



Complete a different wellness activity each day.
Submit this completed calendar and earn 10
Healthy Lifestyle Activity Points.



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Day 15: Activity #:_____	Day 16: Activity #:_____	Day 17: Activity #:_____	Day 18: Activity #:_____	Day 19: Activity #:_____	EIN: Name:	



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You may already be aware of the **Do The Five** campaign from the World Health Organization (WHO) to help limit the spread of the coronavirus by:

1. HANDS – Wash them often
2. ELBOW – Cough into it
3. FACE – Don't touch it
4. FEET – Stay more than 6 feet apart
5. FEEL sick? – Stay Home

In our version of **Do The Five**, you will focus on five wellness strategies to keep you healthy, connected, and informed. We understand that most of you are living outside of your comfort zone and we would like to provide some healthy options you can do during quarantine/social distancing to help your life feel a little more normal again. Activities will include working from home with tips for physical activity, nutrition, self-care and stress management.

Complete the **Do The Five** wellness calendar by completing a different wellness activity each day for 19 days. We encourage you to repeat one or more activities everyday throughout the campaign. Details for each activity can be located within this packet.

Submit this completed calendar and earn 10 Healthy Lifestyle Activity Points.

Submit to Employee Wellness by:

- Email: wellness@pima.gov
- Fax: (520) 724-8150
- Mail: 150 W. Congress, 4th Floor

Stay Healthy,

Employee Benefits and Wellness



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1 Stay Healthy

1. Exercise and stay active

This is not only good for your physical health, but also your mental health. With the state of Arizona mandating closures of public facilities, including gyms, those who have committed to a fitness routine are finding themselves in a bind. Fortunately, there are plenty of exercises that can be done at home with little or no equipment, such as:

- Walk or run up and down stairs in your house or apartment building.
- Try some active TV, by doing an exercise during each commercial break – squats, push-ups, planks, jumping jacks, or other exercise.
- Watch a fitness video on YouTube. There are aerobic programs, yoga channels, tai chi, qigong, dancing, and a combination of other exercises.
- Utilizing paid and temporary free membership apps that offer flexible livestreamed or rerecorded programs for people at every fitness level.
- If you've got children at home, incorporate them into your workouts and make it the PE portion of their day. Freeze dance, jump rope, break out a hula hoop. The options are seemingly endless.

Decide what time you will be exercising. Don't plan to do it "whenever". Decide on a convenient time and commit to it. If you are working from home or not working, you can generally wear whatever is comfortable. If you choose to wear workout clothes, you are prepared ahead of time to work out.

We strongly encourage people to speak with their doctor before starting an exercise program. Because of the pandemic, most doctors' offices are unavailable for this type of request. We encourage you to exercise wisely and safely.

Additional Resources

[Staying Active During the Coronavirus Pandemic](#) | American College of Sports Medicine

[Keeping Children Active during the Coronavirus Pandemic](#) | American College of Sports Medicine

[Eating Right during Coronavirus Pandemic](#) | Eatright.org



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- Virtual Workouts** | American Heart Association
- 100 Push-up Challenge** | Employee Wellness Program
- 200 Lunge Challenge** | Employee Wellness Program
- Seasonal Fitness Challenge** | Employee Wellness Program

2. Get fresh air

Avoid crowds and try to maintain the recommended 6-foot distance with others. If parks are closed, don't go. If parks are open, be especially mindful of not overburdening areas that might have limited maintenance and oversight. Pack out your trash, use the restroom before you leave the house.

What to do outside:

- Take sidewalk chalk and create a hop-skip on a driveway or sidewalk.
- Take a walk or jog. Dogs everywhere are enjoying the extra walks!
- Jump rope. You can be clever with what you use as rope.
- Go on a bike ride — just don't forget your helmet.
- Practice your tennis stroke on a wall.
- Take your phone and practice your photography skills by taking landscape photos.
- Take a handwritten note to a neighbor's door so they know you are thinking about them.
- Eat a meal or snack outside.
- Even just sit outside and soak up some sunshine.
- Dig in the dirt. Plant something in your yard or in a pot.
- Sit out in your front yard or porch and say hello to your neighbors (from a distance) as they get some fresh air too.

