



LAST UPDATED MAY 18, 2020

Welcome to the COVID-19 Employee Toolkit

In this time of change and uncertainty, your health, safety, and wellness is more important than ever. Explore this dedicated source offering a variety of resources, information, supports, and initiatives that may be useful to you now or in the coming months. As we progress toward returning to work, important updates, guidance, and frequently asked questions will be continually added. Click through the COVID-19 specific resources and information organized below by [YES Team Workplace Wellness](#) focus areas.

Share feedback by taking a brief survey. Additions will be made regularly with your needs in mind.

How are you doing?

START FEEDBACK SURVEY

For Yolo County Employees

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IMPORTANT UPDATES & EMPLOYEE RETURN TO WORK INFORMATION

- All County employees are Disaster Service Workers (DSW) and can be called upon if needed, and therefore need to stay accessible at any time. For more information, [review the training](#) and visit the [FAQ page](#).
- [Return to Work COVID-19 Preventative Health Measures to Keep Employees Safe](#)
- [Essential Workers and Subsidized Emergency Child Care Opportunities](#)
- County building cleaning / janitorial protocols have been increased. Go to the "Environmental" wellness focus area below for details.
- Counter shields have been built and deployed in Community Services and ACE. More are being built/purchased for Child Support Services, Agriculture and HHSA.
- Go to the "Occupational" wellness focus area for additional work related resources.

Click on each image to enlarge / print.

Guidelines for Being at Work

Face Covering:

- ▶ Face coverings are required any time an employee is in common areas and hallways where you are not able to maintain 6 ft. apart, including interactions with the public.
- ▶ If in a private office, cubicle, or workstation where 6 ft. of distance can continuously be maintained, a face covering is not required.

Employees who interact with the public should:

- ▶ Wear face coverings when interacting with the public.
- ▶ Ask the public to cover their face in accordance with the Yolo County Health Officer's Order.
- ▶ Wash hands immediately following public interaction or use hand sanitizer.
- ▶ Sanitize any items that were used during the interaction.

Other Guidelines:

- ▶ Tech items should not be shared such as computers, phones, headphones, etc.
- ▶ Wash hands frequently or use hand sanitizer.
- ▶ Sneeze or cough into elbow or a tissue, and dispose of the tissue properly.
- ▶ Stay home if sick.

Workplace Wellness COVID-19 Employee Toolkit

Yolo County Staff Update • May 13, 2020

**COVID-19 Novel Coronavirus
Yolo County Staff Update**

May 13, 2020 Connect • Communicate • Collaborate

**Workplace Wellness
COVID-19 Employee Toolkit**

New Employee Resource is Now Live!

Want the skinny on when to wear a facemask? Wish you had a resource for childcare? Need the best list of 30 day challenges? HR and the EOC Logistics team have done a phenomenal job of putting together every tool they could find to help.

CLICK & GO TO INSIDE YOLO • THEN CLICK ON THE TOOLKIT BANNER
<https://insideyolo.yolocounty.ca>

• • • Outside the County Network? No problem! Sign-in using your County credentials. • • •

Updates in the EOC

What actually happens in the EOC? Here's a snapshot of a bit of it:

Joint Information Center: The JIC spends a lot of time answering Media Inquiries, hosting daily briefings for social media (topics include spotting fake news, stage 2 of state's plan, what else is coming in stage 3 and 4), hosting PIO/Partner Call with 37 participants and keeping the public informed via social media and website.

Planning and Intelligence: Developed the County Readiness Plan and Roadmap to Recovery Documents and Demobilization Plans.

Logistics: Insured supplies and contracts were in place to address Covid related needs (arranging delivery and storage of masks and sanitizer, filling Disaster Worker requests). Expecting delivery of wall-mounted hand sanitizer dispensers and identifying the locations for installation in each county building. They also refined and updated information on InsideYolo for staff returning to work.

Operations & HHSA DOC: Working on plan for the administration of The Great Plate program to provide hot meals to home bound individuals. Served 271 individuals in meals.

