FIVE VINE
CONSULTING

Risk Log

- Business and Personal
- Risks are scored on two axes: likelihood and consequence
- Write a line or a paragraph summarizing, then score

Consequence		
MEDIUM	HIGH	HIGH
LOW	MEDIUM	HIGH
LOW	LOW	MEDIUM
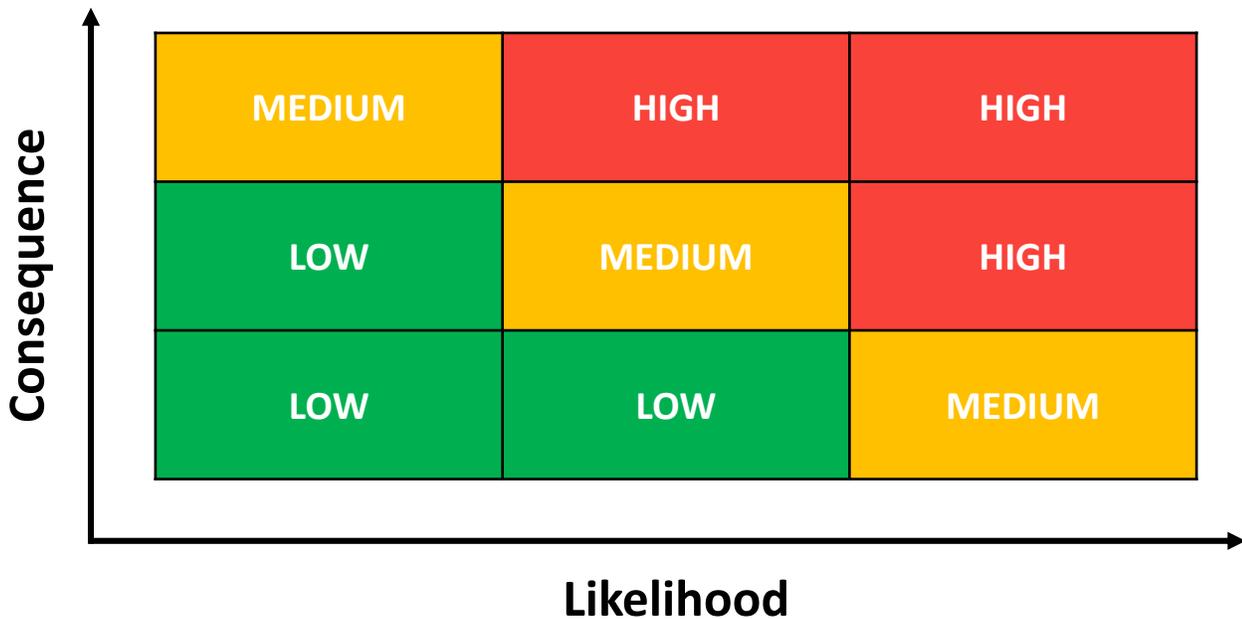
Likelihood

Opportunity Log

- Opportunities are external, but things you can influence
- Risks are scored on two axes: likelihood and consequence
- Write a line or a paragraph summarizing, then score

