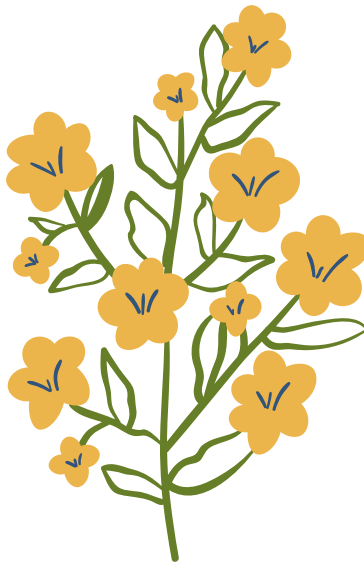




# Health & Wellness Resource Toolkit



**Brought to you by:**

*WellStarME and  
The Office of Employee Health & Benefits*



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# Introduction



During this unpredictable time, we are all faced with various stressors in some capacity- whether it's due to changes in workflows, homeschooling, financial hardship, or changes in overall health, just to name a few. Please know you are not alone on this journey, and we are here to support you.

As we are all routinely getting emails and documents with news updates, changes in protocols, and the latest with Covid-19, we wanted to take this opportunity to put together a toolkit of numerous resources available to you through your benefits and wellness programming.

Thank you for taking the time to review this toolkit. We hope that you find these resources beneficial, and as always, if there are additional resources you feel you could benefit from, please contact us.

**Be well,**

*WellStarME and your Office of Employee Health and Benefits*



# Contact Information

If you have questions regarding the content provided in this toolkit, or are in need of additional resources, please contact:

## WellStarME

[wellstar@mcd.org](mailto:wellstar@mcd.org)

207-620-9202



## Health & Wellness Navigation Team

[wellnessnavigator@mcd.org](mailto:wellnessnavigator@mcd.org)

207-620-9209

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For benefits related questions, please contact:

## Office of Employee Health and Benefits

(207) 624-7380 or 1-800-422-4503

TTY: dial Maine Relay 711



# **MENTAL HEALTH RESILIENCY**



# PRACTICING SELF-CARE



Living Resources offers lots of great resources such as:

- Confidential, Short-Term Counseling Services
- Legal & Financial Information
- Support & Resources
- Work-Life Solutions

For more information, visit:

[www.guidanceresources.com/groWeb/login/login.xhtml](http://www.guidanceresources.com/groWeb/login/login.xhtml) (Web ID: LivingME)



Did you know that State of Maine employees get free personal training at Eastside Wellness Center, Bangor Wellness Center, or by scheduling a remote appointment through a smart device?

For more information visit: [www.maine.gov/bhr/oeh/wellness/employees](http://www.maine.gov/bhr/oeh/wellness/employees)



Take a moment during your work day to stretch.

If you need some guidance, watch this video:

[www.youtube.com/watch?v=JXRwcybd7I0](https://www.youtube.com/watch?v=JXRwcybd7I0)

If you're a member of the State of Maine Health Plan, WellStarME is another program that offers health and wellness resources to you.

Visit [www.wellstarme.org](http://www.wellstarme.org) for more information.

## Self-Care Tips:



Stay hydrated. Drink water first thing in the morning.



Practice gratitude. Write down things you're grateful for.



Move your body. Get some fresh air, do yoga, go for a walk, or just do light stretching.



Be sure to rest. Adults need between 7 and 9 hours of sleep per night.



Nourish your body. The food you put into your body has a direct effect on your mood and energy.



The Office of Employee Health & Benefits and WellStarME support departments in emphasizing the importance of:



# SLEEP & MINDFULNESS



Mindfulness is the ability to be fully present in the moment.



Focus on your breath. Breathing is so involuntary, we don't often think about it. Take a moment to notice your breathing.



Notice what you're doing, when you're doing it. For example, while out for a walk, take the time to observe your environment. What do you hear? See? Smell?



Notice when you "zone out." Pay attention to when your mind wanders, and try to bring more focus and awareness to your present activity.



Use tools. For example, Headspace is an evidence-based mindfulness and sleep training resource.

## Mindfulness Basics:



## Did you know?

- Regular exercise can have positive effects on both mindfulness and sleep!
- State of Maine employees get free personal training at Eastside Wellness and Bangor Wellness Centers, or by scheduling a remote appointment. For more information visit: [www.maine.gov/bhr/oe/wellness/employees](http://www.maine.gov/bhr/oe/wellness/employees)

## Tips for Quality Sleep:



**Establish a routine.** Develop a bedtime ritual that you find relaxing and eases your transition into bed.



**Set the mood.** Make sure your bedroom is dark, quiet, and at a comfortable, cool temperature.



**Limit screen and light exposure.** Dim your lights in the evenings, and turn off electronics at least 30 minutes before bedtime.



**Get enough sleep.** Bedtimes may seem like they are for kids, but it's vitally important that adults get at least 7 hours of sleep each night.



**Keep a consistent sleep routine.** Get up at the same time every day, even on vacations.

### Focus More

Just 4 weeks of Headspace resulted in a 14% increase in focus. Productivity is strongly aligned with improved focus and decreased distraction.



### Stress Less

10 days of Headspace resulted in a 14% decrease in stress. Plus, a Harvard study showed that meditation can even have a longer-lasting effect on reducing stress levels than a vacation.



### Sleep Better

In a study of 30 insomniacs at Stanford, mindfulness helped them to get to sleep twice as quickly as before. In fact, by the end of the study, 60% no longer even qualified as insomniacs.



### Cope Better

An internal review at Transport for London found that after workers completed a mindfulness course, there was a 70% drop in days of absence for stress, anxiety, and depression.

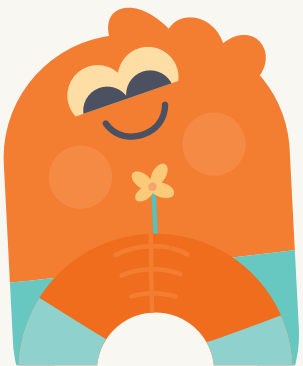
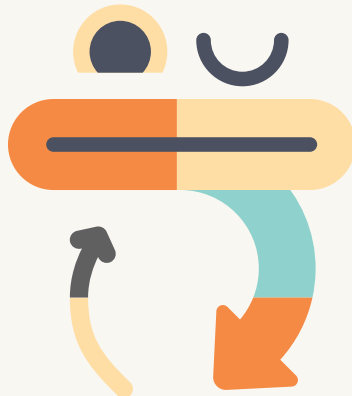
### Feel Satisfied

Based on Headspace research, mindfulness helps foster enhanced job satisfaction. Higher job satisfaction can lead to better relationships with coworkers, lower stress, and positivity.



### Keep Cool

Mindfulness enhances patience and rationality, which help balance emotional response to provocation. Just 3 weeks of Headspace resulted in a 57% decrease in aggression.



### Empathize More

Meditators perform well in empathy studies. At Northeastern University, researchers found that Headspace users were 3.3x more likely to respond compassionately toward a stranger.



### Get Creative

In 2012, a study in Israel showed that meditators were less inhibited by "cognitive rigidity." In other words, they were more open to completely new solutions to problems.

# 8

## Reasons scientists say you should meditate

More than 2000 scientific studies support the positive effects of meditation. It only takes ten days to start experiencing the benefits.

1  
Before going to bed, write down 3 things you appreciated about today.

2  
Take a 10-minute break from work, leaving your phone behind to focus on your surroundings.

3  
Count how many times you get distracted from your work today, without being critical about it.

4  
Every time your phone pings, pause and follow one breath before checking it.

5  
Brush your teeth with your non-dominant hand and notice how different it feels.

6  
Declutter your workspace to help your mind feel clearer and calmer.

7  
Mindfully drink a cup of tea or coffee, free from distractions. Just focus on the taste and smell.

8  
Move email and social media apps to the second page of your phone.

9  
Notice how it feels to change posture today, from standing to sitting or sitting to standing.

10  
Ask a coworker how they're really doing today and listen to their answer — free from opinion.

11  
Commit to 2 hours of no-screen time before bed (using a Sleep exercise is OK).

12  
When you enter or leave a car, bus, or train today, pause for a minute and follow the breath.

13  
Sit and listen to a favorite song today while doing nothing else at all.

14  
Take a few breaks throughout the workday, just following the breath for a minute at a time.

15  
Instead of texting someone today, consider calling them for a warmer conversation.

16  
When waiting in line, avoid checking your phone. Use the opportunity to notice your environment.

17  
Notice your posture each time you sit down today. Gently straighten your back if needed.

18  
Reach out to a coworker who's helped you out lately, and give them a heartfelt thanks.

19  
Turn off all notifications on your phone today.

20  
Eat a meal alone today, with no distractions, focusing just on tastes and smells.

21  
Before pressing send on emails today, take a full, deep breath in and out.

22  
Commute to work without music or podcasts and see how much more you notice.

23  
Do something kind for a coworker today, for no reason, without expecting a thank you.

24  
Get some exercise today, leaving your phone behind. Just focus on the physical sensations.

25  
Take a few 30-minute breaks from the phone today, setting a timer if you need.

26  
Take a square of chocolate and allow it to melt in your mouth, just experiencing the taste.

27  
Write a handwritten letter or card to a good friend you haven't seen in a while.

28  
Do something playful at least once today — anything that makes you smile or laugh.

29  
When you get to work, pause and follow 10 full breaths before going inside.

30  
Carry some loose change today, and share it with anyone who might need it more.

# Days of Mindfulness

# 30



HEADSPACE®



# 3 ways to soothe stress

## FOCUS ON YOUR BREATH

Breathing exercises help you bring your attention back to your body. Our mini meditation, **Unwind**, is just a minute long. Find it under Stress & Anxiety.