Yolo County Staff Update • May 6, 2020

**COVID-19 Novel Coronavirus
Yolo County Staff Update**

May 6, 2020 Connect • Communicate • Collaborate

COVID-19 Test Appointments

Yolo County residents can now begin scheduling COVID-19 test appointments by calling 888-634-1123 or online by visiting <https://hi.care/covidtesting>.

Testing will be available Tuesday through Saturday, 7am to 7pm. The state testing site is set to open in Woodland on May 5th, and will then move to West Sacramento on June 2nd.

Testing Now Available in Yolo County!

State-run testing opened in Yolo County (Woodland) on May/5th with a capacity of up to 137 tests per day. EOC Logistics staff delivered testing supplies and assisted with the setup.

Testing will run May 5 - 30 in Woodland and June 2 - 20 in West Sacramento. Staff continue to explore the possibility of adding a mobile testing site to make services more accessible to rural Yolo County.

Updates in the EOC

In any emergency, appropriate personnel are activated - that is, pulled from their regular County jobs to provide support in needed areas. We presently have 87 employees activated, in these sections:

Policy Group: 7
Joint Information Center: 9
Finance and Administration: 11
Planning and Intelligence: 13
Logistics: 11
Operations & HHSA DOC: 31

Face Covering Infographic

**Help Protect
the Health of
Your Family
& Community**

When to Wear a Face Covering	When NOT to Wear a Face Covering
Waiting in line or shopping at a store.	At home.
Picking up food at a restaurant.	Driving in a car alone or with others in your household.
At hospitals or pharmacies.	Exercising outdoors.
Going into facilities allowed to stay open.	If it will create a safety hazard at work.
When in a taxi or rideshare vehicle or on public transportation (or waiting).	Children under 2 must NOT wear a facial covering. They may suffocate.
At work, subject to your employer's Regulations.	If advised not to by your healthcare provider.
Children 2 years and older should be encouraged to wear a mask when they are around others closer than 6 feet. When they do, they must be supervised by an adult.	
Keep 6 feet of distance between you and other people at all times and STAY HOME as much as possible.	

COVID-19 Preventative Health Measures to Keep Employees Safe

**Yolo County: Return To Work
COVID-19
PREVENTATIVE HEALTH MEASURES TO KEEP EMPLOYEES SAFE**

FACE COVERINGS MUST:

- Be worn when in contact with other employees, customers or the public and in common spaces like hallways, break rooms, etc.
- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be durable and machine dried as needed without damage or change to its shape.

PRACTICE SOCIAL DISTANCING AND PREVENTATIVE MEASURES, LIKE:

- Maintaining 6 feet of distance from others.
- Washing hands frequently or using hand sanitizer when handwashing is not practical.
- Shooping or coughing into their elbow or a tissue, and disposing of the tissue properly.
- Wiping down surfaces with disinfecting wipes.
- Not coming to work sick.

EMPLOYEES WHO INTERACT WITH THE PUBLIC SHOULD:

- Wear a covering and ask the public to wear a face covering in accordance with the County's Public Health Officer's Order.
- Wash hands immediately following the interaction. Use hand sanitizer with at least 62% alcohol if soap and water are not available.
- Sanitize any items that were used during the interaction.
- Closely self-monitor for symptoms.

KEEP YOUR DISTANCE.

Employees should wear face coverings in accordance with the Health Order AND adhere to the 6 ft of social distancing until further notice. Conference rooms should have only the proper number of seats to allow for social distancing. Consider floor markings and signs to create physical distance in areas where people tend to congregate or queue. Encourage video meetings whenever possible.

PRACTICE GOOD HYGIENE.

When possible and supplies are available, consider reinforcing good hygiene practices with touchless soap and hand sanitizer dispensers. No touch paper towel dispensers are also ideal. Disposable gloves and recycling receptacles are preferable. Bags, bins, badge readers, and common areas should be disinfected throughout the day. Consider signs to remind staff to use sanitizer after contact with high-touch surfaces.

MORE CLEANING PROTOCOLS.

Employee health depends on a safe and clean work environment. Departments should consider implementing additional cleaning protocols for workstations, break rooms, meeting rooms, common areas, reception desks, and other common areas at regular intervals throughout the day, beyond what is provided by janitorial, hand sanitizers and disinfection wipes should be available throughout the office - especially in shared areas.

