

# COVID-19 TOOLKIT

We're in the midst of challenging and uncertain times. Your health and safety, and that of your family, are our top priority. We hope this toolkit helps you navigate the changing dynamics of COVID-19. Below are helpful resources on what to do if you are feeling sick, where to go for the latest news, and how your benefits come into play. Please carefully review the following information and resources. If there are any additional questions, **please call the free COVID-19 Hotline at (855) 978-6677.**



## Be educated!

To learn more about the COVID-19, symptoms, and general guidance from the CDC, please visit their website at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.



## Telemedicine

One way to prevent the spread or avoid further exposure to germs is to consult with a doctor online – also known as telemedicine. Through your employer's medical plan, you have access to this resource, 24/7. If you are experiencing any symptoms, use telemedicine for guidance before going into a doctor's office.



## Your benefits

The Department of Labor passed expanded family and medical leave for reasons related to COVID-19. For more information on how this may impact you, visit <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

If you are enrolled in your employer's medical plan, you have access to free testing if you are experiencing COVID-19 symptoms. Tests are only available in an ER or a hospital, which require a call before showing up. Engage with telemedicine or call your personal doctor to ask questions that will help determine next steps.

If you test positive or suspect that you are sick with COVID-19, your employer may have additional benefits through the medical plan, short-term and long-term disability, employee assistance programs, or other wellness resources.



## Prevent the spread!

Thoroughly wash your hands often. Cough or sneeze into the crook of your elbow. Disinfect frequently touched items like phones, keyboards, and doorknobs to help remove germs. Social distance yourself when possible. And if you're feeling sick, stay home.



## Be prepared!

If your job allows you to work remotely, please remember to take home everything you need to do your job. If you need assistance with remote access, please contact your company's IT resource or your manager.



## Keep your Manager/Team in the Loop!

Throughout this time, it's important that everyone stays in close communication with their managers and team. Work together to make the best decision for you, your health, and your team.



## Still have questions?

Call the free COVID-19 Hotline to speak to dedicated professionals who can answer questions related to community resources, benefits, and navigating general healthcare needs or questions.

**Call (855) 978-6677 Monday – Friday from 8am – 5pm EDT  
or email [COVID19@firstpersonadvisors.com](mailto:COVID19@firstpersonadvisors.com).**



## More information

For more information regarding COVID-19 and other helpful tips and links, please see below:

### **LinkedIn Learning:**

- [Working Remotely](#) – 1hr
- [Time Management: Working from Home](#) – 1hr, 25min
- [Being an effective Team Member](#) – 31min
- [Productivity Tips: Finding your Productive Mindset](#) – 59min
- [Leading at a Distance](#) – 36min
- [Balancing Work and Life](#) – 28min
- [Thriving @ Work: Leveraging the Connection Between Well-being and Productivity](#) – 41min
- [Managing Stress for Positive Change](#) – 57min

### **Time.com**

- Includes COVID-19 Brief, What to know, Staying Healthy, Maps, and up-to-date articles.

### **Medium.com**

- [Best Remote Work Resources](#)

### **Apps:**

- [Headspace](#) – Meditation/Sleep app
- [Calm](#) – Meditation/Sleep App
- [Moodfit](#) – Tools and insight to shape up your mood
- [Talkspace](#) – Counseling and Therapy app
- [Happify](#) – An app with science-based activities and games to help overcome negative thoughts and stress.
- [MyFitnessPal](#) – Fitness app that tracks diet and exercise.

### **Employee Assistance Program (EAP):**

If your employer offers an EAP, it can offer support to find the right solutions for your needs.