## TAKE A STEP BACK

Literally. Going for a walk can help with feelings of stress and anxiety. Try our guided walk, **Hit Reset**, under Sport & Movement.

## SEE YOUR THOUGHTS CLEARLY

Noting is a do-anywhere exercise that helps you disengage with busy thoughts. Watch the **Noting** animation under Stress & Anxiety to learn more.







# Living Resources Program

As a reminder, the Living Resources Program is a rich benefit offered to State of Maine employees, providing a plethora of resources on numerous topics.

The Living Resources Program is available to employees and retirees of the State of Maine, Maine Community College System, Maine Public Employees Retirement System (MainePERS), FAME, The Maine Educational Center for the Deaf and Hard of Hearing, Maine Maritime Academy and all of their household members.

Below are a list of additional resiliency and Covid-19 resources you may find beneficial during this time. [Click on the topics below to access the resource.](#)

**[Coronavirus Webinars](#)**

**[Navigating Life at Home](#)**

**[Resiliency Resources](#)**

**[Working Remotely](#)**

**[Covid-19 FAQs](#)**

**[Financial Resiliency](#)**

**[Staying Healthy at Work](#)**

**[A Relaxation Break](#)**



**Do you know how to access all of the Living Resource Program's offerings?**

Visit [GuidanceResources.com](https://www.guidanceresources.com)

Web ID: *LivingME*

# EXERCISE & MOVEMENT





# STAYING ACTIVE:

Tips for moving your body during self-isolation.



- **Take mini active breaks.** Go for a series of small walks, do stretches, or jog up and down your stairs. Small bouts of physical activity can add up quickly!
- **Do an online exercise class.** Many fitness facilities are offering online classes right now. Additionally, reach out to Eastside and Bangor Wellness Centers to learn about their current offerings.
- **Put reminders to stretch on your calendar.** Need some guidance? [CLICK HERE](#) to watch a stretching video for employees.
- **Get outside.** Unless you're sick, spend some time outdoors. Go for a walk, jog, hike, or bicycle ride. Just remember to follow social distancing guidelines.
- **Play a game.** Grab your family or roommates and start a game of kickball, play catch, or tag. Playing games is a fun way to get moving - and gives kids some activity too.



## Did you know?

Physical activity isn't just beneficial for your heart - it's also extremely important for your mental health. Exercise can actually reduce stress by lowering levels of stress hormones in the body, such as cortisol and adrenaline.

**Need additional resources? Please contact:**

**Your Health & Wellness Navigation Team**

[wellnessnavigator@mcd.org](mailto:wellnessnavigator@mcd.org)

(207) 620-9209



# Bangor Wellness Center & Maine General Host Virtual Fitness Classes

Classes begin April 6<sup>th</sup>, 2020.

Classes are done via Zoom two times per day, 6:15am and Noon.

Each class will be less than 30 minutes long.

All you will need is a mat (if you want), a sturdy chair, a towel (for the gentle stretch class), and water.

Enjoy!

**Boot Camp:** A variable-intensity strength training class mixed with cardiovascular conditioning providing a complete full-body workout. Boot Camp is designed to challenge the most active of individuals. Any level of fitness can benefit from this class since every movement can be modified!

**Circuit City:** A circuit-style workout designed to strengthen muscles and challenge overall conditioning. Move through a series of stations in your own living space/office space using your body weight. Get ready to work while having fun!

**Tabata:** Get the best of both worlds: CARDIO & STRENGTH. Metabolic benefits can last up to 12 hours after these workouts. This class implements cycles of 20 seconds of high intensity movement coupled with 10 seconds of rest.

**Gentle Stretch:** Take the time to slow down and focus on yourself. This class spends time on breathing, flexibility, and mobility. Move through a series of basic stretches and positions that intend to recharge the body and set a positive vibe for the day.

**Core & More:** Thirty minutes focused on gut-burning core strength, stability, balance, and MORE! This class is designed to optimize the strength and endurance of your foundational core musculature.

**To sign up for a virtual class:**

**Contact:** [Elizabeth.Young@mainegeneral.org](mailto:Elizabeth.Young@mainegeneral.org)

**Weekly Schedule:**

**Mondays:** 6:15 - Tabata & 12:00 pm – Circuit City

**Tuesdays:** 6:15 am – Gentle Stretch & 12:00 pm – Boot Camp

**Wednesdays:** 6:15 am – Core & More & 12:00 pm - Tabata

**Thursdays:** 6:15 am – Circuit City & 12:00 pm - Boot Camp

**Fridays:** 6:15 am – Gentle Stretch & 12:00 – Core & More

# STRETCHING

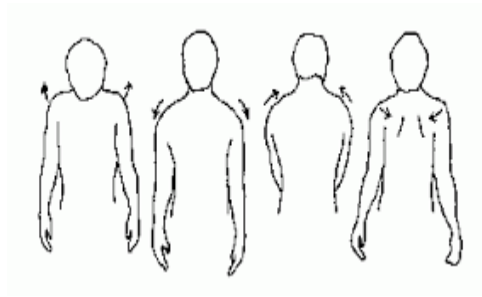
## **Flexibility**

This component becomes more important as people spend a lot of time in a sitting position or being inactive and their joints stiffen up. Stretching your muscles increases flexibility and allow for a greater freedom of movement. Flexible muscles can also increase physical and mental relaxation, release muscle tension and improve your daily performance. To increase flexibility over a period a time, a stretch should be held for at least 10-15 seconds. A stretch should feel relaxing. If you feel your muscles tightening up, you are going too far in your range of motion for your current flexibility level. It is good to do some stretching every day.

## Any Time Stretching Exercises



Standing Glute Stretch



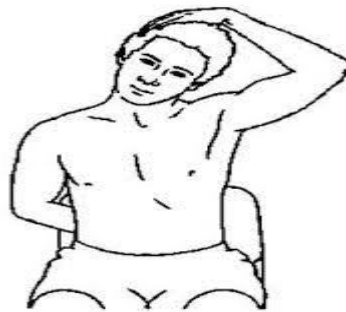
Shoulder Roll Front and Back



Standing Back Arch



Standing Hip Flexor Stretch



Side Neck Stretch



Standing Calf Stretch



Standing Side to Side Twist

Hamstring Stretch

Side Straddle Stretch

Upper Back Stretch

**\*\*\*Hold Stretches for 10-15 seconds each body part**

**\*\*\*These stretches can be performed before or after the workout, or periodically throughout the day.**

## How To Perform Stretches

**Standing Glute Stretch:** Standing in an upright position bring your knee to your chest and hold with two hands. If balance is a problem, with your stabilizing leg (opposite leg), keep your weight on your heel. This should help you with balance. This stretch will affect your glutes and upper hamstrings.

**Shoulder Roll Front and Back:** Roll your shoulders forward for 10-15 seconds. Stop. Roll your shoulders backwards for 10-15 seconds.

**Standing Back Arch:** Standing in an upright position, take your arms and place them above your head and reach for the ceiling. This exercise will stretch your upper back area.

**Standing Hip Flexor Stretch:** In a slightly kneeling position, one foot in front of other, take your rear leg side hand and press it on your lower back and push that hip forward. Another method to stretch the hip out, is to raise your arm on the side of the back leg (the side where the hip is being stretched), and maintain an upright position.

**Side Neck Stretch:** Gently stretch your neck to one side, taking your ear to your shoulder. Hold that stretch for 5-10 seconds and go to the other side.

**Standing Calf Stretch:** Using a wall or a chair, put yourself in a semi-lung position, pressing your arms against the chair or wall. Your rear leg should be straight, and push your rear heel towards the ground.

**Standing Side to Side Twist:** With body position in a tall, upright position. Feet should be slightly wider than shoulder width apart. Bring your arms out front, look straight ahead and twist your arms side to side. Make sure you are always looking straight ahead. This exercise will loosen up your lower back area.

**Elevated Hamstring Stretch:** You can stretch your hamstrings by using a chair or box or any method to straighten your leg. Just lean slight forward at the waist and hold. If you do not have a chair or box, keep your leg straight and press down on your quadriceps (large leg muscles in the front above the knee).

**Side Straddle Stretch:** Feet should be slightly wider than shoulder width. Lean to one side, slightly bending that leg. You will feel a slight stretch in the rear leg (that is straight). This stretch will loosen your inner leg muscle areas.

**Upper Back Stretch:** Roll your shoulders forward as you reach your arms forward. This stretch will work your middle and upper back areas.

## 5 MINUTE BODY WEIGHT WORKOUT

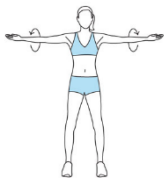
### The 5-minute Bodyweight Workout

It's your guide to a better body, in less time, without any equipment.

The idea here is to get your heart going, increase core temperature and break a small sweat in only 5 minutes! Done correctly, this dynamic routine will use continuous movement to transition from a resting heart rate and body temperature to a working heart rate, active mind, and body.

Perform each exercise for 25 seconds with a brief 5 second rest in between.

### Arm Circles (Forward –round 1/Backwards—round 2)



Stand with your feet shoulder-width apart and extend your arms parallel to the floor. Circle your arms forward (round 2 use backwards arm circles) using small controlled motions, gradually making the circles bigger until you feel a stretch in your triceps. Perform circles for 25 seconds. Rest for 5 seconds and begin Alternating Standing Glute Hold.

### Alternating Standing Glute Hold



Stand with your feet shoulder width apart. Bring your right knee and with hands do a 1-2 second hold. Release the hands from the knee and alternate bringing your left knee up and perform a 1-2 second hold. Repeat for a total time of 25 seconds. Rest for 5 seconds and begin Trunk Rotations.