Workplace Wellness COVID-19 Employee Toolkit

Moving Forward The Yolo Way



Moving Forward The Yolo Way

Connect*Communicate*Collaborate

Your Human Resources Team invites you to participate in a live webinar series focused on the employees of Yolo County, featuring a variety of guests and topics related to our current COVID-19 centric work experience as well as an opportunity for Q & A.



THURSDAY, MAY 21, 2020 – 2:00 PM

Workplace Wellness & The COVID-19 Employee Toolkit

YES Team champions [Alberto Lara](#) and [Natalie Dillon](#) share the road map for the COVID-19 Employee Toolkit, focusing on wellness, engagement, and how this toolkit will help guide Yolo County staff as we navigate our return to work and the new normal.



THURSDAY, MAY 28, 2020 – 11:00 AM

The Science of Hope

Hope is the leading predictor of satisfaction and happiness in life and correlated to goal achievement, physical health, academic performance and organizational productivity. In an organizational context, hope can improve engagement and productivity. [Kelly Johnston of Clarity Consulting](#) shares how the science of hope can support us through the pandemic.



THURSDAY, JUNE 4, 2020 – 11:00 AM

The EOC Experience & Yolo's Return to Work

[Patrick Blacklock](#) and [Mindi Nunes](#) share their experience leading the Emergency Operation Center (EOC) activation for COVID-19, how Yolo staff have collaborated in their Disaster Service Worker roles to guide the County through this crisis, and an overview of the next steps in the recovery.



TUESDAY, JUNE 9, 2020 - 11:00 AM

Ready or Not – Work Life Integration!

Strengths guru [Adrian Ruiz of YDN](#) offers a discussion on Strengths in a pandemic, his forecast for the future of organizational development, and how we can all continue to flex our talents in a time of extreme change.



TUESDAY, JUNE 16, 2020 – 11:00 AM

What's New in Workforce Development

Human Resources Team members [Makayle Leigh](#) and [Jenny Brown](#) take you on a preview of the exciting new initiatives in Yolo County workforce development, including details on the Yolo Training Academy, Strengths in Yolo, hosted webinars, internal course development, and more.

Space is limited – register now!

REGISTER

FREQUENTLY ASKED QUESTIONS

How can we accommodate employees who fall into one of the “vulnerable groups” such as over age 65 and/or with a chronic underlying medical condition?

Employees with known pre-existing conditions, including underlying health conditions or compromised immune systems, should telecommute to the greatest extent possible. Where that is not feasible, they should work in areas where physical distancing is greatest, such as a private office. Please contact Human Resources for assistance with the ADA process, if applicable.

How will employees know when and where to report for work?

Employees will be notified by their Department Head or their designee of the date of reopening and the location and time that they should report.

Can my department continue and/or expand work from home?

Where possible and practical, Department Heads are encouraged to continue and/or expand telework where productivity and efficiency of the department operations can be maintained. Employees should complete the teleworking agreement and the agreement should be approved by the Department.

What if I have an employee teleworking, and it’s not working out?

Supervisors should be monitoring telework and productivity. By doing so, they may be able to address and resolve any issues with working remotely. If they cannot, departments should work with Human Resources to determine the best course of action.

How can I get supplies to reduce the risk of transmission of COVID-19 to my office/worksites?

Departments should contact Purchasing for ongoing COVID-19 related supplies (including hand sanitizer, disinfecting wipes or spray, etc.) at procurement@yolocounty.org. Please include “COVID-19” in the email subject line.

For any special needs at high traffic counters or interview rooms, contact General Services for the Project Request form to start that process.

Sneeze guards will ONLY be installed in public facing/serving areas. Departments should mitigate the risk between cubicles by staggering staff, implementing alternate staff shifts and/or re-purposing meeting rooms as staff space. Where the distancing requirements cannot be met, face coverings must be worn for those not medically exempt.

What is the maximum number of staff I can have at the workplace?