To protect others, the Centers for Disease Control and Prevention (CDC) recommends that people wear a **homemade face mask** in public settings. Keep in mind that if you have coronavirus (COVID-19) or are under quarantine because of exposure to the virus, you should not go out into public spaces at all.



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Additional Resources

Practice Social Distancing | CDC Guidelines

Protect Yourself And Others | CDC Guidelines

Wash Your Hands | CDC Guidelines

3. Stress Less

Try practicing mindfulness, as it has many positive benefits, including lowering stress levels, reducing harmful ruminating, and protecting against depression and anxiety. Research even suggests that mindfulness can help people better cope with rejection and social isolation.

Mindfulness can take place through meditation sessions or smaller moments throughout the day. To cultivate a state of mindfulness, you can begin by sitting down and taking deep breaths. Focus on each breath and the sensations of the moment, such as sounds, scents, the temperature, and the feeling of air passing in and out of the body.

Shift your attention, then, to the thoughts and emotions that you're experiencing. Allow each thought to exist without judging it or ascribing negativity to it. Sit with those thoughts. The experience may evoke a strong emotional reaction. Exploring that response can be an opportunity to address or resolve underlying challenges.

There are also popular meditation apps available with features like sleep stories, meditations, music and mindful movements.

Additional Resources

Helping Children Cope | CDC

Video: Coping with a Traumatic Event | CDC

Coping with Isolation and Quarantine | SAMHSA

COVID-19: Managing Stress and Anxiety | CDC

Financial Wellness | WELCOA

What's Going Well? | WELCOA

It's OK Not to Be OK | WELCOA

Mindful Mini Breaks | WELCOA

Employee Loans | Kashable



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4. Get plenty of sleep

Try one or more of the following techniques to get a good night's sleep:

- Give yourself an electronic curfew of 90 min prior to lights out. Remove blue light by wearing blue light blocking glasses, it will help you wind down before bed and help your body produce melatonin on the proper schedule.
- Consider meditation or progressive relaxation before bed or while falling asleep.
- Compile a gratitude list in your mind (while lying in bed, in the dark): Many people think stressful thoughts as they fall asleep, but that causes increases in our fight or flight hormones. Thinking less stressful or positive thoughts can help reduce stressful feelings and help with sleep.
- Keep your schedule consistent: the more consistent your wake-up time, the more consistent your overall body function. Avoid extra napping if you are home bound-it will only disrupt your nighttime sleep.
- Lower stimulants and depressants: caffeine and alcohol- if you are already stressed out, adding caffeine to the mix is NOT a great idea, it will only increase the unwanted side effects. Alcohol, while making you feel sleepy, does NOT allow for quality rest, which in turn will make you feel even more stressed if you have a hangover the next day. It also makes you less able to fight a virus.
- Take a Hot Shower or Bath 90 minutes before bed: wash off all those germs and increase your core body temperature. Your body temperature will decrease once you get out of the tub and help produce melatonin naturally.
- Make sure your environment is clean: If possible, use HEPA filtration for your bedroom air. Wash sheets 2x a week and try to do an overall deep cleaning of your bedroom.

Additional Resources

[Sleeping Tips During Isolation](#) | AASM

[Sleep Guidelines During the COVID-19 Pandemic](#) | Sleep Foundation

5. Stay hydrated

Adequate water and fluid intake helps to keep your body strong and have the ability to fight off viruses and infection, but inevitable home distractions may get in the way of ensuring you're drinking enough water.

Follow hydration techniques such as:



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- Tracking fluid intake through various apps that are available.
- Drinking a glass of water before every meal.
- Adding natural flavor to water through fruit infusion.
- Utilizing a large reusable water bottle.
- Replacing other drinks like soda or coffee with water or seltzer.
- If you think you are really hungry, but it's not mealtime, drink some water and see if you feel better. Hunger is often mistaken for thirst.
- Avoid drinking sweetened beverages as it can trick the mind and stimulate hunger or spike your blood sugar.
- Drink a warm, unsweetened beverage such as herbal tea, flavored tea or black coffee.

6. Eat healthy

With stay-at-home orders in place due to the novel coronavirus pandemic, we are all a lot closer to snacks and facing more stress, both of which can trigger overeating and bad food choices. Consider whether you want to eat because you are stressed, bored or feeling emotional. Or are you actually hungry? Take a few minutes and do some mental detective work to determine why you want to eat.

