



# MY wellness

## Employee Wellness Newsletter

### MSJC Wellness Resources

by Human Resources

The employees of the Mt. San Jacinto Community College District are none other than spectacular. You have risen to the challenge of the changing times. Your exemplary perseverance and dedication is admirable. Due to these changing times, you may discover that there are some changes you need to address. We would like to provide you with a few resources that may assist, but also to offer all MSJC employees with support while we surf this wave together.

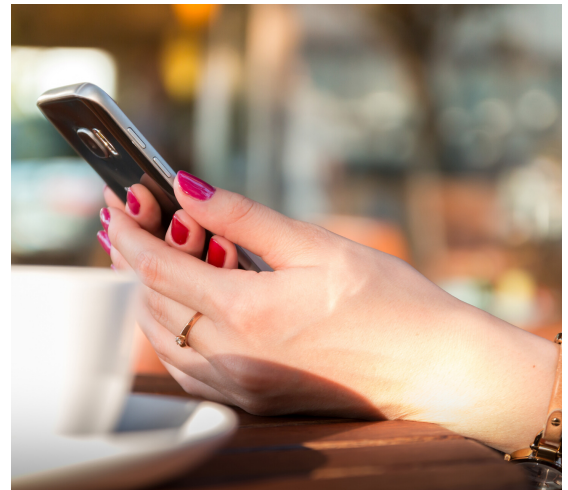
If you need to make changes to your health benefits, perhaps due to your spouse or dependent's job loss or loss of coverage, you may add your spouse or dependent to your health benefits within 30 days of life event (i.e. spouse laid off on March 30 - notify HR by April 30). Information regarding health insurance coverage and rate sheets can be found on the MSJC webpage - [Employee Benefits](#). If you contributed to the Dependent Care reimbursement through American Fidelity and are not utilizing childcare due to closures, you may be able to stop your payroll deduction. Send an email with your benefit questions to Lanell Covington-James at [ljames@msjc.edu](mailto:ljames@msjc.edu).

If you are having marriage or family problems, depression, stress or anxiety, or are struggling with drug and alcohol dependency, please reach out to our [Employee Assistance Program \(EAP\)](#) for added support in these changing times. EAP can also assist with financial and legal services and childcare or eldercare assistance.

The Department of Labor issued information on the Families First Coronavirus Response Act (FFCRA) for leaves of absence. Documents explaining employee rights will be posted at work sites and are provided here:

- [Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave under The Families First Coronavirus Response Act \(FFCRA\)](#)

Contact Nicole Piña via email at [npina@msjc.edu](mailto:npina@msjc.edu) for FFCRA questions.



### Check - In

Check in with one another. Make that phone call to your friend instead of texting. Send grandma a handwritten note in the mail, with a stamp! Call your boss, text your coworkers, send a message of gratitude to the IT department or Business Services. Keep those lines of communication open to reduce the feeling of being in the dark and decrease loneliness for those that may be alone or far away.

### Healthy Tip!

[Stay productive and mentally healthy while working from home with this link.](#)

### April Events

**6 MSJC Online Instruction Begins**

**15 Wellness Wednesday Walk**

**MSJC Online Instruction Begins**  
April 6, 2020

**Wellness Wednesday Walk**  
April 15, 2020 / 10:30 am / Work From Home locations



## Inspiration - Flexibility

by Nicole Piña

The past two weeks have provided us with quite the lesson in flexibility, both literally and figuratively. I have witnessed our leaders work tirelessly to turn the physical campus into an entirely new environment. I've been part of the classified professionals that have dutifully stretched out of routine and into uncharted zones. Our faculty have created a swift presto-change-o to student instruction and support with dedication and unwavering determination. Employees at MSJC can confirm - we are flexible.

The flexibility may have been easy for you. For some, it may have been downright difficult. At times, you may have been quite comfortable being flexible, when at other times, you were stretched thin. I can tell you that I have had my "moments". With all this imposed flexibility, it may be challenging keep your balance both in your work life and your personal life, which coincidentally, may have collided for you in the past few weeks.

We can use this innate ability to be flexible to work for our advantage. As adaptable as we are, we still need to take a moment for our health. Taking regular stretch breaks from your WFH (work from home) computer screen is a healthy practice. In addition to taking regular stretch breaks, why not include a stretching routine to your day after your work shift? When you include stretching into your daily routine, you gain health benefits such as stress relief, a calm mind, and stretching promotes circulation.

[Work From Home \(WFH\) Stretches](#)

## Healthy Work-From-Home

by Veronica Jones

Amidst the stressors in our lives, resilience and determination are elements that are keeping us grounded. We signed the MSJC Employee Telework Agreement and set up dedicated workspaces at home. We have come to realize and accept that our workday commute has changed from miles in a vehicle to steps in our home.

If you have not worked from home (WFH) previously, you may be presented with a unique set of challenges. The following strategies will help you maintain healthy habits to stay focused and productive while learning to adapt to your new set up. But first, this is my personal shout out to all of the Information Technology professionals that have helped us to get set up remotely...thank you!

- Have a **dedicated workspace**; set boundaries to minimize distractions (family members, pets, television, etc.).
- **Stick with a routine** and a regular work schedule. Factor in a proper lunch time and take eye breaks. It is important to be mindful while in a different work environment.
- Just as you would in the office, **set goals** and document your daily and weekly to-do list. You will feel better being prepared for what's ahead and completing your goals.
- Remember to **get up** and move. Working from home might make you too comfortable that you forget to take regular breaks throughout the day.
- To avoid feeling isolated, **check-in regularly** with your team and other colleagues for business and wellness.
- Since your work is now home with you all day, maintain a good work-life balance and **know when to log off** when your regular work day is over.

“The pessimist complains about the wind; the optimist expects it to change; the realist adjusts the sails.”  
- William Arthur Ward



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