It depends on the worksite. If it's a large open area and 6 feet of distance can be continuously maintained, then more people may be in the area. Department Heads should exercise their judgment on how many people should be in a location based upon the ability to maintain sufficient distance. In some cases, departments should consider alternating cubicles to allow sufficient distancing. Departments should consider closing or limiting access to common areas where personnel are likely to congregate and interact. Strict social distancing protocols must be maintained.

Should my employees be wearing face coverings in the workplace?

Any time an employee is in an area where they may come into contact with other employees, customers, or the public they should wear a face covering. When in a private office, cubicle, or workstation where 6 feet of distance can continuously be maintained, they do not have to wear a covering. If a hallway is located close to work stations or cubicles, ensure that employees in the hallway are wearing face coverings. If your department needs face coverings, they can request them from Purchasing, who will issue two face coverings for each employee that requests it. (Note, N95 mask requests must go through the EOC)

What if my employee has a health condition such that their doctor recommends they don't wear a face covering?

A Face Covering is not required if an individual can show a medical professional has advised that wearing a Face Covering may pose a risk to the individual for health-related reasons. A Face Covering should also not be used by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the Face Covering without assistance.

Will the county provide me with signs/posters to post for employees and customers regarding social distancing and masking requirements?

Yes, the Public Information Officer (PIO) has developed signs for your use. If you need additional materials, please contact Jenny Tan.

Should my employees be wearing gloves?

If your employee wore gloves prior to the pandemic, they should continue to do so. Furthermore, gloves should only be used for picking up deliveries, handling money, handling mail and other items that have come to the employee. Gloves should be disposed of after each use. Handwashing and hand sanitizing remain the preferred method against spreading the virus. If your department needs gloves, you can order them directly or contact Purchasing.

If my employee must visit another department, can they do that?

If an employee must visit another department (for example, to make a deposit), they may do so. However, they should wear a face covering and should maintain social distance and handwashing/sanitizing procedures.

How can I make sure that employees maintain social distancing in the workplace?

Social distancing is a key to preventing the spread of COVID-19. Department Heads can stagger shifts to reduce the number of employees in the workplace. Employees should not congregate in common areas such as a workroom or kitchen. In some cases, the Department Head may have to close off or limit access to a common area to ensure that employees aren't congregating. Departments can, where possible, make hallways or walkways one way so that employees don't come face to face.

What if people must use a common copier, printer, or other equipment or be in a common work area such as a file room?

Use should be staggered to ensure that employees aren't lining up at a machine. Commonly used items such as copiers, printers and door handles should be wiped down with disinfectant (wipes or spray) at the end of each day and, depending on use in the office, throughout the day. Departments may want to put a large bottle of hand sanitizer in common areas as well. If employees are in a common area together, they should be using a face covering and maintaining 6 feet of distance from others.

Can employees share a vehicle?

Unless absolutely necessary, two or more employees should not ride in a single vehicle at the same time. If it is necessary, both should wear face coverings and maintain as much distance as is safe and practical. Items that are touched, such as steering wheels and door handles should be wiped down with disinfectant (wipes or spray) after each use.

If we have counter shields or other physical barriers, do staff need to wear face coverings?

Shields or windows at public counters or interview booths do not replace the need for face coverings, they are just an added level of protection.

If an employee comes to work showing symptoms of COVID-19 or after known or suspected contact with an affected individual, can I ask the employee to leave work and go home?

Yes. Under the California Occupational Safety and Health Act (Cal-OSHA), the County is required to maintain safe and healthy working conditions for employees. If an employee is sent home from work they are expected to use leave balances. Notify HR immediately if you are sending an employee home for these reasons.

WORKPLACE WELLNESS FOCUS AREA: OCCUPATIONAL

Guidelines for Being at Work

Face Covering

- Face coverings are required any time an employee is in common areas and hallways where you are not able to maintain 6 feet apart including interactions with the public
- If in a private office, cubicle, or workstation where 6 feet of distance can continuously be maintained, a face covering is not required

Employees who interact with the public should:

- Wear face coverings when interacting with the public;
- Ask the public to cover their face in accordance with the Yolo County Health Officer's Order;
- Wash hands immediately following public interaction or use hand sanitizer; and
- Sanitize any items that were used during the interaction.