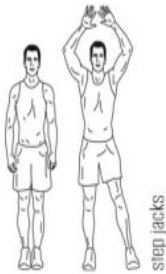
## Trunk Rotation (Side to Side)



### Standing:

Rotate your torso to one side while keeping your pelvis facing forward. Hold this position for a count of 1-2 seconds, then return to the starting position. Next, perform this maneuver to the opposite side. Perform for a total of 25 seconds. Rest for 5 seconds and begin Modified Jumping Jack.

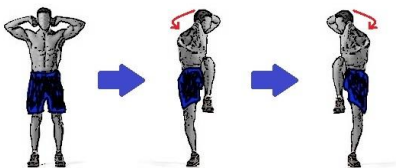
## Modified Jumping Jack



Stand tall with your back straight, abs engaged, shoulders relaxed, arms at your sides, and feet together.

Bending your left knee slightly while extending your left and right arm overhead and stepping your right leg out to the side. Return to the start position, standing tall. Switch sides by bending your right knee slightly, extending your left arm and right arm overhead and stepping your left leg out to the side; return to the start position and repeat side to side. Perform for a total of 25 seconds. Rest for 5 seconds and begin Steam Engine Exercise.

## Steam Engine



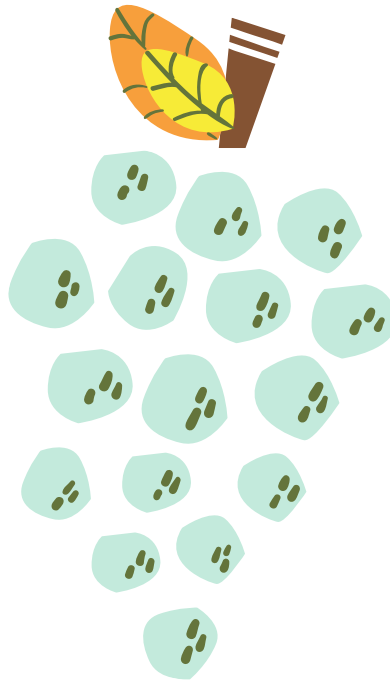
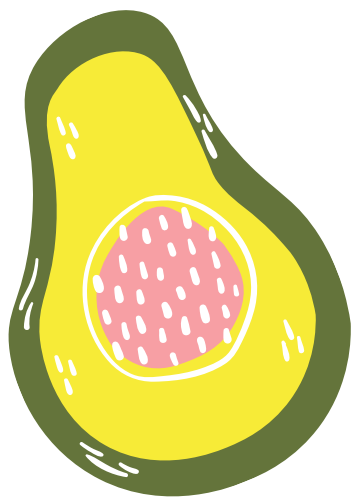
Start in a standing position with your feet at shoulder width and your hands interlaced behind your head.

From here, lower your left elbow down and across your chest as you lift your right knee up and in to your chest so that your left elbow and right knee almost connect. As they touch, squeeze your abs and obliques to push your elbow down into your knee.

Then return your right foot to the floor and stand upright again, before repeating the movement on the other side with your right elbow and left knee. Perform of a total of 25 seconds. Rest for five seconds and begin round 2—Reverse arm circles.

At the end of 2 rounds—you are done!

# HEALTHY EATING



The Office of Employee Health & Benefits and WellStarME support employees in emphasizing the importance of:



# HEALTHY EATING



## Building a Balanced Diet



**Make half your plate fruits and vegetables.** These add color, flavor, and tons of essential vitamins, minerals, and fiber to your diet. Fresh and frozen are both great options.

**Watch your portion sizes.** Try measuring out your food. You'll be surprised at what actual serving sizes look like.

**Take your time.** Did you know that it takes your brain time to register that you've had enough to eat? Slow down during your meals - it will help you to recognize when you're actually full.

**Cut back on sodium and saturated fats.** These ingredients can negatively affect heart health causing increases in blood pressure and cholesterol.

**Assess your beverages.** It's easy to forget about the beverages we drink throughout the day, but sugar sweetened beverages, or drinks with added flavorings add up quickly.

## Tips for Healthy Snacking:

**Snack mindfully, not mindlessly.** Be aware of what and why you're eating. Is it out of boredom, or are you genuinely hungry?

**Pay attention to portions.** Many packages that appear to be single-serve actually have multiple servings. Measure out a proper serving of your snack.

**Choose protein-rich foods.** Research suggests that increasing protein intake can contribute to feeling full. Go for snacks such as nuts, lean meats, cheese sticks, or yogurt.

**Plan ahead.** Do you know you have a busy day? Stock up on healthy grab-and-go snacks such as fruit, vegetables, plain yogurt, whole grain crackers, nuts, hard-boiled eggs, or homemade protein bars.



# Learn the Label

Learning to read and understand nutrition facts on the foods you buy can help you to make healthier choices and identify nutrient-dense foods.

## Serving Information:

Serving size is an indicator of the amount people typically eat at one time. The nutrition facts on a label correspond to a single serving size. It's important to note how many servings there are in a food package.

## Nutrients

The nutrient portion of a food label is a great place to find out what the key nutrients are in the food you're buying. Look for foods that contain more of the nutrients you want, and less of the nutrients you should limit.

- **Nutrients to get MORE of:** Dietary Fiber, Vitamin D, Calcium, Iron, and Potassium
- **Nutrients to get LESS of:** Saturated Fat, Sodium, and Added Sugar

## Calories

Calories provide a measure of how m maintain a healthy body weight, it's important to balance the number of calories you eat with the number of calories your body uses.

- Visit **Choose My Plate** to estimate your calorie needs. Please note this provides an estimate, and as safe practice, be sure to follow up with your health care provider.

## Percent Daily Value (%DV)

%DV s the percentage of the Daily Value for each nutrient in a serving of the food. The %DV shows how much a nutrient in a serving of a food contributes to a total daily diet. This helps you determine if a serving of food is high or low in a nutrient.

1. Serving Information →

2. Calories →

3. Nutrients →

Nutrition Facts	
4 servings per container	
<b>Serving size</b>	<b>1 cup (227g)</b>
Amount per serving	
<b>Calories</b>	<b>280</b>
	% Daily Value*
<b>Total Fat</b> 9g	<b>12%</b>
Saturated Fat 4.5g	<b>23%</b>
Trans Fat 0g	
<b>Cholesterol</b> 35mg	<b>12%</b>
<b>Sodium</b> 850mg	<b>37%</b>
<b>Total Carbohydrate</b> 34g	<b>12%</b>
Dietary Fiber 4g	<b>14%</b>
Total Sugars 6g	
Includes 0g Added Sugars	<b>0%</b>
<b>Protein</b> 15g	
Vitamin D 0mcg	0%
Calcium 320mg	25%
Iron 1.6mg	8%
Potassium 510mg	10%
* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	

4. Quick Guide to percent Daily Value (%DV)

- 5% or less is **low**
- 20% or more is **high**



# The Dish on Nutrition:

## What's Available to You?

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Good nutrition is an important part of leading a healthy lifestyle and can help reduce your risk of chronic conditions, AND improve your overall health.

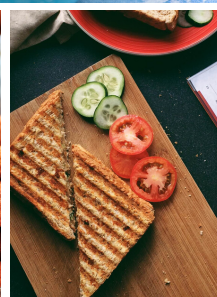


### Did you know?

Your benefit plan allows you to meet with an in-network dietitian at **NO COST to you!**

As a benefit of your health plan, you can meet with a dietitian for a one-to-one visit to discuss your current meal plan and start you on your way to better health!

If you are interested in meeting with a dietitian, please contact **Anthem Member Services** at 1-844-273-4614 or contact **WellStarME** at (207) 620-9202 or email [wellstar@mcd.org](mailto:wellstar@mcd.org).





# Add a pinch of Headspace

YOUR GUIDE TO EATING MINDFULLY



# What's behind your meal?

Before digging in, choose what's driving your decision to eat. Then find the mindful eating tip that corresponds with it.

**Enjoyment**

PG. 3

**Bonding**

PG. 4

**Emotion**

PG. 5

**Fuel**

PG. 6

**By schedule**

PG. 7

**Something to do**

PG. 8

**Old habits**

PG. 9

**Sentimentality**

PG. 10

**Nutrition**

PG. 11



# Enjoyment

JOY, HAPPINESS, PLEASURE, TASTE

Aside from being the best part of eating, enjoying meals is a critical part of building a healthy relationship with food. Give yourself permission to appreciate every bite.

## TIP

### Engage your senses

Think of eating as an opportunity to be curious. Try engaging each of your senses during a meal, experiencing them one at a time. How does your food look, smell, feel, sound, and (most importantly) taste?

## GIVE THESE A TRY



Cooking  
exercise



Eating  
exercise



Eat with all  
5 senses  
(pg. 13)

# Bonding

## THE CENTER OF A GATHERING

Meals with friends and family make for memorable experiences. Lean in and savor these moments of community, appreciating the food on your plates together. Your text messages can wait until after.

### TIP

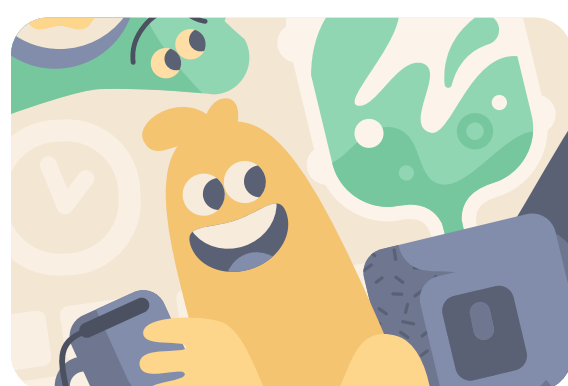
## Distraction-less meals

Hear us out: try eating your next meal without TV, social media, music, or anything else. Just be present with your food, using this opportunity to connect with your body and the people around you.

