



Feeling stressed about the coronavirus (COVID-19)? Your program is here to help.

As the coronavirus disease (COVID-19) spreads, and the media coverage continues to escalate, many people are anxious about the uncertainty of what is happening. You may be wondering if the virus will come to your community, how you can protect yourself and your family and how to prepare if the situation disrupts the normal course of daily life.

It is normal to feel anxious, unsettled, distracted, scared and/or overwhelmed by COVID-19. We don't know where it may spread. However, some people may be more vulnerable if they already have a health or generalized anxiety disorder. In either case, feeling stressed can affect your immune system and increase the risk of getting ill in general. That is why it is important to take steps to manage your anxiety and how you react to the situation, so you can keep yourself as safe as possible.

Here are a few things you can do to help yourself during the situation:

- 1. Seek health information from trusted resources** like the [U.S. Centers for Disease Control & Prevention \(CDC\)](#), [The World Health Organization](#) and your state health department website.
- 2. Plan ahead to feel more in control.** Go food shopping and make contingency plans for work, childcare or travel if they become necessary.
- 3. Take good care of yourself.** Wash your hands often, get plenty of rest, exercise, eat well, don't smoke and limit how much alcohol you drink.
- 4. Put things into perspective.** Most people who contract COVID-19 recover. Those who are at the greatest risk are seniors and people with existing health conditions. The virus is highly contagious and there is no known treatment yet, but public health officials are working to limit and contain the spread of it.
- 5. Stay informed, but don't overdo it.** The industry sometimes uses panic-inducing headlines that don't fully reflect a situation. If you do consume media, do so thoughtfully and with a critical eye.

If you find that you are having difficulty managing stress, help is available. If a household member is hypervigilant, obsessively reading about the crisis and worrying about the effects, remember you can call your program. We are available 24 hours a day, 7 days a week, all year long. Contact us and you can speak with a clinical professional. All services are free and confidential.

You can access your program website for ongoing information on how to maintain mental wellness during this outbreak. You can also engage with our Digital Cognitive Behavioral Therapy apps, including FearFighter® for anxiety, panic and phobia, and MoodCalmer® for depression.

Magellan Healthcare is here to provide you with compassionate and caring support and help you build your resilience so you can move forward with peace of mind.



UNIVERSITY OF
SOUTH FLORIDA

Employee Assistance Program
1-800-327-8705

For TTY Users: 1-800-456-4006



Contagious illnesses can cause great fear and anxiety

How to help staff members in distress during an infectious outbreak

As the coronavirus disease (COVID-19) spreads, and the media coverage continues to escalate, many people are anxious about the uncertainty of what is happening.

It is normal to feel nervous about COVID-19, however, some people may be more vulnerable to worrying thoughts if they already have a health or anxiety disorder. In either case, it is important to pay attention to the emotions and feelings expressed by your staff and know how to help them when they are distressed.

Read cues and signals

Pay attention to the emotions and feelings expressed by your staff. Common signs of anxiety and stress to look out for are:

Behavioral

- An increase or decrease in energy and activity levels
- An increase in irritability, with outbursts of anger and frequent arguing
- Having trouble relaxing or sleeping
- Crying frequently
- Worrying excessively
- Blaming other people for everything
- Having difficulty communicating or listening

Cognitive

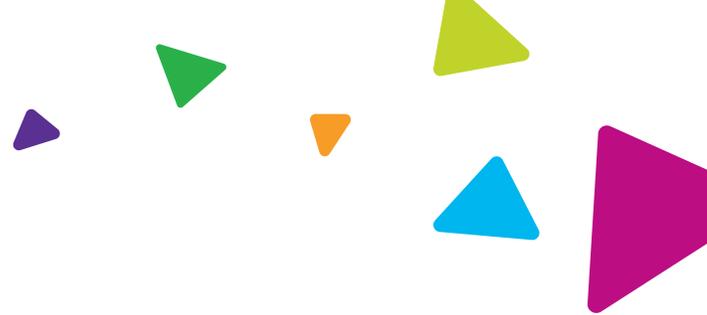
- Having trouble remembering things
- Feeling confused
- Having trouble thinking clearly and concentrating
- Having difficulty making decisions

Physical

- Having stomachaches or diarrhea
- Having headaches and other pains
- Loss of appetite or eating too much
- Sweating or having chills
- Getting tremors or muscle twitches
- Being easily startled

Emotional

- Being anxious or fearful
- Feeling depressed
- Feeling guilty
- Feeling angry
- Feeling heroic, euphoric, or invulnerable
- Not caring about anything
- Feeling overwhelmed by sadness



Listen and empathize

Listen closely and think before you react to the situation. This is an opportunity to strengthen your relationship with the person. Make sure to listen first so you learn more about what is bothering them and can give them the support they need. Be careful not to react too quickly, make light of the issue or tell them to just deal with it.

Understand the triggers

Remember that the emotional distress that is being displayed is usually triggered by underlying issues. Ask about what is driving the distressed response, i.e., “*You don’t usually react that way in meetings, is there something that is bothering you right now?*” Be careful not to pre-judge the situation. Instead, focus on listening to the person’s concerns and making them feel heard and respected.

Transform the problem into a positive change

If a person becomes emotional, comment on the person’s strengths while communicating hope and support. Once you know what the problem is, then you can help the staff member find a solution.

Help them keep their dignity

When someone is going through a tough time and you are talking to them about it, it is important to give them space to process their situation and keep their self-respect. Most people will already feel embarrassed that their manager is learning about their situation. No one should be made to feel bad about becoming emotional or crying.

Note: If the staff member’s behaviors have become unmanageable, this could affect other staff, and a different approach may be needed. Options could include formal counseling, conflict resolution/mediation and/or disciplinary action. If a staff member expresses their emotions in ways that hurt or frighten others, consult with your human resources department as soon as possible.

Offer reasonable assistance

Sometimes the person will benefit from having a few personal days to sort things out. In these cases, allowing leave, adjusting a schedule and/or workload may be the simplest solution.

Someone who is having difficulty managing stress, hypervigilance, obsessive reading about the crisis and/or worrying about the effects may need additional help. Remind them that the Employee Assistance Program is available 24 hours a day, 7 days a week, all year long. All services are free and confidential. Your staff, and their household members, can call and speak with a clinical professional to get the support they need.

Your program website is a good resource for mental wellness education, and it also has easy-to-use Digital Cognitive Behavioral Therapy apps, including FearFighter® for anxiety, panic and phobia and MoodCalmer® for depression.

Magellan Healthcare is here to provide you and your staff members with compassionate and caring support during this difficult time.

Source: Ainomugisha Gerald, Gerald, et al. “Best Strategies to Manage an Emotional Employee.” The 6Q Blog, 12 Apr. 2019, inside.6q.io/manage-anemotional-employee/



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