Other Guidelines

- Tech items should not be shared such as computers, phones, headphones, etc.
- Wash hands frequently or use hand sanitizer.
- Sneeze or cough into elbow or a tissue, and dispose of the tissue properly.
- Stay home if sick.

Resources

- [Yolo County Return to Work COVID-19 Preventative Health Measures to Keep Employees Safe](#)
- [Update Your Contact Information](#)
- Timetracking - [WFM](#)
- [CVA Leave Details - An Important Message from Your Human Resources Team](#)
- Disaster Service Workers (DSW): As a reminder, we are all Disaster Service Workers, can be called upon if needed, and



Dial 2-1-1 for Yolo County free confidential information and referral service that is available 24 hours a day, seven days a week.



therefore need to stay accessible at any time. For more information, [review the training](#) or visit the [FAQ page](#).

- [Essential Workers and Subsidized Emergency Child Care Opportunities](#)
- [COVID-19 Updates for HHS Staff](#)

Policy Information

- [Telecommuting Policy](#)
- [Email Policy](#)
- [Internet Policy](#)
- [Catastrophic Leave Policy](#)

Working at Home

- Yolo County IT Support While Working Remotely – Helpdesk@yolocounty.org or (530) 406-5000
- eLearning and Training opportunities are available for all Yolo County Employees. <https://login.neogov.com/signin> Access learning and development from wherever you are – work or home, on a PC, laptop or mobile device. Temporary access to an abridged version of NEOGOV’s Learn module has been set up for all staff and will be continually populated with new opportunities and information of interest

News & Articles of Interest

- [Projects to Tackle While You Aren’t Able to Work](#)
- [Working at Home With Kids](#)
- [11 Quick Tips for Working at Home With Kids](#)
- [Psychologist’s Advice for Newly-Remote Workers](#)
- [Maintaining Well-being while Working Remotely During COVID-19](#)

WORKPLACE WELLNESS FOCUS AREA: ENVIRONMENTAL

Resources

- Cleaning / janitorial protocols have been increased, using a disinfecting solution recommended for hospitals, long term/acute care facilities, healthcare facilities and veterinary clinics for use on high touch surfaces. They are wiping down all tables, doors, door knobs, empty desks, and hard surface cubicle areas, printer touch pads, any hard surface including chairs, garbage cans, windows, and public phones. Cleaning varies by department depending on the amount of public areas and request by departments. All areas frequented by the general public are given extra attention.
- Counter shields have been built and deployed in Community Services and ACE. More are being built/purchased for Child Support Services, Agriculture and HHSA.



WORKPLACE WELLNESS FOCUS AREA: FINANCIAL

Resources

- [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#) provides fast and direct economic assistance for American workers and families, small businesses, and preserves jobs for American industries.
- [Families First Coronavirus Response Act \(FFCRA or Act\)](#) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
- [Coronavirus Economic Impact Payments "Stimulus Payments"](#)

News & Articles of Interest

- [How to Cope With Financial Anxiety During COVID-19](#)



WORKPLACE WELLNESS FOCUS AREA: INTELLECTUAL

Learning Opportunities

- eLearning and Training opportunities are available for all Yolo County Employees. <https://login.neogov.com/signin> Access learning and development from wherever you are – work or home, on a PC, laptop or mobile device. Temporary access to an abridged version of NEOGOV’s Learn module has been set up for all staff and will be continually populated with new opportunities and information of interest.
- [Babbel Language Learning: Lifetime Subscription \(All Languages\) Offer](#)
- [Free classes from Ivy League Schools](#)
- [Coursera](#)
- [Yale University “Happiness” \(Science of Wellbeing\) Course](#)
- [Khan Academy](#)
- [Lynda.com](#)
- [Free Online Drawing Classes](#)



Distance-Learning Resources, Lessons, and Activities for Kids

- Our local school districts have all updated their websites with important information on school closures, child care, distance learning support and even parent / student tutorials.
 - [Woodland Joint Unified School District](#)
 - [Davis Joint Unified School District](#)
 - [Esparto Unified School District](#)
 - [Washington Unified School District](#)
 - [Winters Joint Unified School District](#)
 - [Yolo County Office of Education](#)
- Check out the awesome [Resources for Families](#) on the Yolo County Office of Education website! A customizable calendar of educational resources, activities and entertainment is a great source for your distance learners.