Try to stick to a meal schedule. If you have stocked up the kitchen in preparation of being quarantined, you or your family member may be finding it difficult to follow a regimented meal plan and feel inclined to reach into the cabinets for extra snacks throughout the day.

Meal preparation and designated meal times will help to:

- Regulate consumption and prevent overindulgence.
- Ensure a well-balanced diet.
- Avoid the temptation of ordering take-out foods that can be highly processed or packed with more saturated or trans fats.

If you are truly hungry and have a hankering for something specific, make good choices rather than grab something processed and unhealthy.



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- If you want something sweet, choose fruit.
- Craving salt? Measure one ounce of nuts or an ounce of hummus.
- Sour could be a dollop of plain Greek yogurt.
- Creamy could be unsweetened yogurt (try plain and put in your own fruit for flavor).
- Chewy options include a whole wheat English muffin.
- For crunchy, try carrot sticks, celery or other raw veggie.
- For a carb craving, try whole wheat crackers or rice cakes which is a better choice than chips or standard crackers.
- If you just need chocolate, allow yourself one square to satisfy that craving.

Additional Resources

[MyPlate Guidelines](#) | MyPlate

[Eat Right For Life Challenge](#) | Employee Wellness Program

[Eat Smart Fruit and Veggie Challenge](#) | Employee Wellness Program

[Nutritious Food](#) | WELCOA



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2 Practice Prevention

7. Keep your immune system strong

Make a commitment to staying strong by:

- Washing your hands with soap for 20 seconds (about two rounds of the "Happy Birthday" song)
- Getting enough sleep
- Eating well and staying hydrated
- Taking vitamins

Additional Resources

[Boosting Your Immune System](#) | WELCOA

[How to Boost Your Immune System](#) | Harvard Health

[Foods to Promote Immune Function](#) | NCAA

8. Prioritize personal hygiene and limit physical contact with others

This is imperative to avoid spreading the virus. Here's what should be done:

- Wash your hands thoroughly with soap and water for 20 seconds and use hand sanitizer regularly.
- Use a tissue to cover your sneeze or cough, or when unavailable, cough or sneeze into your elbow.
- Disinfect with anti-bacterial wipes areas and objects that are heavily trafficked or are touched regularly where you live and work.
- Avoid contact with those who are sick and avoid touching your face, eyes, nose, and mouth.
- Stay home when you are sick.

Additional Resources

[Practice Social Distancing](#) | CDC Guidelines

[Wash Your Hands](#) | CDC Guidelines

[Protect Yourself And Others](#) | CDC Guidelines



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9. Keep a clean space

If you must venture out to the grocery store or pharmacy, be mindful that contact with other individuals increases your risk of being exposed to COVID-19 and spreading bacteria. Reduce your risk of spreading germs in the home by:

- Immediately washing your hands with soap for 20 seconds or longer upon each return home.
- Cleaning and disinfecting high-touch surfaces daily, including door knobs, light switches, remotes, toilets and sinks.
- Regularly clean work surfaces and objects in continual use, such as phones and computer keyboards.
- Wipe down your shopping cart with disinfectant wipes and sanitize your hands before and after your grocery trip. Many stores have these wipes at the door, but consider bringing your own, just in case.

Whether you went to the store, had groceries delivered or used curbside pickup, you'll want to clean for coronavirus before you put your food away.

According to a preliminary study, novel coronavirus can survive on cardboard for up to 24 hours. Recent reports indicate it might survive on hard surfaces for at least 17 days.

Here is how to make your groceries safe:

- Keep groceries outside, bringing in one bag at a time to sanitize items before putting them away.
- Use disinfectant spray or wipes to clean external containers. If possible, move food items like bread and cereal to alternative storage containers.
- Scrub fruits and vegetables thoroughly for 20 seconds and then rinse.
- After you've put your groceries away, wash your counters and any other surfaces you've touched.
- Wash your hands after opening any containers, including cardboard boxes.
- If you use reusable grocery bags, keep them outside or in your car, as they might have traces of virus on them. Wash them when you can, but consider them dirty after each new visit to the store.

