

How Are You?

#HAY guide

A guide to looking out for one another for NHS leaders, managers and staff in the South East

Take time off

Make sure you and your staff take at least 10 days off in six months.



Focus on morale and leadership

Making positive impacts for **all** staff, supports operational effectiveness.

Managing fear

Fear is understandable. How are you managing it?

Ground yourself

Suggested coping strategies include focusing on the five senses:

- Touch five things
- See four things
- Hear three things
- Smell two things
- Taste one thing

5 step wellbeing conversation

1. #HAY wellbeing toolkit
2. Drains and triggers
3. Early warning signals
4. Support available
5. Make a plan / next steps



Decompression

Provide space for staff to take time out and decompress.

#HAY check in and check out conversations help identify how staff are coping.



#HAY conversations

HARDFACTS can guide conversations with absent staff due to COVID-19:

- Health
- Accommodation
- Relationships
- Drugs and alcohol
- Finance
- Attitude
- Child / dependents
- Training
- Support

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Guide

To do Done

Notes

Ensure you and your staff take at least 10 days leave in a six month period



Where to find it: see page 5 in the #HAY guide

Provide a decompression / wellbeing space for staff



Where to find it: see **Annex A** for ideas on what to include

Conduct wellbeing meetings



Where to find it: see **Annex B** for details on how to conduct these

Provide trauma risk injury management support to staff



Where to find it: **Annex C** has lots of useful templates and information

Contact absent staff due to COVID-19



Where to find it: use the HARDFACTS template in **Annex D** when contacting staff

Support our most vulnerable at work



Where to find it: see **Annex E** for guides on supporting those we are worried about

Manage and support high risk staff



Where to find it: see **Annex E** for useful information on providing support

Conduct check in / check out in all departments



Where to find it: see the traffic light aide memoire in **Annex F**

Provide hard-copy aide memoires for all staff to access



Where to find it: see aide memoires in **Annexes F - I**

Promote a #HAY culture



Where to find it: in you!