- [Yolo County Library](#) calendar of events - So much good stuff!

Entertainment

- During the rest of the quarantine consider “creative challenges” to do solo, with those you live with, or virtually with friends, co-workers, or family. Here is a fun list to get you thinking of possibilities. “[A long and entirely subjective list of creative challenges to get you through COVID-19](#)” If you have social media, share using #TheYoloWay
- Consider keeping a COVID-19 Journal to remember this historical event (some prompts below)
 - How has this impacted your daily life?
 - How has it affected your view of the important work you do?
 - How has spending time at home with family influenced your interactions and feelings toward your family? OR How has spending time home alone influenced your interactions and feelings toward your family?
 - What has happened during this crisis that has surprised you in a positive way? What has happened during this crisis that has surprised you in a negative way?
 - What can you be grateful for in this moment?
 - How might this experience impact your life long-term?
- [Printable COVID-19 Time Capsule Journal for Kids](#)
- [Live Virtual Concerts \(all genres\)](#)
- [YoloArts Online Events!](#)
- [Metropolitan Opera Online Broadcasts](#)
- [Seattle Symphony Online Broadcasts](#)
- [Museum Virtual Tours](#)
- [Museum Collections Online](#)
- [Broadway Direct Guide to Online-Streaming Broadway Shows](#)

WORKPLACE WELLNESS FOCUS AREA: SOCIAL

Resources

- Staff Hosted Engagement Webinars/Recordings...*coming soon!*
- Group Video Chat with friends and family on your PC or mobile device! Some popular services are linked here or go to your preferred app store to explore.
 - [Microsoft Teams](#)
 - [Zoom](#)
 - [Webex](#)
 - [GoToMeeting](#)
 - [Google Meet](#)
 - [Skype](#)
 - [Houseparty](#)
- Beyond the chat - here are some ideas for socializing while social distancing:
 - Video Charades [Game Gal Word Generator](#)
 - [Host a "Netflix Party"](#)
 - [Online Karaoke Party](#)
 - Virtual Dinner Party or Happy Hour
 - Online Scavenger Hunt (meet via preferred video chat; give everyone a fun list of items to find in their house and "show off" or a set of challenges to do (e.g., headstand, attempt to juggle, eat a hot pepper) before time is up!)
 - Play Pictionary via Zoom with Screenshare Feature
 - "Car Pool Karaoke" via Zoom (take turns picking a song and challenge others to sing along. Everyone starts muted, then selectively unmute friends to share their performance with the group.)
 - [Check out this article in the LA Times for more ideas.](#)
- Share with us! [TheYoloWay](#) is our employee-centric Instagram page featuring and celebrating demonstrations of our S.P.I.R.I.T. values at work and in the community. Simply use the hashtags "[#theyoloway](#)" so we can find your posts.



"The Secret to Living Longer May be your Social Life"

Susan Pinker shares from the TED stage



WORKPLACE WELLNESS FOCUS AREA: PHYSICAL

Resources

- [Food, Supplies, and Prescription Services](#)

Exercise

- [15 Favorite 30-Day Challenges](#)
- [30-Day Slash Your Sugar Challenge](#)
- [30-Day Ab Challenge](#)
- [Sami's Circuit \(A new exercise video per day to keep kids active at home\)](#)
- [Les Mills On-Demand Exercise Classes](#)
- [Peloton Online](#)
- [Down Dog Yoga Online Yoga Classes](#)
- [50 Best Free Online Workout Resources](#)
- [Whole Life Challenge](#)
- [Born Yoga \(for families\)](#)
- [Fitness Blender Online Workouts](#)
- [Savage Anywhere Race](#)
- [Fitbit Premium Services](#)

