

# COVID-19 SURVIVAL GUIDE

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OPERATIONAL PSYCHOLOGY BRANCH  
SINGAPORE PRISON SERVICE



# OUR MESSAGE TO YOU

We have prepared this survival guide to share with you **important information, resources**, and some **fun self-care activities** you can engage in during this period of time as we all do our part to adhere to social distancing measures to curb the spread of COVID-19.

We hope you find this guide handy, and we'd like to say a big **thank you** for your **incredible efforts and dedication** in supporting SPS and the nation amidst the rapid changes and demands.

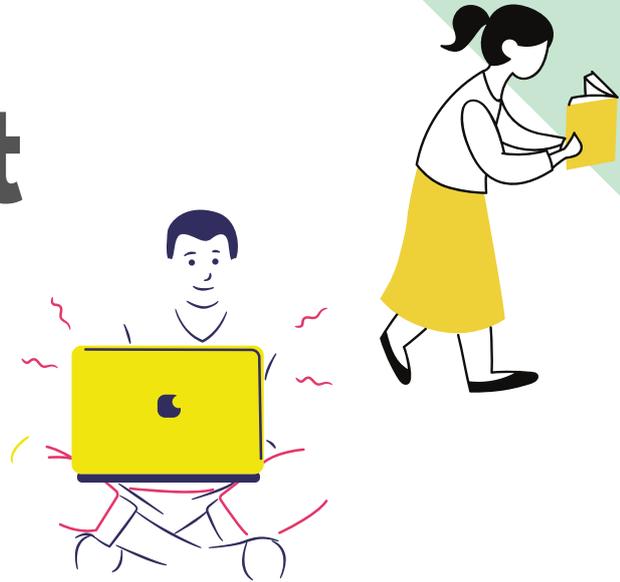
**We wish you and your family good physical and mental health ahead.**



# YOUR ESSENTIALS

## Information Kit

ALL YOU NEED TO KNOW  
ABOUT COVID-19 AND ITS  
IMPACT



## Self-care Kit

TAKING CARE OF YOUR  
PHYSICAL & MENTAL HEALTH

## Resource Kit

A LIST OF WEBSITES & HOTLINES TO  
SUPPORT YOUR NEEDS



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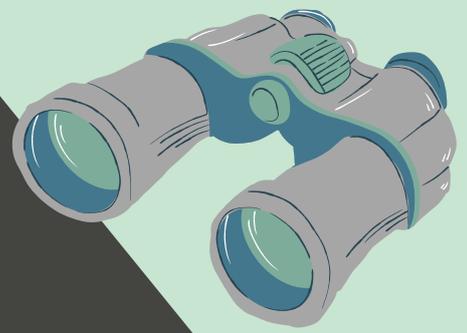
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# INFORMATION KIT

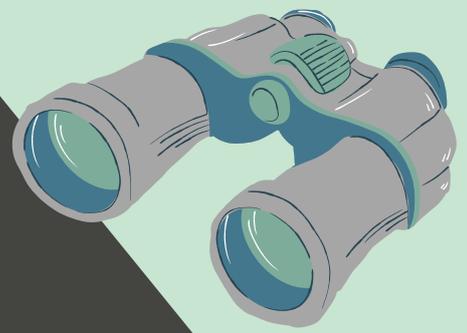


## Prevent the spread of COVID-19 in **7 STEPS**

- 01** Wash your hands frequently
- 02** Avoid touching your eyes, nose and mouth
- 03** Cover your cough using the bend of your elbow or a tissue
- 04** Avoid crowded places and close contact with anyone that has fever or cough
- 05** Stay at home if you feel unwell
- 06** If you have a fever, cough and difficulty breathing, seek medical care early — but call first
- 07** Get information from trusted sources



# INFORMATION KIT



## Keep Our Workplace Safe!

### Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Clean hands at the door and schedule **regular hand washing** reminders



**Disinfect surfaces** like doorknobs, tables, and desks regularly



**Avoid touching your face** and cover your coughs and sneezes



**Increase ventilation** by opening windows or adjusting air conditioning if possible

### Limit meetings and non-essential travels

Use **video conferencing** instead of face-to-face meetings

When video calls are not possible, hold your meetings in **well-ventilated rooms and spaces** and **space yourselves 1m apart**

**Suspend all non-essential travels** and trips



### Stay home if...

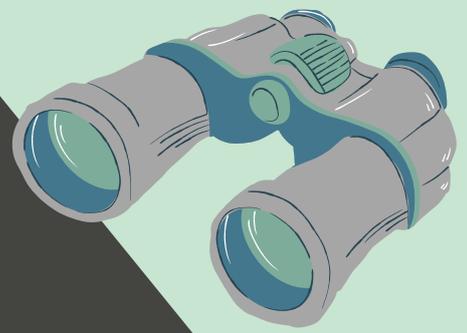
- You are **feeling sick**
- You have a **sick family member** at home



### Take care of your emotional and mental well-being

Outbreaks are a stressful and anxious time for everyone. If you experience prolonged stress reactions, do seek help and support.

