

After nearly a year of COVID-19's trials and tribulations, most of us now have a renewed awareness and appreciation of what really matters e.g. the health and wellbeing of the people around us, including whānau, friends and of course the people in our places of work.

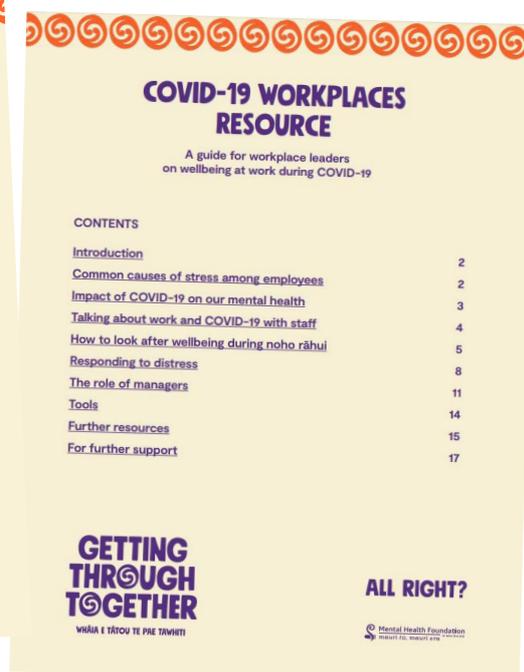
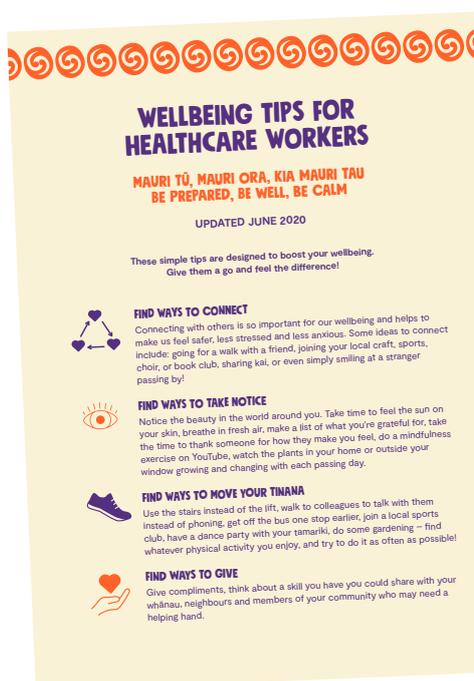
Even though some of that uncertainty and stress may continue into the new year, many of us are looking forward to winding down. Here are some resources that will – hopefully – assist you with this.

Keeping Mentally Well

One of the main areas we need to continue to prioritise is mental wellbeing. Some of the common causes of stress in the workplace include:

- Concerns about how long the pandemic will last
- Worries about finances, job security and feeding the whānau/family
- Resurgence of community transmission of COVID-19

The Mental Health Foundation and the All Right? people have also developed [two new resources](#) (one for employers, and one for employees). The aim of these practical guidelines is to assess the impact that COVID-19 is having on our lives, and to reduce risk factors and increase protective factors.



How can I help?

Finding out about how exactly to ask those meaningful, in-depth questions that ultimately let you know how someone is really doing, so you can offer suitable advice and assistance can be found on www.a-OKNZ.com/online. The 3 hour online [Checkmate Connector Training Workshop](#) teaches how to check on your workmates, friends and family or people within your organisation.



Phone: 09 278 0408 Mobile: 027 854 6988 Email: info@a-ok.co.nz

Working from home

The Canterbury Employers Chamber of Commerce is offering **free** online webinars (that have been recorded for viewing at a later stage in case you've missed it). One of these is very relevant to many workplaces with people working from home: [Health & Safety for At Home Workers](#) (7 May 2020). Randa Abbasi from Workspace IQ shares her practical tips about how to (continue) to work from home safely.

CECC's **free** helpline 0800 50 50 96 offers specific advice to all businesses around how to access government-funded business support, advice on Alert Levels, general business advice and access to online resources, and connections to business advisory services.