### GIVE THESE A TRY



Balance  
course



Taking a Break  
meditation



Mindful Tech  
meditation



Eat with all  
5 senses  
(pg. 13)

# Emotion

CELEBRATION, STRESS, COMFORT, REWARD

Sometimes we turn to food for emotional reasons, and that's OK. What's important is being aware of these habits, and understanding the thoughts that drive our behavior.

## TIP

### Pause and reflect

Before and after your meal, use our hunger scale to note how hungry or full you are. Is this meal driven by hunger, habit, or emotion? Just acknowledge your reasoning, knowing that it's only one choice in your mindful eating journey.

## GIVE THESE A TRY



Breathe  
mini



Reflection  
technique



Hunger  
scale  
(pg. 12)

# Fuel

## THE NOURISHMENT YOU NEED

At its core, food is the fuel we need to survive. We're at our best when we're full and satisfied, without the distraction of hunger or being uncomfortably full. So make sure you're getting that balance.

### TIP

## Food is fuel

When eating to fuel yourself, take a moment to appreciate the food on your plate. Engage each of your senses during this meal, and reflect on everyone who helped get it to you. Access to nourishment is something to appreciate.

### GIVE THESE A TRY



Happiness  
course



Eating  
exercise



Eat with all  
5 senses  
(pg. 13)

# By Schedule

EATING BY TIME OF DAY

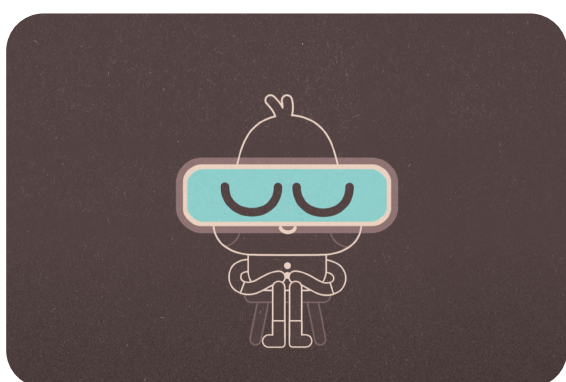
It's easy to get used to eating at the same time every day, whether it's by choice or just because of our schedule. In either case, we can still approach meals mindfully.

## TIP

### Listen to your body

When our eating habits are built around a schedule, we can lose touch with what the body's saying. So make sure you're checking in with yourself. Use our hunger scale to decide when it's time to dig in, or when to save the rest for later.

## GIVE THESE A TRY



Body Scan  
technique



Noting  
technique



Hunger  
scale  
(pg. 12)



# Something to do

## PASSING THE TIME

It's normal to reach for food out of boredom or procrastination, but that doesn't mean we have to eat it mindlessly. If you find yourself doing this, remember your intentions for eating mindfully, and consider another activity to occupy you.

### TIP

## Set an intention

What's your reason for eating mindfully? Be clear about what it means to you, and maybe even write it down in a journal. When you have clear intentions, it's easier to make decisions that reflect them.

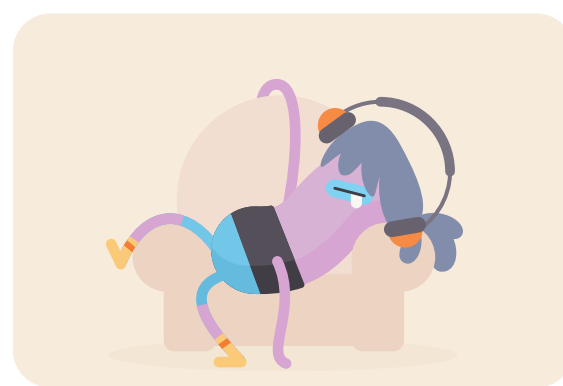
### GIVE THESE A TRY



Walking in  
the City



Walking in  
Nature



Motivation  
obstacle



Hunger  
scale  
(pg. 12)

# Old habits

## JUST BECAUSE

It takes time, but old habits can be undone. When we apply mindfulness to our relationship with food, it's easier to recognize the behaviors we've gotten used to. Acknowledgement alone creates an opportunity for change.

### TIP

## Stay playful

Instead of letting busy thoughts about food stress you out, just note it as thinking and let it pass. These habits develop over a lifetime, so they won't vanish overnight. But the less you try resisting them, the more confident you'll feel.

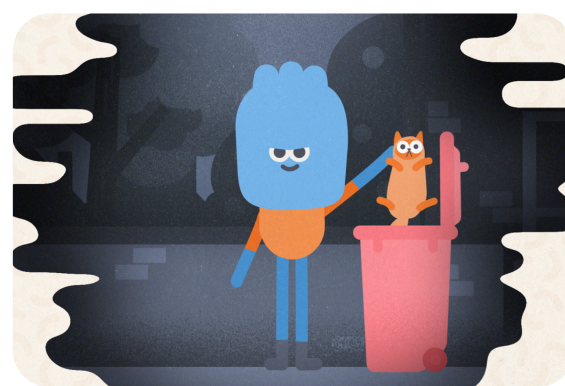
### GIVE THESE A TRY



Coping with  
Cravings course



Patience  
course



Dark Side of the  
Mind animation

# Sentimentality

CULTURE, VALUES, MEMORIES

Food is at the heart of every culture, and it carries sentimental value that can drive our choices. Create space to enjoy these moments without holding yourself to specific standards. Be kind to yourself and enjoy every bite.

## TIP

### Be free to enjoy food

We make 200+ food decisions a day, and mulling over every single one is a lot of work. Remember that mindful eating is about being aware of the choices you make, not always holding yourself back from enjoyment.

## GIVE THESE A TRY



Appreciation  
course



Acceptance  
course



Eat with all  
5 senses  
(pg. 13)



# Nutrition

## FOR PHYSICAL HEALTH

Being aware of the nutrients in your food and how they affect your body is an important part of eating mindfully. And, it's even better when coupled with enjoyment. Try to find eating experiences that satisfy both.

### TIP

## No judgment

The way we talk about food matters, so be conscious of which foods you label as “good” or “bad.” In fact — try not labeling food at all. Food is just food! By recognizing any tendency to categorize, you'll create more opportunities to reframe your thinking.

### GIVE THESE A TRY



Generosity  
course



Happiness  
course



Cooking  
exercise

# How hungry are you?

Use this scale to check in with your body before and after eating. The green zone is a good place to start and finish meals.

**STARVING:** You feel weak or dizzy and need to eat ASAP.

**REALLY HUNGRY:** You have low energy and are irritable.

**UNCOMFORTABLY HUNGRY:** Your hunger is becoming distracting.

**HUNGRY:** Your stomach's growling - time to eat!

**GETTING HUNGRY:** You're getting hungry, so it's a good time to eat.

**SATISFIED:** You're mentally satisfied, but could eat more.

**PLEASANTLY FULL:** You feel physically full, but not uncomfortable.

**STUFFED:** You feel like you couldn't eat another bite.

**UNCOMFORTABLE:** You've eaten more than needed and you're uncomfortably full.

**FEELING SICK:** You're not feeling well, and have nausea or stomach pains.

# Eat with all 5 senses

Fully experience your meal by appreciating it with every sense.

## SEE

What does your food look like? How many different colors are there? What ingredients do you see?

## SMELL

How does your food smell? Sweet, savory, or somewhere in between? Do you smell a specific ingredient?

## FEEL

Is your food hot or cold? Crunchy or soft? Are you touching it with your hands, or using utensils?

## HEAR

Can you hear your food sizzling, simmering, or being stirred? Does it have a crunch? Are there sounds happening around you?

## TASTE

What flavors do you taste? Do you taste any specific ingredients? Does the flavor change over time?

# FINANCIAL WELLNESS





## Tips for Saving and Spending

Are you a saver or a spender? How you handle money now can have dramatic results later on in life. Use this information to guide you through making changes to your spending and saving habits.

### Steps You Can Take

1. If you have a retirement plan through your employer, fund it to the maximum amount. Because your contributions are deducted from your gross income, you are saving a significant amount by contributing to your plan before taxes are taken out of your check. Your money grows tax-deferred, meaning that you pay no taxes on any interest or appreciation while your money grows until you actually withdraw the funds many years from now. If your employer matches your contributions, as many do, you are missing a golden opportunity if you do not contribute the maximum your employer will match.
2. If you receive your annual pay raise, divert at least one-third of it to an increase in your retirement fund or savings plan. An increase of a few percentage points can disappear easily into your monthly budget after taxes are taken out.
3. When you select your retirement or investment options, make sure you factor in the risks of being too cautious, as well as too aggressive. By leaving money in a safe but low-interest account, you run the risk that your investment will barely beat inflation over time. On the other hand, you do not want to be overly aggressive if you may need those funds in the next few years.
4. Remember that even if you are reaching retirement age, you most likely are still investing for the long term. A healthy person in his or her sixties today has a reasonably good chance of living for another 15 to 20 years. Plan your spending and investing accordingly.
5. Consider long-term care insurance carefully. Medicare does not pay for long-term care. While it is true that Medicaid pays for the majority of long-term care for the elderly in nursing homes, in order to become eligible, you first need to spend all of your assets until you are impoverished. When considering long-term care insurance, remember the Rule of Thirds. This divides potential candidates into three groups. The top group includes those who have such significant assets that they can likely pay for their own care for several years and have a good deal left over. The bottom group includes those with so few assets that the cost of insurance to protect them outweighs the benefits of what they are trying to protect (remember that the majority of long-term care policies are canceled because of an inability to keep up with the premiums). The middle group includes those who have assets significant enough to warrant the cost of the insurance, but not so large that they can comfortably self-insure. If you are in this group, consider purchasing long-term care insurance while you are healthy and in your middle years when the premiums are more reasonable.
6. Carry the right amount and types of insurance. Make sure you have adequate health, disability and life insurance to maintain your family's standard of living should you die or become disabled.
7. Only insure against those catastrophes you cannot afford to endure financially. Go for the higher deductibles on your auto-collision insurance, for example, but carry adequate liability insurance on your car and home.

