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?

Suggested coping strategies include focusing on the five senses:

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

Ground yourself

5 step wellbeing conversation

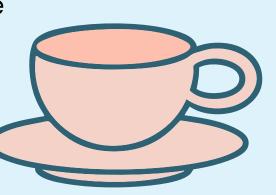
- 1.#HAY wellbeing toolkit
- 2. Drains and triggers
- 3. Early warning signals
- 4. Support available
- 5. Make a plan / next steps



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

Accomodation

Relationships

Drugs and alcohol

Finance

Attitude

Child / dependents

Training

Support

How Are You? #HAY guide



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!			