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Tips on how to “Zoom” like a pro

- Allow a short 'hi how are you' time before the start of the meeting to help connect people (if that suits your workplace) to continue good team relationships
- **Send out an agenda to all participants beforehand so they can prepare for the meeting**
- If you usually open your meetings with a karakia, continue to do so now - it's familiar and helps people focus
- **Have someone lead, keeping your hui on track and on time**
- Turn on 'speaker view' so that only the speaker's face is seen by other participants rather than everyone's faces (this helps reduce eye fatigue)
- **Turn on your 'mute' function, otherwise everyone can hear everything that goes on around you - at home or where ever you are. Alternatively, the host can use their overall 'mute' function.**
- Have some natural light on the left or right of your (laptop or phone) camera. Other participants will be able to see you better and make those all-important visual connections to boost wellbeing
- **If people have to leave your hui early, encourage them to use the messaging function to say goodbye (rather than assuming they dropped out because of internet connection problems etc)**
- Remember to build in short breaks for longer meetings (30 minutes or more) to allow people to get up and stretch, get a glass of water etc
- **Close the meeting (with a karakia) and then allow people a little time to say goodbye, as they would in a 'real' meeting**



Taking care of ourselves before and during the festive season

As the season of festivities and fun in the sun approaches, now's a good time to remind employees it's important to take care of ourselves during the festive season.

Alcohol: Thinking about having a 'work do'? As a good employer, it could be timely to remind yourself and those organising work functions how to be a responsible host. Check out www.wellplace.nz for their responsible host step-by-step resource.

Many of us don't know how to pour a standard drink, so test your skills with this interactive tool [here](#).

Any posters, postcards and other resources to remind your people to 'think about that drink' can be ordered for free from www.cph.co.nz - and if you're in the Canterbury DHB area, these are delivered to your workplace for free.

Do you employ any former refugee or migrant men or women who would like to learn to ride a bike as a more active means of transport? If so, please introduce them to **Bike Bridge** – a free programme that helps people learn to ride a bike on Ōtautahi's roads and learn to fix up bikes. They can also get support to buy a bike. It's run in separate groups for men and women. For more information please email ahoule@swbc.org.nz or phone 021 111 7568.

Staying Active (in Nature): A study of more than 20,000 people in England found that people who spend just two hours in nature each week reported significantly improved good health and wellbeing than those who spent no time in nature over the same period (from Science Daily, online - 13 June 2019).

So, every week set out for a couple of (lunchtime) walks in a park or along the river, or commute on your bike or by bus and remember to take in nature while you do ... it'll all add to your sense of feeling good.

More active commuting ... did you know that the Christchurch City Council has a **free** service offering workplaces personalised advice and information on all travel options to and from work? Interested businesses and workplaces can contact the City Travel Planning Team for free city travel planning: (03) 941 5360 or TransportEducation@ccc.govt.nz

Being SunSmart: this message bears repeating, as sunburn does more than just sting. New Zealand has some of the strongest UV radiation in the world and each year skin cancers kill around 500 New Zealanders - more than die on our roads.

WorkWell www.workwell.co.nz offers free online checklists and resources for workplaces who want to make their workplace SunSmart. You could also consider installing the **Sun Protection Alert** on your own intranet and website to help your people know when to be SunSmart.

Be SunSmart

Being SunSmart is about protecting skin and eyes from damaging UV radiation – especially when outdoors from September to April.



Slip on a shirt
Slip on a shirt with long sleeves. Fabrics with a tighter weave and darker colours will give you better protection from the sun.



Slip into the shade
Slip into the shade of an umbrella or a leafy tree. Plan your outdoor activities for early or later in the day when the sun's UV levels are lower.



Slip on sunscreen
Slip on plenty of broad spectrum sunscreen of at least SPF 30. Apply 20 minutes before going outside and reapply every two hours and especially after being in water or sweating.



Slap on a hat
With a wide brim or a cap with flaps. More people are sunburnt on the face and neck than any other part of the body.



Wrap on sunglasses
Choose close fitting, wrap around style sunglasses. Not all sunglasses protect against UV radiation, so always check the label for sun protection rating.



From your workplace wellbeing health promoter – enjoy a relaxing break – and please remember to keep on using the NZ Covid-19 Tracer App where ever you go!

Go to www.business.govt.nz to generate QR code posters to display around your premises so that any visitors to your business / organisation can scan the QR code.