Healthcare

- Your Health Plan Has Coronavirus Related Updates / Resources
 - [Anthem Blue Cross](#)
 - [Blue Shield](#)
 - [Health Net](#)
 - [Kaiser Permanente](#)
 - [United Healthcare](#)
 - [Western Health Advantage](#)



Mental Health

- See "Emotional" wellness resources

Individuals in Recovery

- [2-1-1 Yolo County | Substance Abuse Assistance](#)
- [AA](#) • [NA](#) • [Al-Anon](#)
- [12 Step Meditation Daily Reflections for AA, NA, Al-Anon](#): This app features hundreds of easy-to-follow guided meditations, as well as soothing music, prayers, and 12-step recovery audio.
- [Connections App](#): provides access to e-therapy, clinical support, and a unique e-library of resources.
- [Sober Grid](#) – allows you to interact, support, and engage with other people in recovery using a platform similar to Facebook.
- [SoberTool](#) is an easy way to track your clean and sober days. The app includes daily motivational messages and reminders to keep you on target.
- [WEconnect](#) provides you with daily reminders to stay on track with your recovery plan. You can create reminders to call your sponsor, go to a group meeting, meditate, etc.
- [AA Big Book](#) – an app that gives you access to the full text of the Big Book, along with a meeting finder, podcasts, prayers, and personal stories.

WORKPLACE WELLNESS FOCUS AREA: EMOTIONAL

Resources

- [How to Manage Your Health and Cope During COVID-19 \(Coronavirus\)](#): A Yolo County prepared document with a list of resources, credible information sources, and self-care tools for your mental health and wellbeing.
- [Employee Assistance Program \(EAP\)](#) offering support related to behavioral health, wellness and lifestyle, and training and skill development. Yolo County's EAP is provided by MHN - A Health Net Company. Browse the website or call for direct referrals and resources: 1-800-327-4103 • www.mhn.com/members.html
- [Resources for Emotional Support and Well-being from CA.gov](#): The coronavirus (COVID-19) outbreak is changing life for all of us. You may feel anxious, stressed, worried, sad, bored, depressed, lonely or frustrated in these circumstances. You're not alone. Find resources such as:
 - Hotlines if you need to talk to someone;
 - Behavioral and mental health services;
 - If you feel unsafe;
 - Helping others.
- eLearning and Training opportunities are available for all Yolo County Employees. Visit <https://login.neogov.com/signin> to access learning and development from wherever you are – work or home, on a PC, laptop or mobile device. Temporary access to this learning platform has been set up for all staff and will be continually populated with new opportunities and information of interest.
- [Resilience in Challenging Times](#) – podcasts, videos, resources and more
- [Care for Your Coronavirus Anxiety](#) - toolkit or resources
- [COVID Coach App](#) – free app to help you cope with stress and stay well
- [COVIBOOK](#) – site designed to ease anxiety in young children



"FACE COVID"

A video to combat COVID-19 anxiety



"Time to Come In, Bear"

A children's story about social distancing



News & Articles of Interest

- [Grief and COVID-19: Saying Goodbye in the Age of Physical Distancing](#)
- [How to Stay Physically and Mentally Healthy While COVID-19 Has You Stuck at Home](#)
- [Helping Teens Cope](#)
- [Helping Younger Kids Cope](#)
- [Self-Compassion and COVID-19 • Guided Activities](#)
- [NAMI COVID-19 Information and Resource Guide](#)
- [Tips and Resources from Mental Health America](#)
- [Mental Health Tips for Social Distancing](#)
- [7 Crucial Research Findings to Help Deal With COVID-19](#)
- [Science-Based Tips For Emotional Resilience During Coronavirus Crisis](#)
- [American Psychiatric Association COVID-19 Resources](#)
- [American Psychological Association Pandemic Resources](#)
- [CDC Resources to Manage Anxiety and Stress](#)
- [SAMHSA Tips – Taking Care of Your Behavioral Health](#)

WORKPLACE WELLNESS FOCUS AREA: SPIRITUAL

Resources

- [Faith-Based Organizations in Yolo County](#)
- [Coronavirus Sanity Guide](#) - access relevant free content / resources without creating an account
- [Calm.com](#) - currently offering free resources
- [Insight Timer Meditation App](#)
- [Healthy Minds App](#)
- [2-Minute COVID-19 "Resilience Reset" \(Daily guided meditation and tip from resilience science\)](#)



NEWS AND ARTICLES



[Moving Forward The Yolo Way - Webinar Series](#)

Your Human Resources Team is launching a new live webinar series ...These webinars are designed to support YOU with relevant information and education during both this period of quarantine as well as the transition of returning to work in the "new normal."



