



THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED



“Help is Here”

Preservation/Restoration of Your Mental Health during COVID-19

24th March 2020

45TH
AT THE FOREFRONT OF *Energy*



MEMBERS OF THE NGC GROUP OF COMPANIES



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01 Time-out: Mental Health Evaluation

- ✓ *Are you working from home?*
- ✓ *Are you in self-isolation?*
- ✓ *Are you still required to visit NGC's facilities and project sites?*





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02 Mental Health Preservation/Restoration

- ❑ If you have answered **YES** to any of the above questions, then you are probably also mentally stressed as a result of this pandemic, COVID-19.
- ❑ The following slides contain some helpful tips to ensure that your mental health is preserved or restored.





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03 Work from Home Tips

- ☐ Manage your time by setting regular routines for work related activities.
- ☐ Waking up at the same time each day and getting a shower and dressed are beneficial.
- ☐ Establish a work zone.





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03 Work from Home Tips

- ☐ Manage your technology - set blocks during the day when you check emails or respond to messages.
- ☐ Leave or walk away from your work zone after the workday is done.





03 Work from Home Tips

Daily Schedule

	    	<i>Wake Up, Get Dressed, Brush Teeth, Breakfast, Morning Chores</i>
10:00-11:00		<i>Outside Play</i>
11:00-12:00		<i>Activity With Mom</i>
12:00-1:00		<i>Lunch</i>
1:00-2:00		<i>Nap Time</i>
2:00-3:00		<i>Learning Time</i>
3:00-3:15		<i>Snack</i>
3:15		<i>Cleanup</i>

- ❑ If you have kids, create a schedule for learning activities and relaxing or fun activities with kids.



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04 Let's Connect Tips

- ☐ Take the time to ask each other how you feel about the current situation.
- ☐ Share your honest experience about it.
- ☐ Everyone's experience is different and it can help by just speaking about it.



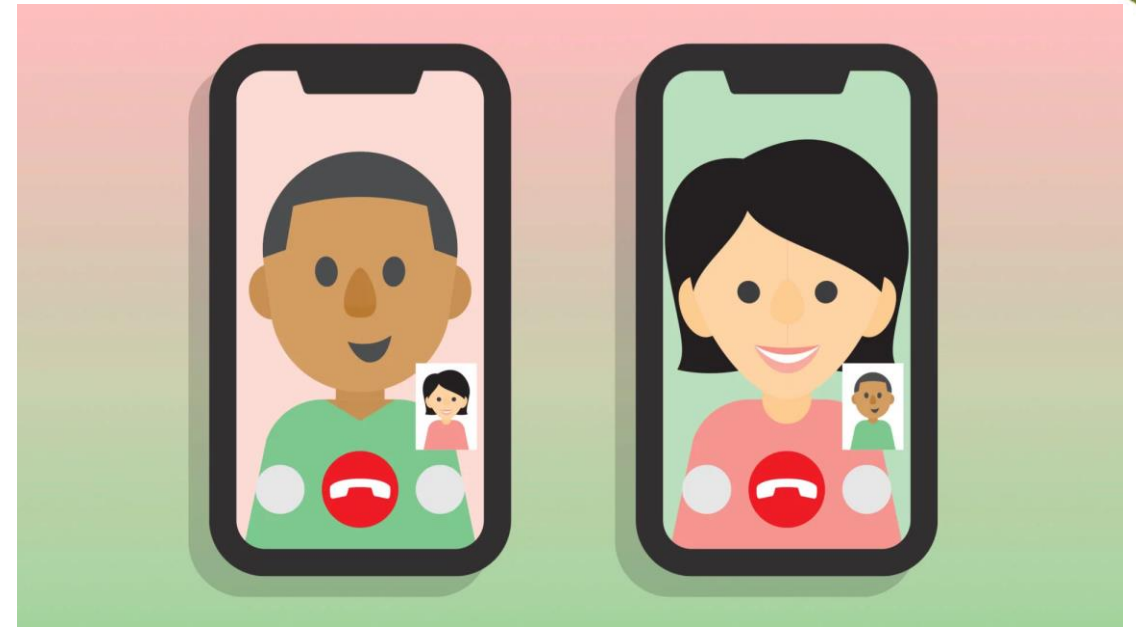


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04 Let's Connect Tips

- ❑ Encourage the use of video calls (not just voice calls) to add the human element.
- ❑ Connecting with others helps to make us feel safer, less stressed and less anxious.





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05 Self-Isolation Tips

- ☐ Write emails that share a favourite memory, play online video games or board games with family members.
- ☐ Maintain your social networks.
- ☐ Keep your personal daily routines.





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05 Self-Isolation Tips

- ❑ If required to limit interaction within your home to contain an outbreak, then stay connected via email, social media, video conference and telephone.
- ❑ During times of stress, pay attention to your own needs and feelings.
- ❑ Engage in healthy activities that you enjoy and find relaxing.





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06 Regular Work Arrangement Tips

- ❑ Follow the guidelines provided by NGC to ensure that you remain safe at work.
- ❑ Stay updated via emails etc. on COVID-19 and the current situation.
- ❑ Encourage others to remain safe at work.

