



UNITED KINGDOM

WELLNESS NEWSLETTER

KEEPING WELL WHILE WORKING FROM HOME

At Colas Rail UK we are committed to doing everything we can to keep you safe during these uncertain times. For those that can work from home we have some useful tips to keep you well whilst working from home:

KEEPING YOUR ROUTINE IS KEY

Think about what you do in your normal daily routine and try and replicate that while at home. E.g. Do an online Yoga session in morning or go for a run before work, stick to the 'Teams' calls you have, take time out for a healthy lunch and call your 'Lunch Buddies' on Teams to have a virtual chat, and ultimately plan your day.

Some tips: always do the hardest (or what you least want to do) thing first. Don't let it hang over you all day. Schedule the week - two blocks in the morning, two in the afternoon and set out your tasks over the week that you need to achieve.

CREATE A PROPER WORK 'SPACE'...

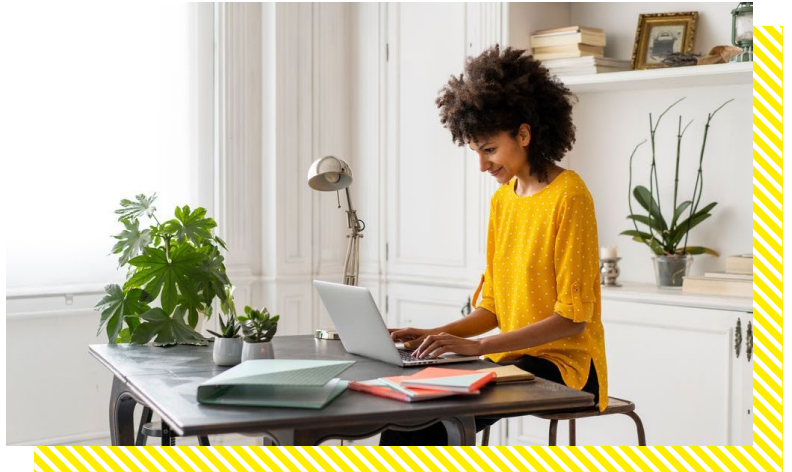
As this situation is unplanned we don't all have the space or set-up to work remotely, but we have to work with what we have! Look for a space that has good daylight, set up a table and chair that supports your back and take regular breaks from sitting to prevent any related issues from working in a new desk space. It helps to work in your 'office space' and when you take breaks go to another room to feel like you are separating work from home life.

STAY CONNECTED...

We need to stay in contact with our Teams to deliver the needs of the business but also for our own sanity! Utilise the IT tools we have like 'Teams' where you can set up working groups with a chat function, file storage, and video conference calls to stay connected. Keep your manager and your team updated regularly to help deliver a 'business as usual' approach to work.

STAY HYDRATED...

Hydration is important for good respiratory health, particularly those with COPD. Have a bottle of water on your desk so you can regularly hydrate and prepare healthy snacks so you don't find yourself reaching in the fridge and eating badly due to being housebound.



SOUNDS...

Think about the soundtrack to your day... download some podcasts, create play-lists, listen to your favourite album, this should all to help you get into the right frame of mind to work and to enhance your day! If you prefer background noise try Coffitivity and listen to the sounds of a coffee shop.

GET OUTSIDE / MOVE

Within the government guidelines of social distancing of course, but it's important to get fresh air and exercise. Take a walk on your lunch-break, go for a run, whatever works for you. Try and book it into your diary at the beginning of each week, if it is planned in you are more likely to do it...

5 WAYS TO WORK WELL FROM HOME

1

STAY IN TOUCH – Phone or video calls via Skype or Microsoft Teams are a great way to keep in contact with your team.

2

TAKE A BREAK – Monitor your screen time, try not to be so engrossed that you forget to take your eyes away from the screen.

3

STAY ACTIVE – As well as burning some extra calories, a quick walk can help boost your energy levels and clear your mind.

4

STAY CONNECTED – Connect with like-minded people on social media during breaks, logging off when you need to focus on work

5

AVOID OVERWORKING – Don't lose track of time, set clear start and end times and reminders to take breaks to avoid burning out.

