Employee Wellness Newsletter

MAY 2020

University of Richmond Employee Well-being

UPCOMING EVENTS:

CIGNA: Employee Assistance Program (EAP):

Wellness Webinars

May 6 - Understanding Depression

May 20 - Dreaming of Retirement

Register here for a webcast.

All seminars are one hour and take place at 2 p.m. ET.

On-demand replay will be available starting 1 hour after the live presentation.

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So You're Parenting While Working From Home?

Make The Most Of It With Behavioral Science Tips

Reduce the attention costs of switching between your parent and work identities

- Whenever possible, when engaged in activities with your kids, be with your kids. **When you need to work, work.**
- Rather than try to multitask, **block out longer stretches of time and devote them either to work or to your children** to reduce the number of transitions (and costs in attention/time resulting) from parent self to work self during the day.

Reframe existing expectations and establish new norms

- **Over-communicate to your team.** Be as transparent about your modified schedule and workflow as possible and as soon as possible.
- **Be generous with reminders** to your teammates about your situation
- **Be realistic in your own expectations for yourself as a parent.** Realize you cannot replace a teacher for 8 hours a day.

Plan the play, and play the plan

- **Go through a plan-making exercise to establish a routine**
- A planned routine will **help keep you sane and your children feel consistency** in hectic times.
- **Be flexible.** Remember that when it comes to children, there are plans, and there is reality.

Build some (un)healthy habits

- **Motivate yourself to work when you can with temptation bundling—**combining something you want with something you *should* be doing
- **Incorporate practicing gratitude into another routine,** like when you wake up or before you turn out the lights at the end of another long day.

ideas42 **Read more at** ideas42.org/parentwfh @ideas42 info@ideas42.org

Yo U R Compliance Connection with Kris Henderson, Director of Compliance and Title IX Coordinator—DATA SECURITY AT HOME

By now, many of us have been working at our remote locations for more than 6 weeks. You have probably gotten into a daily rhythm and things are starting to feel a bit more normal. Even with our new normal, it is not the time to ease up on electronic security.

Cyber attackers know that we are all distracted and adjusting to our new work situations and assume this is a great time to launch a scheme. Don't fall for it! Many people think that hackers need sophisticated technology to perpetrate a scam. That it is really a myth. They target people, not technology, to get what they want. How do you protect yourself and keep your information secure? The University's Information Security Office has listed some very helpful tips on avoiding scams and staying safe electronically at home. https://is.richmond.edu/infosec/telework/index.html

The World Health Organization (WHO) has issued a warning that scammers are trying to trick people into sharing their account credentials or personal information through social engineering tactics, such as sending email messages with malicious content or attachments. You may be offered information by email concerning the COVID-19 virus or asked to contribute to a charitable organization to assist persons in need. These scams come in the form of emails, fake websites, phone calls, text messages, and even faxes. Examples of suspicious behavior include receiving unsolicited emails asking for login information, directing you to malicious websites, or asking for direct donations to support emergency response or funding.

How can you protect yourself from these and other types of scams. Here are some common things to look for to spot a scam or attack: **urgency** (if the message tells you to act quickly before something bad will happen), **promises** (if the message promises something that seems too good to be true), **sensitive** (if the message requests sensitive information such as passwords or a credit card number), **official** (if the message says it's from an official company but uses poor grammar and/or comes from a personal email), or **impersonation** (if the message appears to come from a friend or colleague but seems a little off).

If you think that you have been a victim of a scam or some other security incident reach out to Information Security .

Finally, brush up on your cybersecurity skills by completing the cybersecurity awareness course in TalentWeb (for faculty and staff). This online training provides tools and knowledge to better protect your personal data as well as University business data. Don't fall prey to cyber attacks: use this opportunity to strengthen your defense to data security threats.

Stay safe!

Healthy Cooking: Chewy Coconut Chocolate Oatmeal Cookies

Ingredients:

1 cup flour
1 cup quick oats (regular oats would make cookies thicker)
1 tsp. baking soda
1/4 tsp. salt
3/4 cup melted and cooled coconut oil
1 cup brown sugar
1 egg + 1 egg yolk
1 tsp. vanilla extract
1 cup shredded sweetened coconut
1 (3.5 oz) dark chocolate bar, chopped

Directions:

1. Preheat oven to 350F. Line a baking sheet with parchment.
2. In a large bowl, whisk flour, oats, baking soda, and salt.
3. In another large bowl, mix together coconut oil and brown sugar. Add in egg, egg yolk, and vanilla and mix until well-combined.
4. Add in flour and oat mixture to the wet ingredients and mix until well-combined. Fold in shredded coconut and chocolate chunks.
5. Drop dough with cookie scoop or large rounded tablespoons. Bake 9-12 minutes or until the edges start to turn brown. Do not overbake—we want chewy cookies!
6. Remove from oven and let cool for 5 minutes on baking sheets. Finish cooling on wire racks. Sprinkle with sea salt if desired.

Educational Corner: How to Protect Yourself and Others from Coronavirus

Know How It Spreads: There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). he best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person-to-person. Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Wash Your Hands Often: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid Close Contact: Avoid close contact with people who are sick. Put distance between yourself and other people. Remember that some people without symptoms may be able to spread virus. Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover Your Mouth and Nose with a Face Cloth When around Others: You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. The cloth face cover is meant to protect other people in case you are infected. Do NOT use a facemask meant for a healthcare worker. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover Coughs and Sneezes: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect: Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered disinfectants will work.

Source: Center for Disease Control (CDC)

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Karen's Korner, Karen Hensley, UR Dietician: Managing Stress Eating during a Stressful Time

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Being quarantined to our house can cause a lot of stress whether it's stressing about the next paycheck, homeschooling, parenting, work, or empty shelves at the grocery store. It's no surprise that people are stress eating. However, experts say that better eating habits are more important now more than ever to boost one's immune system.

Below are some ways to help you stop stress eating and start eating better…

1. Next time you go to the grocery store or do your on-line shopping, buy some protein dense snacks such as nuts or seeds. This will help you feel more satisfied as protein slows down the digestion of the food making you feel full longer.

2. Monitor what comes into your home. You know what foods you tend to overeat on, so don't buy those foods.

3. Plan your snacks just as you'd plan your meals. Cut up your fruits and vegetables after going to the store so they are easily accessible for snack time. Have tasty dips ready to go such as hummus, tzatziki, or salad dressing.

4. Watch your sugar intake. Sugar can depress your immune system. Try no bake energy bites that are packed with healthy fats, fiber, and have some chocolate chips to satisfy that sweet tooth. Other healthier treats are strawberries with whip cream, black bean brownies or frozen bananas dipped in chocolate.

5. Watch portion sizes and balance your plate. Start your meal with ¼ protein, ¼ grains, and ½ fruits and vegetables. If you are still hungry, go back for more fruits and vegetables. Make sure you are assessing your hunger to see if you are truly, physically hungry before going back for seconds.

6. Stick to a schedule. Get up at the same time you would otherwise, have breakfast, exercise, and work. Finding a sense of normalcy will help you keep regular eating habits.

7. Exercise, exercise, exercise. Just because we are quarantined doesn't mean you can't go out for a walk or do an on-line exercise video.

8. Stay hydrated. Sometimes your body thinks it's hungry but it really is thirsty. Make sure you keep a water bottle next to you while you work.

If you are struggling with stress eating or finding normalcy in your eating, reach out to Karen Hensley, registered dietitian, at khensley@richmond.edu. She can help steer you in the right direction to being healthier and building a better immune system.