## Here when you need us.

Call:

TTY: 800.697.0353

Online: [guidanceresources.com](https://guidanceresources.com)

App: GuidanceNow<sup>SM</sup>

Web ID:

# Living Resources Online

A GuidanceResources® Online Innovation

## COVID-19 Financial Issues

Due to the ongoing COVID-19 outbreak, many have grown concerned about their finances and employment status. Find answers to some of the most crucial financial questions during this global pandemic.

- [What should I do if I was just laid off?](#)
- [What should I do with my retirement plan?](#)
- [What should I do if I can't pay my mortgage?](#)
- [What should I tell my creditors if I am unable to work due to Covid-19?](#)
- [Will my health insurance continue if I lose my job?](#)

### What should I do if I was just laid off?

You should contact your state's department of employment security. You can find links to your state's resources at <https://www.usa.gov/unemployment>. Unemployment is a benefit that will provide you a minimal level of income while you are out of work.

### What should I do with my retirement plan?

First, keep in mind that downturns happen periodically. While the current downturn hit all at once, losses of 30-35 percent do happen. Events such as 9/11, the housing bubble and even Y2K have provided ample evidence of this. Once such an event happens, fear is a natural response. Investment decisions made out of fear are poor decisions. Fearful investors tend to sell after substantial losses. Investors who do sell as a result of fear are often unwilling to get back into the market as things start to improve. This leads to missing out on investment gains as the market recovers.

While it is sensible to regularly revisit your asset allocation and make sure you are not taking too much risk based on factors such as your age, retirement date and income needs, it is probably best not to do this while the market is seeing great levels of volatility or daily change. Those investors who held their positions after 9/11, and didn't give into their fear, saw their portfolios recover and reach new heights within a year. The same scenario played out about three years after the housing bubble. Someone recently said something appropriate for current conditions: "The time to get off the roller coaster isn't during the ride."

### What should I do if I can't pay my mortgage?

For federally backed loans from Fannie Mae and Freddie Mac, there are substantial new safeguards in place. Among these safeguards are:

- Providing mortgage forbearance for up to 12 months
- Waiving assessments of penalties and late fees
- Halting all foreclosure sales and evictions of borrowers living in Freddie Mac-owned homes until at least May 17, 2020
- Suspending reporting to credit bureaus of delinquency related to forbearance
- Offering loan modification options that lower payments or keep payments the same after the forbearance period

You can find more about these loans at:

<https://www.fanniemae.com/portal/media/corporate-news/2020/covid-homeowner-assistance-options-7000.html>

and <http://www.freddiemac.com/about/covid-19.html>

For loans that are not owned by Fannie Mae or Freddie Mac, the best thing to do is to call the lender directly to discuss your circumstances. Most large lenders are putting plans in place to assist homeowners during the pandemic. This help could be in the form of reduced payments or even no payments for a set period of time. The important thing to do is to make sure your lenders know if you, or a partner, have been unable to work as a result of the Covid-19 virus.

### What should I tell my creditors if I am unable to work due to Covid-19?

There are a number of safeguards that have been put in place to help during the Covid-19 pandemic.

- Federal student loan payments are suspended for two months, backdated to March 15. Interest rates on these loans are reduced to 0% during this period.
- You may also be able to file for a deferment or forbearance for federal student loans. This may give you up to a year in which you do not have to make payments. Interest will continue to accrue.
- Visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) and <https://www.moneysolver.org/covid-19-student-loan-relief/> for more information on options for government backed student loans
- Many mortgage and home equity lenders are allowing borrowers to skip their payments for the month of March with minimal paperwork.
- For consumer debt, car loans or credit cards you should contact your creditors and explain your situation. Many lenders have plans in place to help people who have been affected by Covid-19. Visit <https://www.creditkarma.com/advice/i/coronavirus-credit-card-relief-options/> for more information.
- There is a plan in the works to allow retirement plan participants to take in-service distributions from their plans with no tax penalty.

## Will my health insurance continue if I lose my job?

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Almost 50 percent of Americans get their health insurance coverage as a benefit through their employers. A loss of a job usually means as loss of insurance. Here are some options to continue coverage or replace coverage to weather the storm.

- COBRA, or Consolidated Omnibus Budget Reconciliation Act, coverage allows you to extend your coverage for up to 18 months through your former employer's plan. COBRA is generally available to workers at companies that employed at least 20 employees and can usually be set up through HR. Premiums will likely rise under COBRA as the former employee is required to pay both their part of the premium, the employer's part and a service fee of up to 3 percent of the premium.
- If you are married you may be able to obtain coverage under a spouse's plan. This may be a lower-cost option than COBRA.
- If you are under 26 you may be able to obtain coverage through a parent's plan.
- You may also obtain coverage through the Health Insurance Marketplace if you lose your job due to Covid-19. Premiums may be as much as \$450 a month for a silver plan for a single individual, although subsidies may reduce this considerably. Coverage starts the month following the month in which your job was lost. <https://www.healthcare.gov/>
- You may also qualify for Medicaid if you meet income and asset limits. This link will let you determine if you can obtain coverage through Medicaid. <https://www.healthcare.gov/lower-costs/>

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## Setting Financial Goals

Having a road map for the future is the key to success, especially when it comes to finances. Goals provide focus as well as a tool to measure progress. They enhance productivity, bolster self-esteem and increase commitment, making you more likely to achieve what you set out to do.

### Your Goal in Setting Goals

- Writing your goals down prevents vague motivations and holds you to your task. What are you saving for: A car, a home, a vacation? When making your list, be specific, have measurable outcomes and specify completion dates.
- Make a list of obstacles that might stand in your way—emergency car repair, or an unexpected bill, for instance—then decide what you can do about each obstacle.
- List the benefits of achieving your goals: Be specific about what you expect to gain.
- Break your goals down into sub-goals, such as increasing savings by \$100 a month, to help mark your progress. Make sure each step is challenging but achievable.
- Set yourself up for success by being prepared and organized to achieve your plans. Create a budget and stick to it.
- Expect slipups and give yourself alternative strategies for success. Plan these strategies in advance so no spot decisions are required.

Don't forget to chart your progress. Seeing incremental improvements can boost motivation and help you make changes needed to continue your success.

### Practice Makes Perfect

The more steps you take toward accomplishing your goals, the easier it gets. Like muscles, will power and motivation get stronger with use. Just remember that everyone faces hardships. Don't let yours stand in the way of your goals.

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# Voya Resources

The MaineSaves plan is a voluntary retirement savings program. You choose how much you'd like to save and where you'd like your money invested. This is an easy, pre-tax way to save additional funds towards retirement conveniently through payroll deduction.

**If you have chosen Voya as your provider, here are some resources to assist you during this time:**

**[Custom TimeTap Scheduling Link](#)**

**[Scams, Schemes and Stimulus Checks](#)**

**[How COVID-19 May Impact Your Retirement Planning](#)**

**[Staying the Course During COVID-19](#)**

**[11 Ways to Keep Your Cool In a Crazy Market](#)**

**Need a reminder on how to login to their website?**

Visit <https://my.voya.com/voyassoui/index.html?domain=voyaretirement.voya.com#/login-pweb>



*Initial Login: Enter your Social Security Number and your default PIN is the month and year of your birth.*



# Mass Mutual Resources

The MaineSaves plan is a voluntary retirement savings program. You choose how much you'd like to save and where you'd like your money invested. This is an easy, pre-tax way to save additional funds towards retirement conveniently through payroll deduction.

**If you have chosen Mass Mutual as your provider, here are some resources to assist you during this time:**

**[Coronavirus and Your Company's Retirement Plan](#)**

**[Getting Back in the Game](#)**

**[Stock Market Volatility Video](#)**

**[Help with Finances During These Trying Times](#)**

**[Market Volatility Presentation](#)**

**[The Power of Perspective in Turbulent Times](#)**



**Need a reminder on how to login to their website?**

Visit <https://retirement.massmutual.com/rsgovnp/>

*User ID: Your Social Security Number*

*PIN: 15006*



# AIG Resources

The MaineSaves plan is a voluntary retirement savings program. You choose how much you'd like to save and where you'd like your money invested. This is an easy, pre-tax way to save additional funds towards retirement conveniently through payroll deduction.

