



*Information and services provided by  
Cornell Work/Life, Cornell Wellness, and the Faculty and Staff Assistance Program  
Visit the [HR website](#) to find more resources, videos, tips, and upcoming trainings  
Questions or suggestions? Email [wellbeing@cornell.edu](mailto:wellbeing@cornell.edu)*

## We're in this together.

Over the past few weeks, the indomitable Cornell spirit has been ever present. Despite our strength, it is ok to wonder when things will return to “normal.” It can also be hard to know how to behave and interact when we, and those we work with and care about, are facing a wide spectrum of concerns.

Fortunately, there is no “right way” to cope with a pandemic. Kindness and patience are always good rules of thumb. Now is also a time for us to calibrate our expectations to the situation we find ourselves in. The more pressure we feel to be perfect, the harder it is to remain present, care for our mental and physical health, work, and be patient and supportive of others.

Please invest in your self-care this week and in the coming weeks. Use the resources that are available to support you. And, if you get stuck, [write us](#) – we are here to help.

## Connected Cornell

**New Campus Group: Cornell Employees Working Remotely** - You are invited to join this new virtual forum to connect, ask questions, offer tips, and share best practices – all related to remote work. And perhaps even have a bit of fun! Join today!

**Community Chat: Focus on Ergonomics** – 4/8/20, 9-10am  
Todd Baker, registered occupational therapist and coordinator of the Cornell Musculoskeletal Injury Prevention Program (MIPP), will join us for an open discussion about home work environments and adjustments you can make to support your wellbeing and productivity.

### *Future Community Chats:*

4/14/20, 1-2pm – focus on health and wellbeing

4/15/20, 9-10am – focus on health and wellbeing



4/7/20

[Disability Colleague Network Group](#) - 4/9/20, 3-3:30 p.m.

Join us for a weekly informal check-in via Zoom starting 4/9/20 and continuing each 5/21/20.

### Thank a colleague

Use the [Cornell Appreciation Portal](#) to highlight the efforts of others.

## Remote Employees: Tips for Daily Routines & Focus

### Starting Your Day

1. Eat breakfast (away from the computer) and simplify dinner by defrosting something or starting a crockpot.
2. Wear clothes and footwear appropriate for breaktime or lunchtime movement (stretching, a walk outdoors).
3. Prioritize your wellbeing by revisiting these questions daily:
  - a. How will I fuel myself?
  - b. How will I get outside?
  - c. How will I move my body?
  - d. What am I grateful for?



### Focus & Productivity

1. Use apps/windows in full-screen mode to limit distractions.
2. To reduce email distraction, schedule email hours.
3. Accept meeting proposals carefully and aim for meetings that are 15-45 minutes. Schedule buffers between longer meetings.
4. Take regular breaks ([see ideas from Cornell Wellness #TakeABreakTuesday](#))

### Ending Your Day

1. Schedule project, email, and break times for the next day.
2. Send a goodnight text/chat to your team.
3. Log off the same time you would typically leave the office.
4. Shut down and put away your laptop.
5. Throw a bed sheet over your “desk” if your current workstation is in the living room, kitchen, or other distracting location.

### Additional Resources

[Cornell Workshops on Resiliency, Working Mindfully, and more!](#)

## Financial Help and Information

**Cornell Food Pantry** | 109 McGraw Place, across Alice Cook House

Free, confidential access to food and personal care items is available to Cornell employees. Open Tues. and Thurs. 4-7pm, Wed. and Fri. 10am-1pm, and Sun. 12-3pm. [Enroll to participate.](#)

[Emergency Food Delivery Request](#) (Tompkins County)

[Food Assistance Programs](#) (Cornell Cooperative Extension)

### Infant Formula, Diapers, and Child Care Help

[Child Development Council offers free supplies and childcare scholarships](#)

### Additional Information & Resources

- [IRS Filing Deadline](#) – Federal and NYS tax deadlines have been extended to July 15.
- [Economic Impact Payments](#) – Eligible taxpayers who filed tax returns for either 2019 or 2018 will automatically receive an economic impact payment of up to \$1,200 for individuals or \$2,400 for married couples and up to \$500 for each qualifying child. Income eligibility caps apply, see website for details.
- [Smartpath](#) – a financial wellness company offering COVID-19 financial wellbeing classes, webinars, and other tips.
- [Budget Worksheet and Financial Education Resources](#) and [one-to-one financial education support](#) from Cornell Cooperative Extension



## Physical Wellbeing

### Try a virtual exercise class!

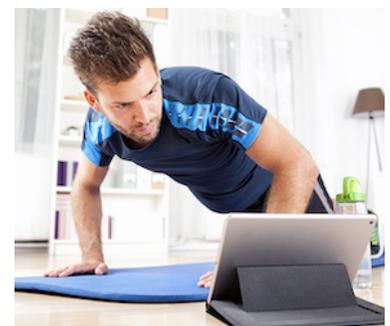
[Cornell Wellness](#) offers free live virtual group exercise classes - no membership or pre-registration required.