Benefit		
MEDIUM	HIGH	HIGH
LOW	MEDIUM	HIGH
LOW	LOW	MEDIUM

Likelihood
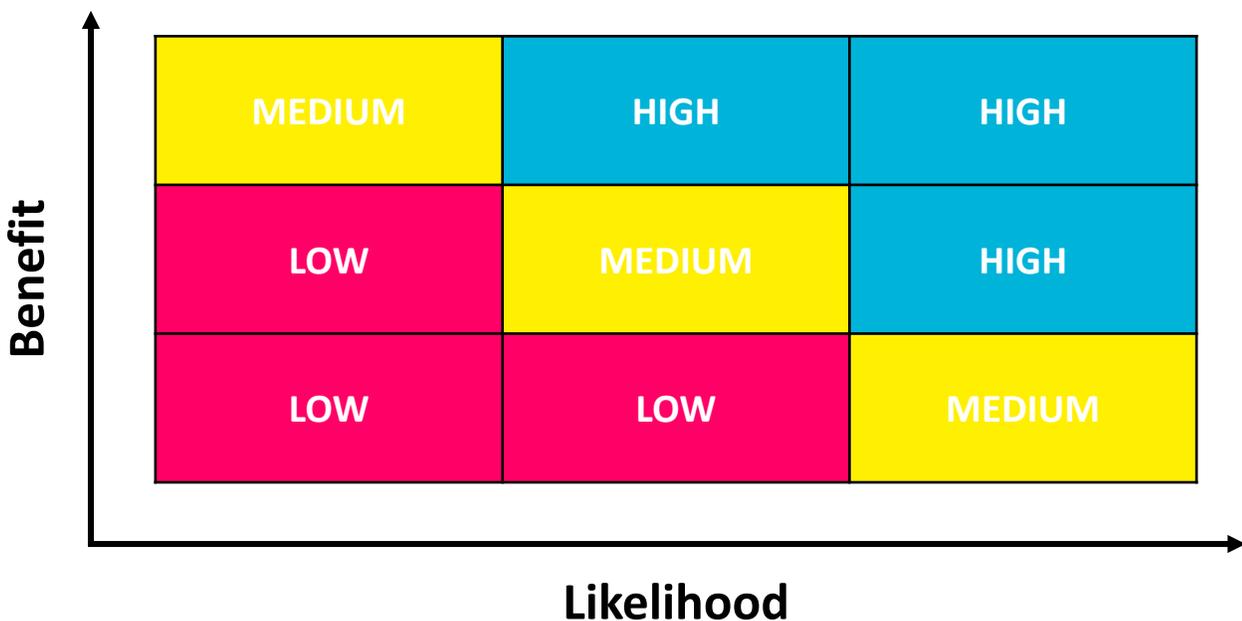
INFECTIOUS DISEASE POLICY

(TO BE CUSTOMIZED FOR YOUR EMPLOYEE HANDBOOK)

[Company name] will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of [company name] during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

[Company name] is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace
[Company name] will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

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Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. [Insert any specific policy guidance here].

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: [Enter as warranted. Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue]. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

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Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, [Name of Company] may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:
1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.

INFECTIOUS DISEASE POLICY

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5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside Activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Wellness Check-in: take care of yourself so you can care for others

"Give yourself the same care and attention that you give to others and watch yourself bloom." -
Anonymous

Wellness Check-in

Wellness Dimension	Current Rating (scale of 1-10)	A few ideas to increase wellness (just to get you started…)
Physical wellness		Exercise daily, eat well, get rest
Emotional wellness		Limit media exposure, focus on what you can control
Social wellness		Connect online, write letters, reach out to friends/family
Spiritual wellness		Practice compassion, meditate, online groups,
Intellectual wellness		Read, write, journal, play games, take an online course
Occupational wellness		Get clear on priorities, connect with coworkers, learn new skills
Environmental wellness		Clear the clutter, get outside, setup a workspace you love

As you reflect on your current wellness, which area(s) do you need to focus on?

What can you do now to increase your rating in this area(s) by 1 or 2 ratings?

What needs to change so you can commit to increasing your wellness in these area(s)?

Circle of Concern

Developed (and modified) based on Stephen Covey's work: [*https://www.franklincovey.com/the-7-habits.html*](https://www.franklincovey.com/the-7-habits.html)

Instructions:

1. Consider all of the things you are spending time and energy worrying about right now
2. Plot them in the circles below:
   a. Circle of control – things we can directly control through our actions
   b. Circle of influence – things others control, but that we can influence through our actions
   c. Circle of concern – things that have an impact on us, but that we cannot influence/control
3. What can you do to focus more fully on your circle of control?
4. What can you do to expand your circle of influence??
5. What can you do to let go of (or minimize the energy you spend on) the items in your circle of concern?