**If you have chosen AIG (formerly known as Valic) as your provider, here are some resources to assist you during this time:**

**[Common Scams Linked to Coronavirus](#)**

**[Cyber Security Tips](#)**

**[Weekly Market Commentary](#)**

**[One-On-One Financial Counseling](#)**

**[Thinking about tapping into your retirement savings?](#)**

**[4 Ways to Reduce Financial Stress](#)**

**[FutureFIT® University](#)**



**Need a reminder on how to login to their website?**

Visit <https://my.valic.com/onlineenrollment/>  
Access Code: 025130

# EMPLOYEE BENEFITS





# State of Maine Benefit Updates

## Medicare Advantage Plan Updates

- Waiving copays for COVID-19 testing
- Waiving member cost-sharing for all COVID-19 treatment
- Offering \$0 copay for telehealth visits
- Waived charges for home delivery of all prescription medications from CVS



## Anthem Medical Plan Updates

- Waiving copays for COVID-19 testing
- Waiving member cost-sharing for all COVID-19 treatment
- Offering \$0 copay for telehealth visits



For more information regarding Covid-19 resources and updates to the health plan for State of Maine employees, please visit the Office of Employee Health and Benefits website:

**<https://www.maine.gov/bhr/oeh/covid-19>**



## Telehealth: Flexible Solutions for a Healthier Life

Which of us wouldn't be healthier if we just had more time? With flexible telehealth solutions from your GuidanceResources Employee Assistance Program, that's no longer a problem. Your EAP, gives you options for how, when and where you access our services. Whether you have scheduling problems, an illness or injury that limits mobility, or just prefer the flexibility and accessibility of phone, video and other online tools, your EAP has you covered.

### Online Tools and Counseling Options

As an alternative to traditional face-to-face counseling, you can take advantage of:

**Video Counseling:** Scheduled as easily as face-to-face sessions, video counseling appeals to those who desire an alternative to in-person counseling. All that's required is a webcam and software, which can be downloaded for free, to use this option.

**Telephone Counseling:** If in-person counseling is not possible or not appealing to you, counseling services can be provided over the phone. Get all the benefits of speaking with a highly qualified clinician without the hassle of an office appointment.

**Online Chat:** Accessible through GuidanceResources® Online, Chat is staffed by master's-level intake clinicians. The service provides a discreet alternative for seeking a referral, scheduling an appointment with a clinician, asking questions or inquiring about other EAP services. Chat is conducted in real-time, giving you immediate help.

**GuidanceResources Online Tools:** Our award-winning website, GuidanceResources Online, offers users a customized online experience designed to engage you through a variety of cutting-edge, interactive tools and other resources.

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Web ID: LivingME







**WE ARE OPEN AND HERE FOR YOU**  
*8am-8pm, 7 Days a Week*



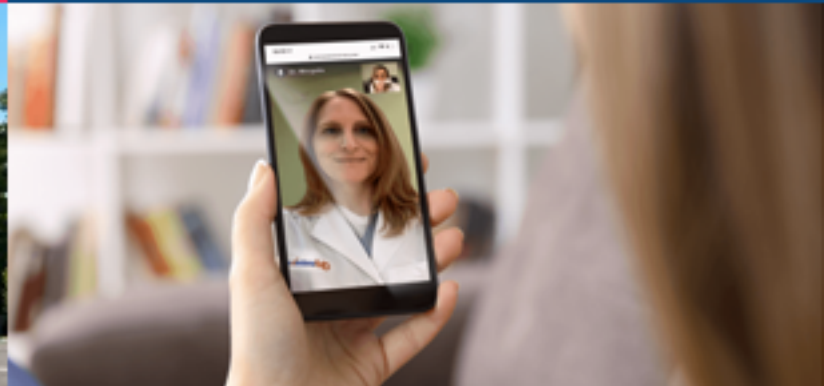
**ConvenientMD ... just got even more CONVENIENT**  
Two great options, same quality care

**Clinics STILL Open for Walk-ins**



ConvenientMD is following strict protocols to keep patients and team members safe, and the clinics clean and sanitary. Patients in need of medical care, including those who are not experiencing symptoms of COVID-19, can feel safe visiting any ConvenientMD clinic for treatment of episodic illness & injury as normal.

**Virtual Care from Your Home**



ConvenientMD is now offering face-to-face virtual urgent care services with a provider 8am-8pm, 7 days a week. Virtual urgent care can address many illnesses and conditions, including COVID-19, seasonal allergies, coughs, cold/flu, pink eye, sinus infections, sore throats, vomiting/diarrhea & more!

**FIND A LOCATION NEAR YOU  
AT [CONVENIENTMD.COM](https://www.convenientmd.com)**

**CALL 1-833-263-0131  
FOR VIRTUAL URGENT CARE**

# At home or on the go, doctors and mental health professionals are here for you.

Using LiveHealth Online, you can have a private visit using your smartphone, tablet or computer at no cost.



When you're not feeling well you can get the support you need easily using LiveHealth Online. Whether you have a cold, you're feeling anxious or need help managing your medication, doctors and mental health professionals are right there, ready to help you feel your best. Using LiveHealth Online you can have a video visit with a board-certified doctor, psychiatrist or licensed therapist from your smartphone, tablet or computer from home or anywhere.

## You've got access to affordable and convenient care

Your Anthem plan includes benefits for video visits using LiveHealth Online, so you'll pay nothing for medical doctor visits or a 45-minute therapy or psychiatry visit.

## On LiveHealth Online, you can:

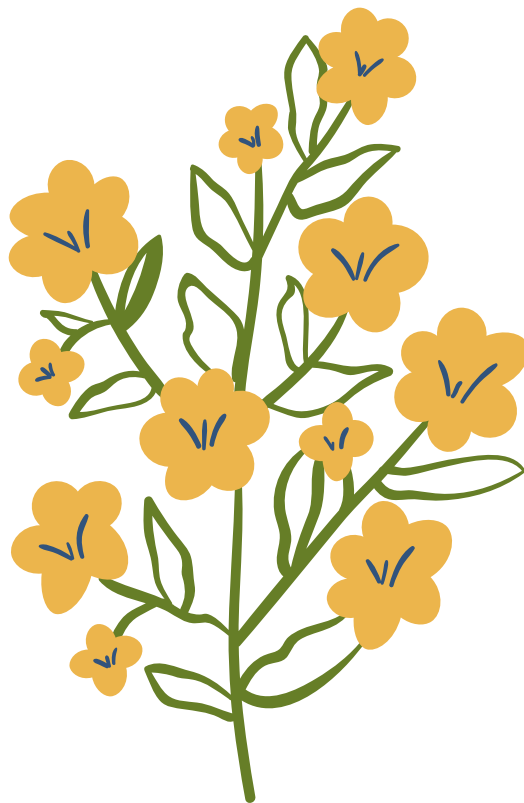
- **See a board-certified doctor 24/7.** You don't need an appointment to see a doctor. They're always available to assess your condition and send a prescription to the pharmacy you choose, if needed.<sup>1</sup> It's a great option when you have pink eye, a cold, the flu, a fever, allergies, a sinus infection or another common health issue.
- **Visit a licensed therapist in four days or less.**<sup>2</sup> Have a video visit with a therapist to get help with anxiety, depression, grief, panic attacks and more. Schedule your appointment online or call **1-888-548-3432** from **8 a.m. to 8 p.m.**, seven days a week.
- **Consult a board-certified psychiatrist within two weeks.**<sup>3</sup> If you're over 18 years old, you can get medication support to help you manage a mental health condition. To schedule your appointment call **1-888-548-3432** from **8 a.m. to 8 p.m.**, seven days a week.

## Sign up for LiveHealth Online today – it's quick and easy

Go to [livehealthonline.com](https://livehealthonline.com) or download the app and register on your phone or tablet.



# ADDITIONAL RESOURCES





# TELEWORKING:

Quick tips to help you transition to a new work setting.

- **Create your space.** It's important to establish a dedicated work space. Find a quiet area of your home where you won't get distracted and have ample privacy.
- **Act like you're going to work.** This may seem like a no-brainer, but it's important to get up, get ready, and act as though you're heading into the office for the day.
- **Stick to your schedule.** Get out of bed at your usual time, follow your normal morning routine, and work during your normal working hours.
- **Stay active.** Make sure to get up and move around throughout the day. Take a walk, do stretches, or find other ways to move your body.
- **DON'T BE HARD ON YOURSELF.** Working from home is a learning curve and many are trying to balance teleworking with parenting, homeschooling, etc. Just remember to **do your best and it will be enough.**



## INSIGHT: WORK/LIFE BALANCE

When working from home, it's easy to let work and life blend together. It may seem harmless to hop on your computer after dinner to check emails, or vacuum before your next meeting, but these occurrences add up over time, and blur the lines between work and home life and can lead to added stress and burnout.

### Here are ways to maintain boundaries:

- Stick to your normal working hours
- When done working, stay done
- Avoid doing chores during work time
- Take breaks

Need additional resources? Please contact:

Your Health & Wellness Navigation Team  
[wellnessnavigator@mcd.org](mailto:wellnessnavigator@mcd.org)

(207) 620-9209





# Ergonomic Resources

As a reminder, your Office of Employee Health and Benefits is here to support you with many resources, including those related to ergonomics. Below are ergonomic resources you may find beneficial for working both at home, and in the office.

## **Working From Home Ergonomics**

### **OHSA - Ergonomics**

### **Computer Workstations eTool**

### **Take it Easy - Your Body Will Thank You**

### **10 Ergonomics Dos and Don'ts for Those Now Working at Home**

### **Telecommuting & Mobile Ergonomics**

### **Microbreaks**





# Living Resources Online

A GuidanceResources® Online Innovation

## Ergonomics in Your Home

Ergonomic principles are a set of injury-prevention tools for use at home. Why? Ergonomics uses posture and biomechanical principles as a way to alleviate stress, injury and fatigue on joints and muscles. Who could not use a few tips on how to avoid the aches and pains that come from improperly completing household chores and tasks? Use the following information to learn more about ergonomics.