### Eyes fatigued? Try 20/20/20

The American Optometric Association recommends a 20-second break to view something 20 feet away every 20 minutes.

### Videos

- [Contact Investigations](#) (Tompkins County Health Department)
- [Dr. David Price, Weill Cornell Medical physician, shares information about Coronavirus](#)
- [Meal Planning Essentials](#) (Video with Cornell Registered Dietician, Erin Harner)



### Additional Resources

- [Make Your Vegetable Garden Beautiful](#) – 4/8/20, 6-8pm
- ["Where it Hurts" Ergonomics Guide](#)
- [Ithaca City Parks Tour & Map](#)

## Family Life

### Cornell Kids@Home

'Bring a Child to Work Day' festivities are being spread out virtually instead of being held on one day. Check out [the list of classes, workshops, and videos](#) and [sign-up](#) for the [weekly Cornell Parenting newsletter](#) to get weekly features.



### Find the Upside

Even in the stressful situation of working remotely while parenting, older children are likely learning just by observing you. They may be learning how to conduct themselves in a business setting, how to collaborate, and possibly how to influence others. When appropriate, let them listen and learn.

### Additional Resources

- [Cornell Big Red Activity Book](#) (Cornell Athletics)
- [Bee Exhibit: Explore Virtually](#) (Museum of the Earth)
- [Supporting Children's Mental Health During COVID](#) (Article by WCMC)
- [Bright Horizons at Home Curriculum](#)

## Emotional & Mental Wellbeing

### Everyone reacts differently to stressful situations.

How you respond to COVID-19 can depend on your background, the things that make you different from other people, and the community you live in.

- Manage information flow by choosing reliable sources.
- Reach out to different types of support networks.
- Find meaningful tasks and roles within your support network.
- Find or create spaces that are not focused on COVID-19.
- Savor positive moments, amplify positive stories, and stay optimistic.
- Take an opportunity to practice mindfulness when managing anxiety.



**Guided Progressive Relaxation** - 30 minute weekly progressive relaxation sessions live through Zoom on Tuesdays. Allow yourself to be guided through this relaxation technique that will bring stress relief to your muscles from your head down to your toes. [Tuesdays, 11-11:30am](#)

4/7/20

**Let's Meditate** - 30 minute weekly mindfulness meditations live through Zoom on Tuesdays and Thursdays. Sit with your eyes closed in a comfortable space while you are led through meditation exercises designed to focus on the breath and quiet the mind. [Tuesdays](#), 9-9:30am & [Thursdays](#), 11-11:30am

**ENI Confidential Counseling Services** | 1-800-327-2255  
Provides up to three visits at no cost to Cornell benefits-eligible employees and family members. Available 24/7

**Faculty and Staff Assistance Program**  
[fsap.cornell.edu](https://fsap.cornell.edu) [fsap@cornell.edu](mailto:fsap@cornell.edu) 607-255-2673  
Provides confidential and free virtual consultations to benefits-eligible employees and their partners, and those concerned about a colleague.

**Teletherapy** | [hr.cornell.edu/resources](https://hr.cornell.edu/resources)  
Cornell Aetna and Empire health insurance plans now cover telemedicine, including teletherapy. Visit the webpage for details about coverage options and information on how to locate a provider.

**Advocacy Center of Tompkins County** | [actompkins.org](https://actompkins.org) | 607-277-5000  
Provides support for victims of domestic and/or sexual violence.

**NYS Mental Health Hotline** | 1-844-863-9314

**NYS Domestic Violence Hotline** | 1-800-942-6906

#### **Additional Resources**

- [Ithaca Coach Collective](#) – free and reduced price personal coaching services by area professionals
- [10% Happier – Free Guided Meditations](#)
- [That Discomfort You're Feeling is Grief](#) (HBR Article)

## **Helping Others**

### **Give Financially**

[Cornell Emergency CARE Fund](#) – provides financial support to employees in crisis

### **Give Time & Other Resources**

- [United Way of Tompkins County Volunteer Sign-up](#)
- [Mutual Aid Tompkins – Community Form](#) (Sign-up to Give Help or Request Help)



4/7/20

- [Volunteer Opportunities & Gigs](#) posted by Cornell Human Resources
- [Make Masks at Bartels Hall](#)
- [Donate Blood](#)
- [Donate iPads/Tablets](#) – to be used by those admitted to the hospital and unable to be visited by family/friends

#### **Other ideas**

- Virtually babysit children, grandchildren, neighbors, etc.
- Organize a drive-by party for someone in need of a boost
- Purchase gift cards from a favorite store or restaurant
- Leave a positive review for a local company/business
- Surprise someone with a handwritten letter

## **Personal Preparedness**

[How to Protect Yourself from COVID-19](#) (CDC)

[How to make a cloth face covering and when/how to wear it correctly](#) (CDC)

[Pet preparedness](#) (NYC Emergency Management)

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