Additional Resources

[Cleaning and Disinfection for Households](#) | CDC Guidelines



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3 Take Care

10. Keep a regular schedule

Create and maintain a routine and schedule. Set up a designated space for you and each family member to work and learn. Don't forget to include periodic breaks for recharging in your schedule. Although everyone's schedule will be different, here is a sample:

- 7:00 a.m. - Wake up, stretch, take care of kids/animals
- 7:30 a.m. - Breakfast and family time (technology free!)
- 8:30 a.m. - Work and check on updates with small breaks every 30 minutes or so
- 12:00 p.m. - Lunch break, get fresh air, stretch & exercise
- 1:00 p.m. - Work with breaks every 30 minutes, check in with co-workers
- 5:00 p.m. - Dinner and screen break! Call a friend, family, or loved one
- 7:00 p.m. - Self-care time

Just like adults adjusting to being at home, children may have a difficult time with the change in their daily routine. Try these tips to ease that transition:

- Set up a schedule every day for what each person will be doing. If you have work to do, let them know you will be working while they are doing schoolwork. If not, this could be a great opportunity to get involved in what your child is learning at school and do it together.
- Schedule breaks and rewards. A reward does not have to be a concrete prize! It can be one-on-one time with an adult or cooperative older sibling; getting to pick a show or movie; or game time.
- Acknowledge your child's feelings. "It's really hard to do schoolwork when you're not in class with your teacher and friends. It must seem really strange." Let them know their teachers and classmates are all working from home too.
- Have realistic expectations for yourself and your child. They may not work at the pace you would like, especially at first. If you are working remotely, you likely won't get everything done that you planned either. Everyone needs time to adjust.



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11. Set boundaries

When working from home, be sure that you are working reasonable hours. It can be tempting to work more while you have your work at home, however it can also be taxing on your health and well-being, so stick to a schedule with healthy boundaries.

Additional Resources

[Finding Balance](#) | WELCOA

[Managing Expectations](#) | WELCOA

[Leveraging Your Sphere Of Influence During The Pandemic](#) | WELCOA

[Establishing a New Normal for Home](#) | WELCOA

[Establishing a New Normal for Work](#) | WELCOA

[Setting Up Your Home Office](#) | WELCOA

12. Continue treatment and medication

Despite changes in routine, it is extremely important to follow your treatment plan. If your symptoms change or you need reassurance during this difficult time, call your treating provider's office to see if they are offering virtual visits. Telehealth visits are growing and an important way to connect with care.

Be sure that medication refills are up to date. If you are concerned about running low, request that your treating health care provider approves a 60-or -90-day supply of medication.

Consult with your health care provider or pharmacist if you are using over the counter medications—cold and flu medications may interact with antidepressants and/or antipsychotics.

Additional Resources

[In Touch Care](#) | Aetna

[Medical Consumerism During a Pandemic](#) | WELCOA

[Learn more about Teladoc](#) | Aetna

[Step-by-step registration to Teladoc](#) | Aetna

[CVS Caremark Mail Service Pharmacy](#) | CVS/caremark



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13. Take care of your mental health

While it's important to stay abreast of the latest information regarding COVID-19, it's easy to become wrapped up in the information about the pandemic, increasing stress and anxiety levels. Stress-reducing strategies include:

- Giving yourself breaks from the news and social media
- Getting plenty of sleep
- Practicing meditation
- Engaging in video chat with friends and family

Additional Resources

[Coronavirus and Mental Health: Taking Care of Ourselves During Infectious Disease Outbreaks](#) | APA
[COVID-19/Coronavirus: Mental Health Considerations](#) | WHO
[Tips for Social Distancing, Quarantine and Isolation](#) | SAMHSA
[COVID-19 and Mental Illness Guide](#) | NAMI

[Managing your Anxiety](#) | WELCOA
[Gratitude](#) | WELCOA
[Employee Assistance Program \(EAP\)](#) | Aetna
[Resources for Living support](#) - EAP
Username: Pima | **Password:** County
[Free public resources by Aetna](#) | Aetna

14. Take care of yourself if you get sick

Continue to monitor new or worsening symptoms you may be experiencing with either your mental health or overall health and well-being. Do your best to keep your stress level low and engage in activities that help you manage your stress levels during this disruptive time.