- [Ergonomics](#)
- [Risky Activities](#)
- [Using Ergonomics When Doing Household Tasks](#)
- [People at Risk](#)

## Ergonomics

Ergonomics is used to minimize strain to the body, thus improving the performance and results of a task. The way you hold your body when sweeping the floor, sewing a button or unclogging a drain can result in undue stress on joints, muscles and nerves if done improperly. All of this can lead to musculoskeletal disorders.

By implementing ergonomic principles into your household routines, you can improve job performance while preventing injury. Think of it this way: you are shoveling the snow off the driveway. You are doing this by bending at the waist and hoisting up large portions of snow with a standard snow shovel. You repeat this bend, lift and hoist method until you pull a muscle in your lower back; you can no longer shovel. If you had used ergonomic principles (bending at the knees, lifting small amounts of snow, using an ergonomically correct shovel), chances are your back would have been fine, and the driveway would have been cleared.

## Risky Activities

Activities that seem simple, such as gardening or sweeping, actually can cause problems if performed incorrectly or repeatedly over an extended period of time. Cumulative wear and tear on joints, muscles, tendons, nerves and cartilage can lead to carpal tunnel syndrome, tendonitis, lower back pain and muscle spasms. The following activities can increase the risk of musculoskeletal disorders:

- Repetitive-motion hobbies or activities, such as needle point or sewing
- Forceful exertion, including hammering or lifting heavy objects
- Awkward postures, such as bending over the dishwasher or working on the garbage disposal
- Contact pressure, typically from leaning wrists on a sharp desk edge while typing or using one hand to hammer in many nails
- Vibration, including working for prolonged periods with electric tools such as a circular saw
- Harsh environmental conditions, such as sewing in a dimly-lit room or working outdoors in extremely hot or extremely cold temperatures
- Activities of long duration, such as pulling weeds for a continuous amount of time with no breaks

## Using Ergonomics When Doing Household Tasks

By applying ergonomic principles to simple household chores, you can prevent possible musculoskeletal disorders. Follow these seven rules:

1. Break up activities into smaller chunks of time. This will give body parts time to recover, get your circulation and blood flowing, and give you a mental break so your focus will be at 100 percent when you resume.
2. Have the proper equipment for a job. For instance, if you are hammering large nails, use a large hammer; if you are sewing, have adequate lighting; do not cut metal with a wood saw.
3. Purchase ergonomically designed equipment and tools to make completing tasks less stressful on your body. Everything from brooms and shovels to shock-absorbing gloves and computer keyboards are now made with ergonomic principles in mind.
4. Keep equipment well maintained to prevent having to use extra pressure or force to complete a task.
5. Dress and prepare for the weather. In warm weather wear a hat and light, loose clothing; in cold weather dress in layers to keep your muscles warm and limber. Be sure to always have a bottle of water to keep hydrated.
6. Keep yourself in good physical shape. Thirty minutes of exercise a day is a minimal sacrifice compared to the hours spent recovering from injury. Consult your doctor about the type of exercise that is best for you.
7. Always avoid awkward posture. This is very important for all tasks, but especially when lifting objects. Instead of bending at the lower back, bend at the knee so your spine is kept in a neutral, relaxed position. A relaxed spine is how your spine is positioned when you are sitting up straight with your shoulders relaxed. This position reduces the chance of stress-related injury than bending and lifting with your back. It may take a few tries before it becomes a habit, but it is worth the effort.



## People at Risk

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While there are ways to prevent musculoskeletal injuries, some people are more prone to these injuries. Contact your doctor if you have any of the following conditions:

- Family history of osteoporosis
- Systemic disease such as rheumatoid arthritis or diabetes
- Poor physical health, including obesity, smoking and lack of fitness
- Previous injuries, musculoskeletal strains, sprains and tendonitis

Additionally, as we age, we do not heal as quickly and have more years of wear and tear on our bodies. Thus, we may incur injuries with relatively less stress to the body. People who participate in high-risk hobbies, such as skiing or mountain biking, may be more susceptible to musculoskeletal injuries because the high-impact nature of the sport may cause more wear and tear on the body. Anyone who falls into one of the above categories or who participates in activities that are known to cause musculoskeletal stress should take extra precaution and implement ergonomics into their daily lives.

Contributed by Jennifer Rottler.

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## Working Remotely During COVID-19: Your Mental Health & Well-Being

The Coronavirus (COVID-19) is presenting new and unique major challenges. We are navigating uncharted waters with this virus making it important to find new ways to work and interact while also taking care of our mental health and well-being.

Many are teleworking full-time for the first time, isolated from co-workers, friends and family. Our daily living routines are disrupted causing added anxiety, stress and strain physically, mentally, and financially. It is completely natural for this disruption and uncertainty to lead to anxiety and stress. Now more than ever, we all must take care of our mental health and well-being. As we protect ourselves against potential exposure to the Coronavirus, keep in mind that social distancing does not mean social isolation. This resource provides practical tips on taking care of our mental health and well-being.

### How do I maintain my health & wellness?

- **Keep a regular schedule:** Create and maintain a routine and schedule. Set up a designated space for you and each family member to work and learn. Don't forget to include periodic breaks for recharging in your schedule. Although everyone's schedule will be different, here is a sample:

Time	Activity
7:00am	Wake up, stretch (take care of kids/animals)
7:30am	Breakfast and family time (technology free!)
8:30am-12:00pm	Work and check on updates with small breaks every 30 minutes or so
12:00pm – 1:00pm	Lunch break, get fresh air, stretch & exercise
1:00pm – 5:00pm	Work with breaks every 30 minutes, check in with co-workers
5:00pm – 7:00pm	Dinner and screen break! Call a friend, family, or loved one
7:00pm – 9:00pm	Self-care time

- ▶ **Stay connected:** Stay connected with family, friends, and support systems using technology like facetime, skype, google hangout and other video-based options. Talk about your fears and concerns with people you trust. Chances are they are feeling the same way.
- ▶ **Keep your immune system strong:** Make a commitment to staying strong by:
  - » Washing your hands with soap for 20 seconds (or 2 happy birthdays!)
  - » Getting enough sleep
  - » Eating well and staying hydrated
  - » Taking vitamins
- ▶ **Prioritize personal hygiene & limit contact with others:** This is imperative to avoid spreading the virus. Here's what should be done:
  - » Again, worth repeating, wash your hands thoroughly with soap and water for 20 seconds and use hand sanitizer regularly.
  - » Use a tissue to cover your sneeze or cough, or when unavailable, cough or sneeze into your elbow.
  - » Disinfect with anti-bacterial wipes areas and objects that are heavily trafficked or are touched regularly where you live and work.
  - » Avoid contact with those who are sick and avoid touching your face - eyes, nose, and mouth.
  - » Stay home when you are sick.
- ▶ **Exercise & stay active:** This is not only good for your physical health, but your mental health too. Periodically, get up and move around your home. Walking, stretching, planks or jumping jacks, whatever works best for you to reduce or alleviate stress and increase endorphins. While our favorite gyms and fitness centers are closed during this time, many are offering free livestreams or app-based workouts for members and the general public, so check online to see what's available.
- ▶ **Get fresh air:** If circumstances allow, go outside for a brisk walk and fresh air, but avoid crowds and close contact with others.
- ▶ **Stay informed:** Knowledge is power and it's good to stay updated on progress being made in combatting the virus. Stay informed on the latest updates from reliable sources like the Centers for Disease Control (CDC) and the World Health Organization (WHO).
- ▶ **Limit media consumption:** Avoid continuous exposure to news, media, and social media that may trigger or elevate anxiety, stress or panic. Stay informed but limit media consumption.
- ▶ **Set boundaries on work schedule:** When working from home, be sure that you are working reasonable hours. It can be tempting to work more while you have your work at home, however it can also be taxing on your health and well-being, so stick to a schedule with healthy boundaries.
- ▶ **Distract & redirect:** Engage in activities that benefit your well-being, bring you joy and distract you from existing challenges. This might include meditation and yoga, often offered free online. You may also enjoy journaling, reading, art projects, cooking with new recipes, breathing exercises, or listening to a calming podcast or music.
- ▶ **Get creative:** share tips with co-workers and friends on what's working well for you and encourage them to do the same. Come up with new ideas like planning a google hangout at a mutually agreed upon time to exercise together - like 1-minute planks, 10 jumping jacks, whatever you decide, but keep it simple. Share photos of pets on how they are enjoying the new routine. The sky's the limit on creative ways to stay connected.

## How do I manage my mental health condition during this challenging time?

The information included above applies to everyone whether you experience a mental health condition or not. Here are additional tips for those diagnosed with mental health conditions:

- ▶ **Continue treatment & medication:**
  - » Despite changes in routine, it is extremely important to follow your treatment plan.
  - » If your symptoms change or you need reassurance during this difficult time, call your treating provider's office to see if they are offering virtual visits. Tele-mental health visits are growing and an important way to connect with care.