[Yolo County Staff Update • May 13, 2020](#)



[Modification to Employee Leave Balances](#)

Given that many of us will not be taking time off during this public health emergency, the Board of Supervisors has approved modifications to Vacation (VAC), Floating Holiday (FLH), and Administrative Leave (ADL)...



[Listening Circles :: May is Mental Health Matters Month](#)

Listening Circles: protected/confidential spaces to connect, reflect, be encouraged; based on the trauma-informed Group Peer Support Model integrating the evidence-based modalities of Mindfulness Based Stress Reduction, Cognitive Behavioral Therapy and Motivational Interviewing in group settings,



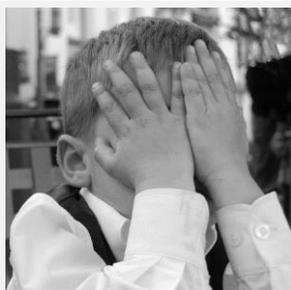
[Workplace Wellness COVID-19 Employee Toolkit Launched](#)

Yolo County's Emergency Operation Center Advanced Planning Unit and County Human Resources have partnered with the YES Team to provide staff with valuable information as we navigate the COVID-19 pandemic.



[How to Manage Your Health and Cope During COVID-19 \(Coronavirus\)](#)

Resources, credible information sources, and self-care tools for your mental health and wellbeing. It's important during times like these to monitor your own physical and mental health, as well as safely stay connected to your community. Know the signs of stress and when and how to seek help for you



[Don't Touch Your Face: Tips from a Habit Reversal Therapist!](#)

The message is everywhere. From the CDC and public health officials to memes on social media, we've all heard it: Don't touch your face. ... As a therapist who specializes in Habit Reversal Training (HRT) for body focused repetitive behaviors, I am much more aware than most of how often people touch



[Grief and COVID-19: Saying goodbye in the age of physical distancing](#)

The coronavirus is undoubtedly changing the way we live. And for many people, it is changing the way we die.

Workplace Wellness COVID-19 Employee Toolkit



[Stop Watching Netflix and Tackle These 8 Tech Projects Instead](#)

From organizing digital photos to repurposing old tech, here's some ideas on how to use your free time during the coronavirus lockdown.



[The ultimate guide to hanging out virtually with your friends](#)

Staying socially isolated doesn't mean you have to cancel your social plans. You just need to adjust them a bit.



[Yolo County Staff Update • May 6, 2020](#)



[Families First Coronavirus Response Act](#)

Today, the Family First Coronavirus Response Act went into effect. We need to inform you of it and have shared three documents in this email.

[Understanding and Managing Anxiety](#)

Life in the twenty-first century is often colored by anxiety—not major, life-crippling anxiety, but those small, little worries about daily life activities and events. And now, with the onset of the COVID 19 pandemic, anxiety has been brought front and center for many of us. If we don't take steps

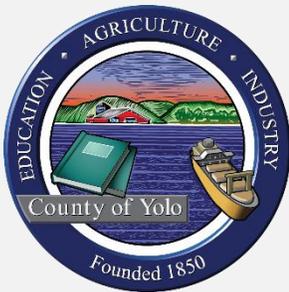


[Catastrophic Leave Bank Program - Donations Welcome!](#)

As we continue to mitigate the challenges associated with the COVID-19 pandemic, we are mindful of the additional support that employees may need if they face a major medical event during this time. Consider donating to the Catastrophic Leave Bank Program.



[An Important Message from Your Human Resources Team](#)



[Novel Coronavirus - First Case in Yolo](#)



[Memo • Influenza and Coronavirus](#)

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TO SHARE COMMENTS / QUESTION / ADDITIONS