Echo Flash: Update on Company response to COVID-19



NGC Echo Flash
Mon 3/16/2020 4:17 PM
All NGC Users



16th March, 2020

Update on Company response to COVID-19

Please be advised that the HSSE Department has been fully operationalised following the announcement by the Minister of Health re-the COVID-19 virus. As such, the following security and safety measures have been enacted:

1. The restricting of walk-in visitors to all manned facilities.
2. The restricting and or limiting of persons entering manned process facilities and project sites to those directly performing scheduled activities only.
3. The implementation of travel restriction and declaration consent forms to be handed out to all visitors, contractors and janitorial staff.
4. The introduction of the Body Temperature Testing Devices for all visitors, contractors and staff members.

Further, the devices used to test body temperature of individuals have been distributed to the respective divisions and the officers have all be oriented in the proper use and handling of the device. Note, the average body temperature accepted by medical standards is 37 degrees Celsius.

As such, contractors and or visitors displaying an above average temperature will be advised to wait at the main gate to be seen by the NGC Staff member. As for employees who display an above average temperature, they would be advised of same and directed to wait at the security booth to be further interviewed by members of the HSSE and their Line supervisor/Manager.

Additionally, the HSSE Department request that the information be disseminated to all staff members who may be directly affected by the measures taken.



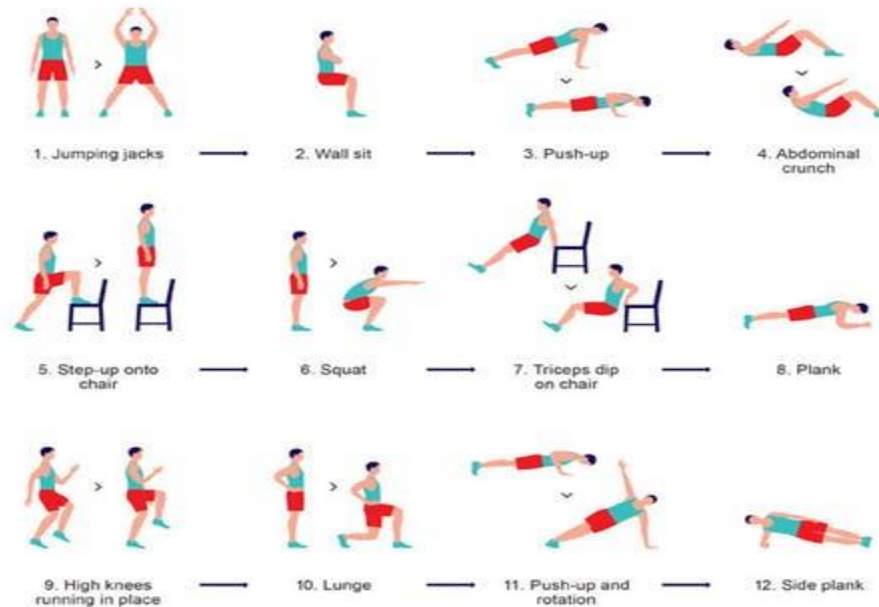


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07 Additional Tips

❑ Exercise regularly: 30 minutes 4 to 5 times per week.



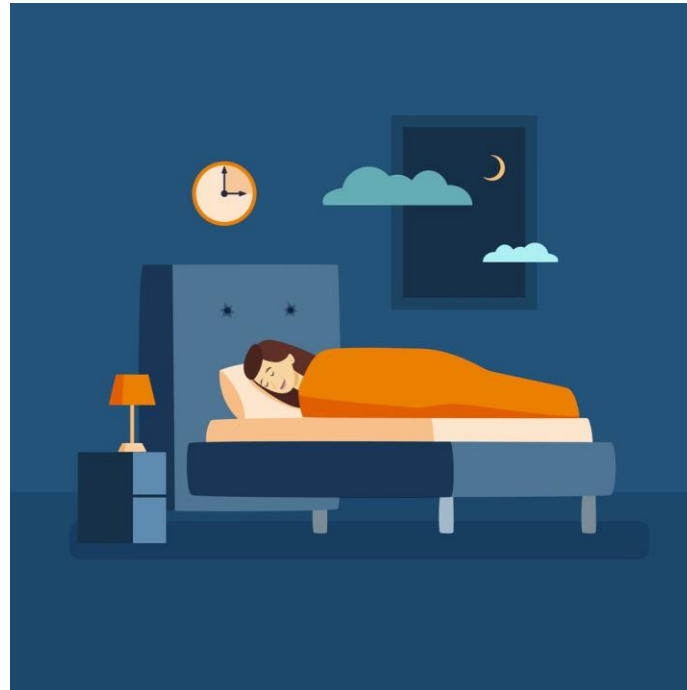


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07 Additional Tips

- ❑ Keep a regular sleep routine and get adequate sleep - 7 to 8 hours per night.





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07 Additional Tips

- ☐ Take a break from watching, reading or listening to news or stories about the pandemic, including social media.
- ☐ Hearing about the pandemic repeatedly can be upsetting.

Take
A BREAK
— (*it's* —
good for
YOU)





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08 Call for professional help if required

myEAP
is now Remote

*Support will now be available via
email, telephone or our online
platforms
(Skype, Zoom or SimplePractice)*

For information or request support you can either:

- Email** us at eap@familiesinaction.net;
- Call** our 24hrs Helpline 868-628-2333 or your designated in-country local affiliate;
- Log on** to MyEAP.familiesinsction.net with your username and password.

❑ Refer also to the emails sent by HR (Veronica Taylor) giving further advice on the Employee Assistance Programme (EAP) support given during this time. The emails were titled:

- *Managing Our Anxiety*
- *My EAP will now be remote*

❑ Don't endure mental stress alone. Get help!