If you are feeling symptoms that may be associated with the COVID-19 virus, call your primary care provider first to talk about next steps in care. This virus continues to strain hospital resources so it's best to get directions from your primary care provider on what to do rather than going to an emergency room.

- Cough or sneeze into your elbow or use a tissue, then dispose of the tissue immediately and clean your hands.



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- If you feel unwell, stay home and call your doctor or a local health professional.
- If you develop shortness of breath, call your doctor and seek care immediately.
- If you are sick: Stay home, eat and sleep separately from others in the house, and use different utensils and cutlery.

Additional Resources

[If You are Sick or Caring for Someone](#) | CDC

[Symptoms of Coronavirus](#) | CDC



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4 Stay Connected

15. Connect virtually

Stay connected with family, friends, and support systems using technology like FaceTime, Skype, Google Hangout and other video-based options. Talk about your fears and concerns with people you trust. Chances are they are feeling the same way.

Share tips with co-workers and friends on what's working well for you and encourage them to do the same. Come up with new ideas like planning a Google Hangout to exercise together – try one-minute planks, 10 jumping jacks, or whatever you decide, just keep it simple. Share photos of pets enjoying the new routine. Watch movies at the same time while texting or on Skype. A fun activity for kids is to create drawings or write letters to their grandparents or elderly nursing home residents to receive by mail, or have kids write letters to their friends or teachers from school.

Google Hangouts can be used for messaging or free video or voice calls with one person or a whole group. Hangouts is a free smartphone app or **Google Chrome Extension**. It can be used on any kind of smartphone and even has fun features like photos, stickers and emojis.

For iPhones, there is the Facetime option, but it only works with other iPhones or iPads. This app allows for multiple faces to appear on the same screen for nearly real gatherings. This is a great option for virtual happy hours or family reunions.

Zoom is traditionally a business meeting tool, but can be used for virtual happy hours and family get-togethers. It is also useful for conference calls or a video call for some face-to-face time.

Skype is another free tool that can be used for video calls, chatting or conference calls. It can be used on a computer as an app or through the web or as a smartphone or tablet app.

Facebook has a whole host of virtual connectivity options. In addition to sharing statuses and commenting on someone's wall or news feed, there is Facebook Messaging, which can be between two people or a whole group, allowing for a chat or texting option. Facebook also has a new feature called Watch Party. In this feature, the



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host can pick out a queue of Facebook videos and line them up for the party. The host invites friends (other friends can join later, too) and they can see and hear each other, as well as comment on the videos. Bring on the cat videos!

Netflix Parties is a fun way to watch Netflix shows and movies with your friends. It is available only through the Chrome browser, but it is free. There is a chat window where group members can comment and chat during the show.

Houseparty is a video group chat app for smart phones. In addition to chatting face-to-face, you can play interactive games, including Quick Draw, which is like Pictionary. There are also screen sharing capabilities. Best of all, it's free.

Additional Resources

Ways to stay connected without leaving your home | Resources for Living (EAP)

16. Engage your support network

Just as you would during other major life changes, stay connected with family and trusted friends and let them know if you need extra support during this challenging time. That might include regular phone calls, check-ins, and related support. Be clear about what you need during this time.

Additional Resources

Social Distancing and Connection Care | WELCOA

Be and Influencer For Good | WELCOA

17. Get involved

Check on your neighbors: Call or text your neighbors to make sure they're doing okay. Ask if there is anything that they need. If you have what they're looking for, offer to leave it outside their front door so that they can pick it up without coming in direct contact with you. It sounds extreme, but this is actually a great and safe way to make sure that you're more vulnerable neighbors have what they need. If you feel comfortable going out,



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consider knocking on the door of any elderly neighbors and chatting through the screen or storm door just to offer a bit of comfort and reassurance.

Explore ways to connect and volunteer virtually: Many organizations now offer formal online volunteer programs and opportunities. If you have a special skill, such as coding, graphic design, or writing, let them know. Many organizations are happy to have the help and will gladly work with you to find a project that fits your interests and skills.

