure to protect your family's financial security in the event of a financial emergency. If you haven't already done so, aggregate and review all of your financial and legal documents, including your bank statements showing your emergency fund, emergency contacts, beneficiaries, life and disability insurance benefits, tax statements, and estate planning documents, to identify and fill gaps in your financial preparedness. Get started with this [financial checklist](#), which includes tips on how you can better plan for the future.
- **Contact your lenders.** If you are still dealing with the aftermath of the coronavirus pandemic and you are experiencing a financial hardship, there are many resources to help. Learn about the [financial services offered through the EAP](#), and contact your lenders to discuss ways you may be able to reduce or defer payments if you're unable to pay your bills. Be sure to contact them as soon as possible, before you damage your credit score and have to pay any penalties and interest charges. Learn more: [Tips for Weathering a Financial Emergency](#).
- **Don't sell your investments out of fear.** Although it can be stressful to watch the effects that the coronavirus has had on market volatility and your financial investments, it's important that you do not simply sell stock-based investments out of fear, especially in retirement accounts that you won't need for several years down the road. Speak with your financial advisor for professional advice. If you need help finding a certified financial advisor, [start here](#).
- **Be aware of financial scams.** It's common for scammers, identity thieves and other criminals to try to take advantage of vulnerable populations after a disaster. If you receive a phone call, text or email asking for personal or financial information in exchange for coronavirus testing or "cures," do not provide it. [Beware of Criminals Pretending to Be WHO](#) to help protect yourself against hackers and cyber scammers.



Be Well Socially

- **Stay connected with your colleagues** — but do so virtually whenever possible. Schedule regular calls or check-ins with colleagues, family members or friends to see if they need anything or just want to chat. Learn how to [host a virtual coffee break](#).
- **Spread kindness with your colleagues.** There are still ways to volunteer and get involved with your community while social distancing. You can deliver groceries or meals for seniors, sew masks for essential workers and more. [Click here for more ideas](#). You can also attend or host a blood drive with your colleagues. It's an easy way to give thanks and help save lives. Find a blood drive in your area (U.S. only), or learn how to host a blood drive at your work location [here](#) (U.S. only). Find information on [blood donor organizations around the world](#). And, learn [key facts about blood safety and availability](#).
- **Balance your caregiving responsibilities.** Having primary caregiving responsibilities for a child or elderly parent can be stressful on top of balancing your work responsibilities. If you were suddenly placed into the role of caregiver for your elderly parent during the pandemic, the unexpected change may have added even more stress. Being a working caregiver is a difficult role, physically and emotionally, and it's important to find time to take care of yourself. [Read some tips](#) and learn more about [Combatting Compassion Fatigue](#).
- **Express your gratitude.** Even during these unprecedented times, we all have many things to be grateful for. [Share why you are grateful](#). And, just for fun, take the [Gratitude Quiz](#) to see how grateful you are for the positive things in your life.
- **Share your ideas.** How do you stay connected with your colleagues on the days you work from home? [Share your ideas and recommendations](#) or [share your well-being story](#).