

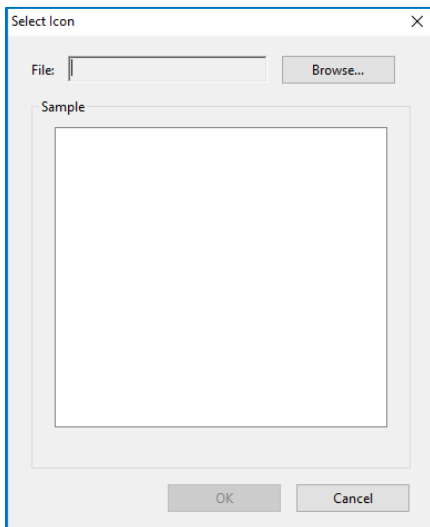
## COVID-19 Employee Communications Instructions for Fillable Forms

All the employee communications related to COVID-19 have a fillable field where you can input the client's logo. Please see quick instructions below.

1. Locate the fillable field in the lower right corner of the document next to the TN logo.



2. Click on the box and you will see a pop-up field labeled "Select Icon."



3. Click on "Browse" and search for an **image file** (png or jpeg).
4. Once you have selected the image, click "**Ok.**"

# FEELING ANXIOUS? YOU'RE NOT ALONE.

We are living in unprecedented times due to the Coronavirus (COVID-19). Questions may be on your mind: When will this social isolation end? Am I modeling appropriate behavior for my kids? Is my job at risk? **Your questions and anxious feelings are normal. We're here to help.**

## REDUCE ANXIETY



### Take a Media Break

While it's important to stay informed, information overload can make you more anxious.



### Get the Facts

Adopt a clinical and curious approach to things that are causing you stress. This way you can better understand what is happening and feel in control of your situation.



### Think in 5-Minute Increments

Thinking too far ahead can increase your anxiety. Instead:

- Set a timer for 5 minutes and do something you enjoy.
- When the timer goes off, move on to another activity.

## WHERE TO START



### Focus on Self-Care

Do stretches or meditate. Invite your whole family to participate!



### Try a New Recipe

Make a dish that you've never had time to cook!



### Enjoy Virtual Museums

Google Arts & Culture has partnered with museums and galleries to offer virtual tours.



### Maintain Connections

Even if you can't connect in person, you can still connect virtually. Use apps such as FaceTime or Zoom to stay in touch!

## QUESTIONS?

Check out the CDC's website:

[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

*Benefit options provided by:*