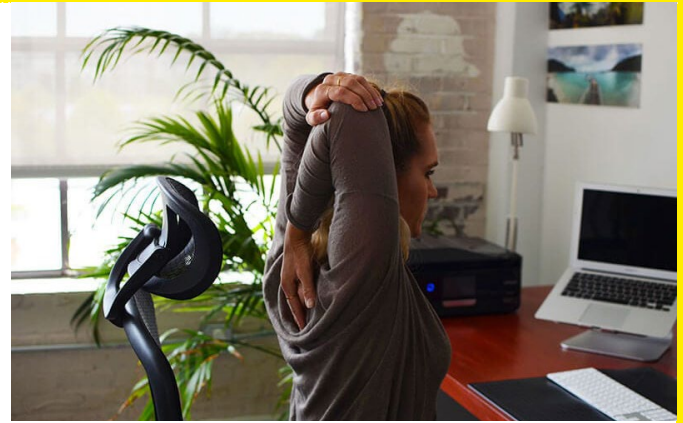
KEEPING IT MOVING

Sitting down for long periods of time can increase your risk of health problems such as heart disease and diabetes, while also affecting your posture. Micro-breaks should be taken every hour, involving movement, stretching or change in activity to reduce aches and pains.

Here are some stretches recommended by Bupa that you can incorporate into your daily routine at home to help keep you moving while you work. These exercises will also help to protect your shoulders, neck and back while also increasing productivity.

SEATED SPINAL ROTATION

- While seated, cross your arms over your chest.
- Grab your shoulders.
- Rotate your upper body from the waist, turning gently from left to right as far as you can.
- You should feel a tension on both side of your lower back as it stretches out.



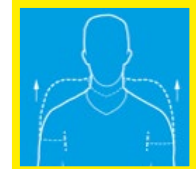
POSTERIOR SHOULDER STRETCH

- Hold one arm across your body.
- Pull your elbow into your chest.
- You should feel your shoulder gently stretching.



SHOULDER SHRUGS

- Gently lift your shoulders.
- Let them slowly fall.
- You should feel tension being released as your shoulders drop.



SITTING BACK EXTENSIONS

- Sit straight with your feet together.
- Put the palms of your hands into the small of your back.
- Lean back over your hands, feeling the stretch.



YOUR WELL-BEING CHAMPIONS

VIRTUAL COFFEE MORNINGS are taking place around the business, these are online chat rooms for colleagues to connect and talk about anything. - **TIME TO TALK!**

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Join one of our weekly **Virtual coffee mornings** on Microsoft Teams. Contact your local Well-being Champion to find out more.

HOME WORKING WITH CHILDREN

With the governments announcement that schools will be closing until further notice on Friday 20th March, many people will find themselves having to work from home with their children.

So like with all things, in these unprecedented times we need to find ways that we can make this work for everyone concerned.

As schools prepare home school learning packs and parents start to think about how to manage their workload and that of the children, we have a few tips that may help you during this time.



CREATE AN OFFICE SPACE FOR THE CHILDREN

This can be their own designated work space for them to do their homework, read, draw or to be creative whilst you are in your designated pace.

DEFINE A NEW DAILY ROUTINE: If they are not going to school or day-care the days can feel longer than usual so as taking them to school is out of the questions you could try:

- Taking a walk to the park in the morning at the same time you would of left for school for some fresh air before you start the day (as long as you are not self-isolating and keeping a safe distance away from other people and each other.
- Have your breakfast, lunch and dinners together and make sure these moments are focused on the family.
- Make time each day to catch up with them and what they are doing, that could include reading with them or just having a quick chat.

SETUP UP REGULAR VIRTUAL PLAY DATES

Help them to connect with their friends, cousins or school mates by setting up face-time or zoom sessions during the day. This way they can stay connected and feel like they are continuing important relationships.

SET UP OR RESET SOME TECH BOUNDARIES

No doubt your children may have more time to spend on their devices or on social media apps:

- Take the time to schedule time when they can use them and screen free times.
- Check that you parental controls are still in place or put some in place.
- Agree what they are allowed and not allowed to access, unsupervised exposure to media during a crisis can lead to stress and fear.

USEFUL TOOLS & LINKS

For non urgent questions on wellbeing email: wellbeingenquiries@colasrail.com

Aviva Wellbeing and Aviva Digital GP App available to all Colas Rail UK staff.



Employee Assistance Programme (EAP)
Helpline 0800 030 5182

Able Futures Helpline 0800 321 3137
8am to 10.30pm, Monday to Friday

Construction Industry Helpline 0345 605 1956

COVID-19 links:

CHECK YOUR SYMPTOMS	111.nhs.uk/covid-19
HEALTH GUIDANCE	nhs.uk/coronavirus
ALL INFORMATION ON COVID-19	gov.uk/coronavirus
MENTAL HEALTH LINK:	Top 10 UK Mental Health Charities