CONCERN

INFLUENCE

CONTROL
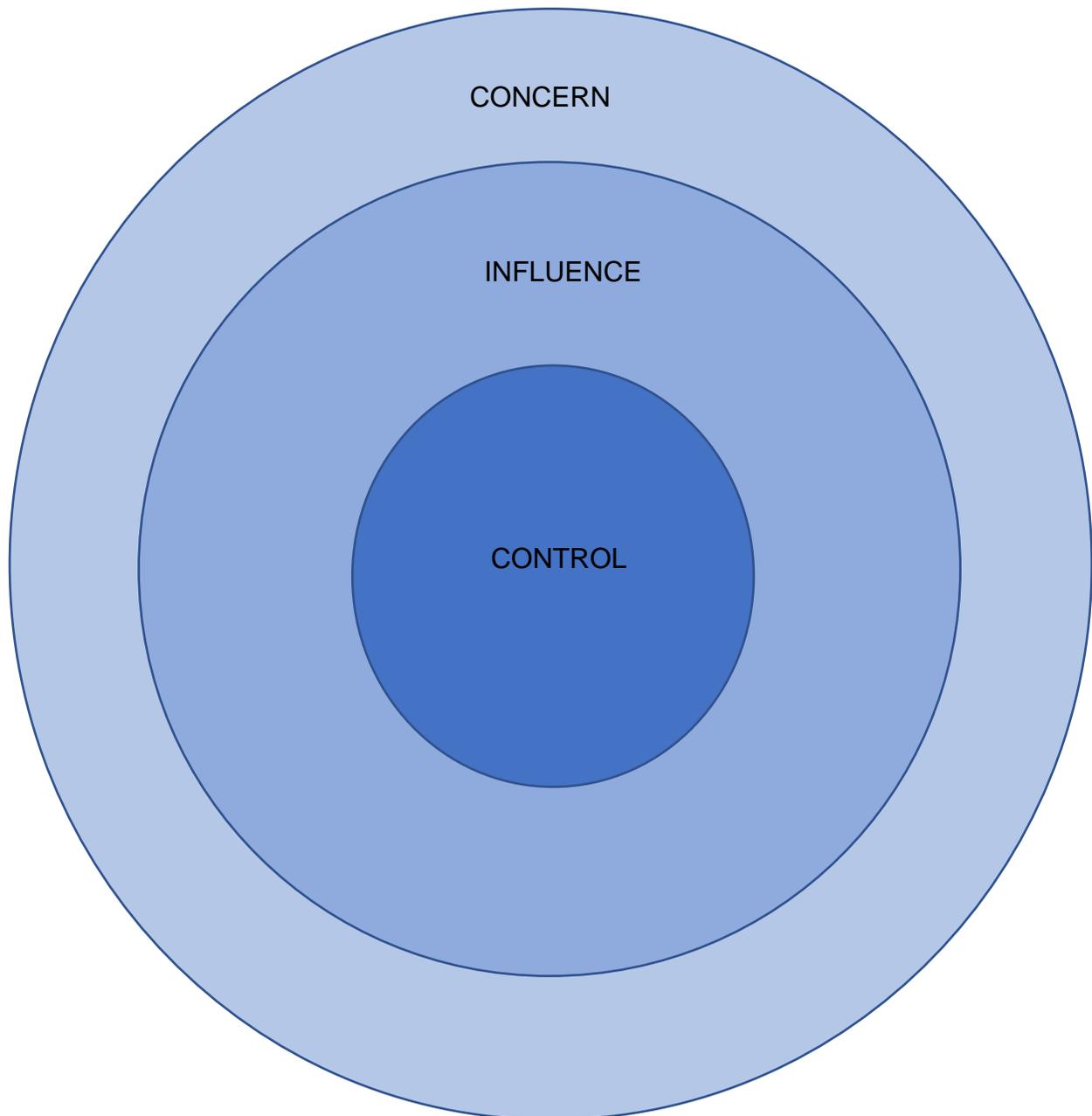
Getting Things Done Worksheet

Developed (and modified) based on David Allen's work:

Instructions:

1. Find a quiet, comfortable place
2. Set a timer for 30 minutes and begin to brainstorm all of the tasks/to do items that are in your mind
3. Write down everything, do not prioritize or pass judgement, do not distinguish between personal or professional
4. If you stop writing before the end of 30 minutes, just pause until a new idea enters your mind
5. After 30 minutes (or longer if you are still in the flow), take all of the items on your list and plot them in this matrix

Focusing on Work – reflection worksheet

"In dealing with those who are undergoing great suffering, if you feel "burnout" setting in, if you feel demoralized and exhausted, it is best, for the sake of everyone, to withdraw and restore yourself. The point is to have a long-term perspective." – Dalai Lama

Given our current state, imagine your ideal work schedule and environment. Write down what you see (be specific). When are you typically at your best?   When are you working (when are you not working)? What are you doing during different periods of the day to leverage when you are at your best? What boundaries do you need to set for yourself? Where are you working? How are you feeling about your work?

How closely does this map to your current reality? What can you control to bring your reality closer to your ideal state?

What change can you make today to help you focus more fully?

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Do, Delegate, Drop: Creating Space for What Matters Most

1. Reflect on your "to-do list" and/or all of the items you identified as low importance/low urgency or low importance/high urgency
2. Identify what from the list you can delegate to others or let go altogether. As you identify opportunities to delegate, identify who you will delegate to. Letting go (both delegating and not doing) can be difficult so ask yourself, "what's the worst thing that can happen?" as you identify opportunities to reduce your workload. Challenge yourself to let go…

Task	Do Yourself	Delegate to Others (family, friend, outsource)	Don't Do at All

Developed based on Tiffany Dufu's work in Drop the Ball

SKYLIGHT
COACHING & CONSULTING

Getting Clear and Focusing on What Matters Most

1. Find a quiet, comfortable place
2. Set a timer for 30 minutes and begin to brainstorm all of the tasks/to do items that are in your mind
3. Write down everything, do not prioritize or pass judgement, do not distinguish between personal or professional
4. If you stop writing before the end of 30 minutes, just pause until a new idea enters your mind
5. After 30 minutes (or longer if you are still in the flow), take all of the items on your list and plot them in this matrix
6. Ask yourself:
   a. Where are you currently spending the most time? What insight does this offer you? Do you have opportunities to shuffle your priorities?
   b. How can you spend more time focusing on items that are important, but not urgent? If you spent just 10% more time in this area, what would you be able to accomplish? What important, but not urgent activity can you focus on in the next week?

High		
IMPORTANCE		
Low		
	Low	**URGENCY** **High**

Developed based on Stephen Covey's Urgency vs. Importance Matrix