

# Staying well while returning to work

**Tips to help you focus on your well-being as you transition back to your work site**

August 2020



## Supporting You through the Transition

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- Whether you had to quickly adapt to working from home, take on additional caregiving/homeschooling responsibilities or manage changes to your personal finances, the coronavirus pandemic has impacted us all in some way, leading to increased levels of stress and anxiety.
- While we look forward to seeing employees back at worksites, we realize that you may face new challenges to your well-being, such as adjusting to new worksite and school/childcare policies, social distancing from colleagues, recovering from financial hardships or feeling connected to colleagues and the AECOM culture.
- That's why we've created resources to support you through the transition. See the **Employee Guide to Staying Healthy When You Return to Work** and other tools available at **[WellBeingAtAECOM.com](https://www.aecom.com/WellBeingAtAECOM.com)**





## Be Well Physically

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- Stay home if you don't feel well
- Maintain at least six feet of distance from others at all times
- Wash your hands with soap and water and disinfect your workspace regularly
- Bring a healthy lunch and snacks, with your own utensils, plates, cups
- Don't forget stay hydrated and bring your reusable water bottle!
- Continue to stay active – aim for at least 150 minutes of moderate exercise each week to boost immunity and reduce stress

For guidelines and protocols on temperature checks, please see your approved local Worksite Readiness Plan



# Be Well Emotionally

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- Get back into a daily routine before you return to the office
- Take a break from the news to let your mind rest
- Get a good night's sleep
- Be kind to yourself as you adjust to the transition back to a work site
- Show respect for your coworkers reactions to the change and be patient with those who need more time to adjust
- Speak with a GuidanceResources EAP counselor about any stress or anxiety you may be feeling about returning to work. You can find your local EAP number on [WellBeingAtAECOM.com](https://www.wellbeingataecom.com).



# Be Well Financially

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- Keep your finances in good shape by creating a budget which will help you monitor and manage your spending
- Use the Financial Well-Being Checklist on [WellBeingAtAECOM.com](https://www.wellbeingataecom.com) to review all your financial and legal documents to make sure you're prepared for any unexpected emergencies that may arise
- If you're experiencing a financial hardship, contact the EAP to speak to a financial advisor so you can find ways to manage or defer your payments, if necessary
- Stay the course with your investments, and speak with a financial advisor before you sell investments out of fear



## Be Well Socially

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- Set up regular time to connect with your colleagues – virtually whenever possible
- Spread kindness to your community by coordinating a blood drive or writing letters to essential workers
- Practice an attitude of gratitude. Find ways to express your gratitude for the positive things in your life
- Share your ideas and stories on how to stay connected or well at [WellBeingAtAECOM.com](https://www.wellbeingataecom.com)

