

### Communication—Do it more than you think you need to.

- Be vulnerable and authentic. Share your own challenges.
- Meet regularly
  - 5-10 minute daily huddles
  - Monthly full team meetings
- Open door policy
  - Office hours
  - Lunch, or coffee one on one
  - Schedule it!
- Mindfulness— 30 seconds a day for positive thinking
- Always be building the best place to work
- Buddy systems for the win!

### Flexibility—Bend as much as you can

- Work with your team to find solutions
- Offer remote work options where possible
- Schedule flexibility

### Provide resources—Make it easy

- Check benefits & resources with insurance if you provide it
- Bring in counselors or mental health professionals
- Make a list of available mental health specialists
- CDC website for more support

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/mental-health-healthcare.html>

### Exercise—Daily goals

- Team workout challenges— There's an app for that!
- Work accountability partners
- Offer stretch breaks
- Partner with local fitness professionals
- Buddy systems for the win!

### Rewards and Recognition—Keep your employees

- Make sure employees use vacation time
- Bonuses and raises were possible
- Be intentional about recognition
- Have team members recognize each other
- Video recordings recognizing employees

### Food—It's always the answer!

- Provide healthy snacks and drinks
- Less caffeine in the afternoons
- Team meals
  - Breakfast lunch or dinner
  - Think pizza, bagels or coffee

### Personal Care—Don't neglect yourself

- Self care resources
- Take home kits and supplies for staff
- Partner with a local massage therapist or other wellness professional