- » Be sure that medication refills are up to date. If you are concerned about running low, request that your treating health care provider approves a 60-or -90-day supply of medication.
- » Cold and flu medications may interact with antidepressants and/or antipsychotics so consult with your health care provider or pharmacist if you are using over the counter medications.
- **Responding to symptoms of COVID-19:** If you are feeling symptoms that may be associated with the COVID-19 virus, call your primary care provider first to talk about next steps in care. This virus continues to strain hospital resources so it's best to get directions from your primary care provider on what to do rather than going to an emergency room.
- **Recognize warning signs & triggers:** Continue to monitor new or worsening symptoms you may be experiencing with either your mental health or overall health and well-being. Do your best to keep your stress level low and engage in activities, like those listed above, that help you manage your stress levels during this disruptive time.
- **Engage your support network:** Just as you would during other major life changes, stay connected with family and trusted friends and let them know if you need extra support during this challenging time. That might include regular phone calls, check-ins, and related support. Be clear about what you need during this time.
- **Stay connected with communication & meeting tools:** Use virtual meeting options with video, like Zoom and JoinMe, for regular check-ins and to allow teams to connect with one another "face-to-face."
- **Recognize the impact of isolation & loneliness:** Working remotely can cause people to feel isolated, making it more important to routinely check in with your team, not only about their work product, but also to see how they are doing. Loneliness can lead to depression and other mental health issues. Be aware of significant changes you may see in your team member's personality or work product, because it may be a sign that a person is struggling.
- **Encourage online training:** This is a great time to encourage employees to sharpen their skills with online training. It is also a good distraction to focus on learning rather than worrying about other issues. Find online trainings and new learning opportunities to recommend to employees.
- **Check in with your EAP & Health Plan:** Check in with your Employee Assistance Program (EAP) to confirm their availability and to coordinate support for employees. Remind the staff that the EAP is there if they need support and can connect employees with behavioral health support if it's needed. Also, connect with the organization's health plan(s) to learn what they are offering to support plan members and pass that information onto employees. Be sure to include all relevant weblinks and phone numbers for both the EAP and health plan in communicating with employees.

## What can managers and HR professionals do to support employees?

With many organizations requiring employees to stay out of the office, it's more important than ever to encourage and facilitate regular communication with employees. Here are tips for managers and human resource professionals in supporting employees in staying connected to the workplace and each other:

- **Show empathy & be available:** Understand that employees are likely feeling overwhelmed and anxious about circumstances related to the virus. Make yourself available to your staff to talk about fears, to answer questions and to reassure them about work and other issues that might come up.



## Links to Additional Helpful and Reliable Resources

### CDC:

[cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html](https://cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html)

### APA:

- [psychiatry.org/news-room/apa-blogs/apa-blog/2020/02/coronavirus-and-mental-health-taking-care-of-ourselves-during-infectious-disease-outbreaks](https://psychiatry.org/news-room/apa-blogs/apa-blog/2020/02/coronavirus-and-mental-health-taking-care-of-ourselves-during-infectious-disease-outbreaks)
- [psychiatry.org/psychiatrists/covid-19-coronavirus](https://psychiatry.org/psychiatrists/covid-19-coronavirus)

### WHO:

[who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf?sfvrsn=6d3578af\\_8](https://who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf?sfvrsn=6d3578af_8)

### SAMHSA:

[samhsa.gov/sites/default/files/tips-social-distancing-quarantine-isolation-031620.pdf](https://samhsa.gov/sites/default/files/tips-social-distancing-quarantine-isolation-031620.pdf)

### NAMI:

[nami.org/getattachment/Press-Media/Press-Releases/2020/COVID-19-and-Mental-Illness-NA-MI-Releases-Importan/COVID-19-Updated-Guide-1.pdf?lang=en-US](https://nami.org/getattachment/Press-Media/Press-Releases/2020/COVID-19-and-Mental-Illness-NA-MI-Releases-Importan/COVID-19-Updated-Guide-1.pdf?lang=en-US)

### SUPPORT & LIFELINES:

If you are experiencing high levels of stress, anxiety or depression, reach out for support.

- » Crisis Text Line: **Text 741741**
- » National Suicide Prevention Lifeline: **1-800-273-8255**

For more resources on workplace mental health, visit the Center's website: [workplacementalhealth.org](https://workplacementalhealth.org).





**wellstar@mcd.org**  
**(207) 620-9202**

- **Having trouble logging in?**
- **Can't remember your login or the email address you used?**
- **Need help updating your password?** Contact WellStarME at 207-620-9202.

WellStarME staff **cannot** provide spouse or domestic partners passwords.  
The registered owner of the WellStarME account **must** contact  
WellStarME personally.

- **Don't have an email to register in WellStarME?**

You can use GMAIL. Go to [www.gmail.com](http://www.gmail.com) or you can contact  
WellStarME at 207-620-9202

- **If WellStarME will not load on your computer, try using Google Chrome or Firefox.**
- **Completed your Wellness Questionnaire but your scorecard states it is not complete?**
  - Are you sure you were in your own **personal** WellStarME account?
  - Did you complete the Wellness Questionnaire by clicking on the "submit your answers" button at the end?
- **Does my spouse or domestic partner have to do everything as well for me to qualify for the credit?** If they are on your health plan, the answer is **YES!!**
- **Both employee and spouse/domestic partner must watch the video and answer the quiz questions following the video. Each of you must be logged into your own personal WellStarME account.**
- **Can employee and spouse/domestic partner use the same email address? NO!!!!**

Need help getting a separate email to use? Contact WellStarME at 207-620-9202





## Taking Charge of Your Health

### Resources & Support



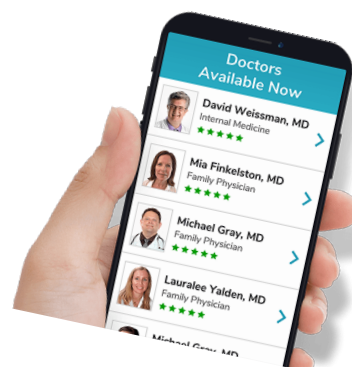
There are many benefits available to you to help with prediabetes, diabetes, high blood pressure, and many other health topics. This handout identifies the great health and wellness benefits available for overall health, and disease management. We hope you find these resources beneficial as you navigate on your wellness journey.

### LiveHealth Online

The [LiveHealth Online](#) program is still available for doctor's visits using your smartphone, tablet, or computer. Simply sign up to receive expert medical advice, treatment plans, and prescriptions if needed.

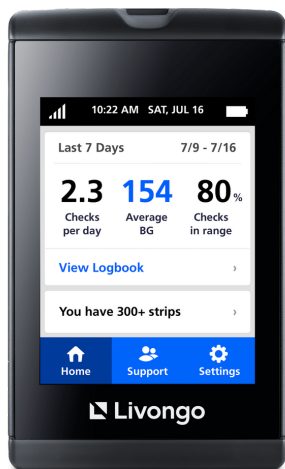
Remember, there is a **ZERO** copay for this service!

Visit [www.livehealthonline.com](http://www.livehealthonline.com) to sign up.



### Prediabetes & Diabetes Support

Did you know that you have diabetes resources available to you through your State of Maine benefits?



- [Livongo](#) is a diabetes support program that provides diabetes supplies and coaching at no cost to you! Participants who sign up will receive:
  - An advanced glucose meter
  - Unlimited test stripes and supplies
  - Expert advice from Certified Diabetes Educators

Visit <https://welcome.livongo.com/STATEOFME> to register.

**Be sure to use the code STATEOFME when registering for Livongo!**

- The Office of Employee Health & Benefits also supports employees in participating in the **National Diabetes Prevention Program** and engaging in lifestyle change programs that support improved health and prevention of type 2 diabetes. This program is for those who are **at risk** for developing diabetes and is not for those who already have a diabetes diagnosis.



For more information, contact WellStarME at (207) 620-9202.



## Blood Pressure Resources

Effective July 1, 2018 members of the State of Maine Health Plan may receive home blood pressure monitoring equipment **at no cost!**

To access this benefit, **your doctor must provide a prescription** for the blood pressure cuff outlined below:

**Medical Billing Code {"HCPCD"} A4670  
Automatic Blood Pressure Monitor with Cuff**

Blood pressure equipment is considered durable medical equipment (DME). Therefore, your prescription must be filled with an in-network DME provider that participates with Anthem.



WellStarME can also provide you with a home blood pressure monitoring device. However, **WellStarME only provides loaner equipment.**

If you are interested in a loaner blood pressure monitoring device, please contact:

WellStarME  
(207) 620-9202  
[wellstar@mcd.org](mailto:wellstar@mcd.org)



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For questions, please contact your Health & Wellness Navigation Team:

[wellnessnavigator@mcd.org](mailto:wellnessnavigator@mcd.org)

(207) 620-9209

## Health and Safety Resources

### World Health Organization

#### Coronavirus Information

<https://www.who.int/health-topics/coronavirus>

#### Latest Info

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

#### FAQs

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

#### Travel Advice

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice>

#### Infographics and Resources

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

### U.S. Centers for Disease Control and Prevention

#### Coronavirus Information

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

#### Coronavirus Fact Sheet (PDF)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

#### What to Do If You Are Sick With the Coronavirus (PDF)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

#### Transmission of Virus

<https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

#### Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

#### Prevention and Treatment

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

#### What to Do If You Are Sick

<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

#### Coronavirus FAQs

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

#### Information for Travelers

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

## Government of Canada

### Coronavirus Information

**English:** <https://travel.gc.ca/travelling/health-safety/travel-health-notice/210>

**French:** [https://voyage.gc.ca/voyager/sante-securite/conseils-sante-voyageurs/210?\\_ga=2.65090217.625803010.1580316982-2059711365.1580316981](https://voyage.gc.ca/voyager/sante-securite/conseils-sante-voyageurs/210?_ga=2.65090217.625803010.1580316982-2059711365.1580316981)

### Symptoms and Treatment

**English:** <https://www.canada.ca/en/public-health/services/diseases/coronavirus.html>

**French:** <https://www.canada.ca/fr/sante-publique/services/maladies/coronavirus.html>

### Travel Advice and Advisories

**English:** <https://travel.gc.ca/travelling/advisories>

**French:** [https://voyage.gc.ca/voyager/avertissements?\\_ga=2.130928648.625803010.1580316982-2059711365.1580316981](https://voyage.gc.ca/voyager/avertissements?_ga=2.130928648.625803010.1580316982-2059711365.1580316981)

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