Waste no, want not: For many of us, the mad dash to the grocery store has already occurred. If we're lucky, our pantries, freezers, and fridges are stocked with the necessities. But as grocery store shelves continue to empty, we can't keep counting on restocking as usual, and so it's very important that we use what we have.

According to Feeding America, each year 72 billion pounds of food goes to waste. A few simple ways to cut down on food waste include storing food in the proper place and at the proper temperature, waiting to wash produce until you're ready to use it to avoid mold, freezing anything that you don't expect to use in the near future, making a stock, composting, and eating your leftovers.

Be a leader: If you're in a position of professional authority and you have the decision-making power to allow your team to work from home, make it happen. Even if you don't consider your employees to be particularly high risk, making the call to work from home sends an important message to your team and to the sector by letting others know that you and your team are ready to do your civic duty by staying off of public transportation, out of hospitals, and just generally out of the way.

Find your local mutual-aid network: Right now, all over the country and around the world, communities are coming together to create mutual-aid networks. Think of a mutual-aid network as a kind of hyper-local COVID-19 Craigslist where neighbors are able to post their needs—groceries, translation services, pharmacy runs, even cash to make rent—and others can choose to answer the call.

8. Remember those who are still out there on the front lines: Though it may be hard to imagine, at some point, the pandemic will subside and we'll be able to slowly get back to our lives. And once we're on the other side of this crisis, we're going to have a whole lot of people to thank. Grocery store clerks, domestic workers, nurses and doctors, police officers and fire fighters, the people who work at the laundromat, sanitation workers, delivery people, and teachers who taught our kids virtually, and the list goes on.



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We may not be able to do much right now, but we can certainly get a head start on finding ways to show our gratitude. Take some time over the next days and weeks to consider how you might show your appreciation to even one of these people. Call up your local police department and ask if they'd be willing to accept a delivery of a few pizzas as a small token of your appreciation; encourage your market to allow cashiers to put out tip jars for the duration of the pandemic; put a box of goodies next to your front door with a message thanking delivery people and encouraging them to help themselves; connect with your favorite bars and restaurants and set up a virtual tip jar spreadsheet (a simple spreadsheet with names and Paypal/Venmo information for hosts, servers, cooks, baristas, bus boys, etc.) so you can still offer a tip and help support one of the hardest hit industries. Remember, if any of these gestures involve the exchange of actual, physical money or goods, you'll need to make sure that everything is hygienic, safe, and clean.

Take care of yourself: As they say, secure your own oxygen mask before assisting others. In other words, self-care is incredibly important at a time like this, and ensuring that you're making safe and smart choices is a civic duty of the utmost importance. So for some, doing your part will simply mean taking care of yourself. And that's okay!

Additional Resources

[Community Volunteer Form](#) | Employee Wellness Program

[Volunteer Opportunities](#) | Pima County



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5 Learn More

18. Stay informed and limit media consumption

Knowledge is power, and it's good to stay updated on progress being made in combatting the virus. Stay informed on the latest updates from reliable sources like the **Centers for Disease Control (CDC)** and the **World Health Organization (WHO)**. Avoid continuous exposure to news, media, and social media that may trigger or elevate anxiety, stress, or panic. Stay informed by following few, authoritative resources, but limit media consumption.

Keep things in perspective: Take a deep breath and remind yourself that most people who contract COVID-19 will only experience mild symptoms. Work is being done to help people who may be more vulnerable to the coronavirus, such as senior citizens and those with underlying health conditions. As coverage increases, it's important to take the necessary precautions to keep your family and loved ones healthy.

Communicate with your children: Discuss the news coverage of the coronavirus with honest and age-appropriate information. Parents can also help allay distress by focusing children on routines and schedules. Remember that children will observe your behaviors and emotions for cues on how to manage their own feelings during this time. You may want to limit how much media they consume to help keep their anxiety in check.

Additional Resources

Myth Busters Surrounding COVID-19 | WHO

19. Learn a new skill

Engage in activities that benefit your well-being, bring you joy and distract you from existing challenges. This might include meditation and yoga, often offered free online. You may also enjoy journaling, reading, art projects, cooking with new recipes, breathing exercises, or listening to a calming podcast or music.

Additional Resources

24 Websites for Learning New Skills

Wellness Webinars | WELCOAZ