

Our vision at City Mental Health Alliance Hong Kong is to support the creation of mentally healthy workplaces. Since creating our first factsheet in regards to COVID-19, the situation has evolved at great speed. Therefore the CMHA HK team have updated the resources, drawn on lessons learnt from our members and others, and narrowed our focus to the HK community to provide support to companies and the mental health of their employees.

LOOKING AFTER EMPLOYEES' MENTAL HEALTH



Communication

Communicate information from reputable resources in a timely manner. Update regularly on steps taken by the company and how this impacts employees

Individualisation

Certain groups or individuals may be more affected by ongoing events and require extra support, information or adaptations



Support

Ensure that employees are aware of how to reach out for support or information (e.g. **EAP program**). Also see [here](#) for a list of community resources

BUSINESS UNUSUAL: TIPS TO STAY MENTALLY HEALTHY DURING THIS TIME

Support Employee Choice

Individual circumstances vary and remote working may not be appropriate for some. Consider options to support their choice

Understand the Disruption

Understanding the disruption and impact that school/office closures have caused to families and home working

Set Clear Expectations

Set clear expectations of working hours and communicate that employees are not expected to stay online after working hours

Provide IT Support

Provide IT support to employees in setting up remote working spaces to ensure that they can fulfil their role to the best of their abilities

Seek Feedback from Employees

Employees experience different challenges so actively seeking and responding to feedback is recommended

Stay Connected

Encourage employees to stay connected and have regular check-ins (either formal or informal) with their teams via digital platforms

A Work Environment

Help employees to create the right work setting with a routine, dedicated workstation and coordinating schedules with household members

Stay Active

Communicate the importance of looking after individual physical health and create tips or company challenges to stay active and healthy

Regular Breaks

Urge employees to break up their day with activities to take care of themselves e.g. healthy snacks or screen time breaks

Source of Truth

Encourage employees to choose a source of truth (e.g. official source) and use this for updates

This document is not and should not be considered as clinical advice or support. Anyone who may have a need for such support should seek professional advice.



USEFUL RESOURCES



Important Information on COVID-19

[Global Resources]

World Health Organization
[COVID-19 advice for public](#)

CDC
[2019 Novel Coronavirus Situation Summary](#)

United Nations
[FAQ COVID-19](#)

Google
[COVID-19 Information & Resources](#)

[Hong Kong Specific]

Hong Kong Government
[Coronavirus Dashboard](#)
[Department of Health](#)



Legal Obligations

Mayer Brown
[COVID-19 and Employer Obligations Q&A](#)

[Managing HR Through COVID-19: A Practical Guide for Multinational Employers](#)



Looking After Employees' Mental Health

World Economic Forum
[Managing mental health during coronavirus - experts around the world share insights](#)

CDC
[Mental Health and Coping During COVID-19](#)

WHO
[Mental Health during COVID-19](#)

Mind Hong Kong
[Managing our Mental Health & Staying Well during a Virus Outbreak](#)



Family Support

Central Health Partners
[Supporting Children Through the Health Crisis](#)

HK Government
[Stress management for caregivers](#)

HKU
[Fight COVID-19 Community Page](#)

KELY Support Group
[Youth Mental Health](#)

Other Resources
[Mitigate the effects of home confinement on children during the COVID-19 outbreak](#)



We would like to hear your thoughts!

If you need further information, or have feedback, please don't hesitate to contact us on:

info@cmhahk.org

This document is not and should not be considered as clinical advice or support. Anyone who may have a need for such support should seek professional advice.