# INFORMATION KIT



## HOW CAN COVID-19 *affect me?*

### COMMON STRESS REACTIONS

- Anxiety, worry, panic
- Fear, uncertainty
- Depressed mood
- Restlessness, agitation
- Feeling overwhelmed, stressed
- Hyper-vigilance to our health & body
- Difficulty concentrating or sleeping
- Feeling disconnected from others
- Loss of perceived control while adapting to changes
- Recurring negative thoughts



### HOW CAN I COPE BETTER?

- Focus on actions within our control
- Acknowledge your thoughts and feelings, and share them with others for support
- Stay connected with others using technology
- Set limits on COVID-19-related media consumption, pause and delay urges to exceed
- Schedule a specific time to check on COVID-19 updates



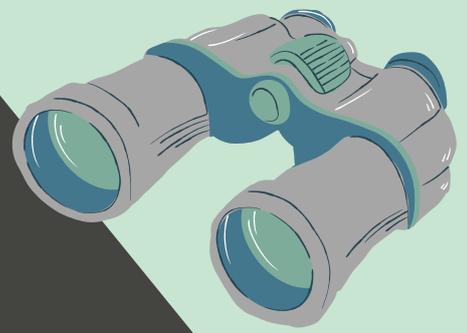
**Experiencing symptoms of stress doesn't mean you aren't up to the job, it means you're human.**

**Instead of focusing on negative thoughts, ask yourself these questions to shift towards a more positive perspective:**

- What strategies have previously helped me cope with challenging situations?
- What small helpful actions can I do for myself now?



# INFORMATION KIT



## How to stay social during social distancing?

1

Gather virtually through video conferencing apps



- Start the day with friends and colleagues over video conferencing with breakfast or a drink
- Host an end-of-day unwinding session by playing games together
- Organize gatherings or celebrations with friends and family online
- Some apps to try: Google Hangouts, Houseparty, Skype, Zoom etc.

2

Commit to doing activities together



- Whether living together or apart, initiate activities to do together with your loved ones
- Pursue common interests or try new activities
- Check in on each other's progress and thoughts about the activity

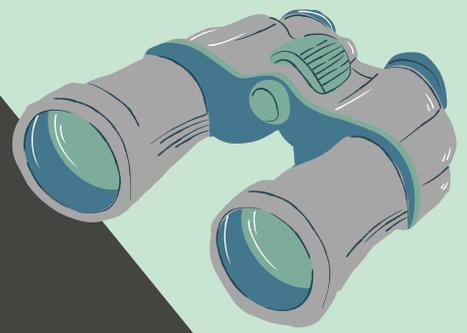
3

Check on each other's wellbeing



- Keep in touch during these uncertain times to maintain cherished relationships
- Ease feelings of isolation and loneliness by asking someone how they're doing
- Give a call, drop a text, or hand write a card

# INFORMATION KIT



## Taking Care of Others

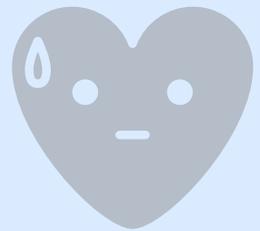


### Respect others' health & safety

- See a doctor and refrain from coming into contact with others when unwell
- Report to your supervisor if you have contact with any suspected or confirmed cases

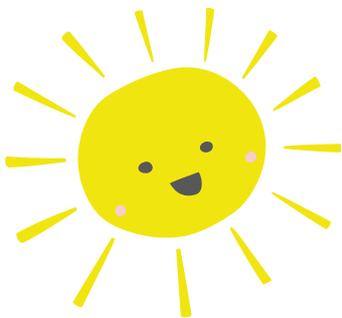
### Allay anxiety and fears

- Listen attentively and look out for signs of stress or anxiety
- Inform loved ones about workplace safety measures in place so as to allay their anxiety
- Respond with reliable and accurate information to mitigate unhealthy speculations and rumours

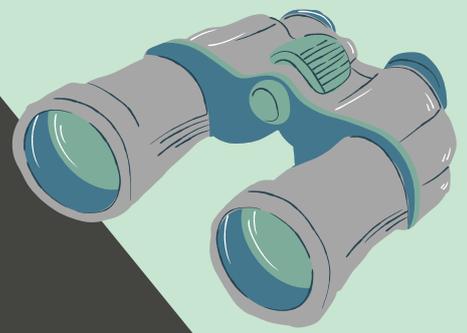


### Encourage positivity

- Engage in a healthy lifestyle together by eating well, exercising, and maintaining good sleep hygiene
- Spread positivity by highlighting the positives in conversations dominated by negativity
- Express gratitude and encouragement to one another
- Send positive notes to loved ones to lift their spirits



# INFORMATION KIT



## Self-Quarantine Guidelines for Suspected COVID-19 Exposure

### Stay at home.

Limit all your non-essential travels. Unless you are under Stay-Home Notice, in which case do not leave your residence during the 14-day period.



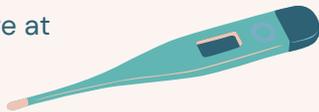
### Wash your hands.

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitizer.



### Check your temperature.

Check your temperature at least two times a day.



### Watch for other symptoms.

Aside from fever, COVID-19 symptoms include cough, difficulty breathing, and fatigue.

Drink ample fluids and eat healthy food. Get adequate sleep and avoid smoking or alcohol.



### Stay in a specific room.

If you're sick or suspect yourself to be sick, it's best to stay in a designated room or area away from others to minimize contact. Avoid sharing personal items at home.

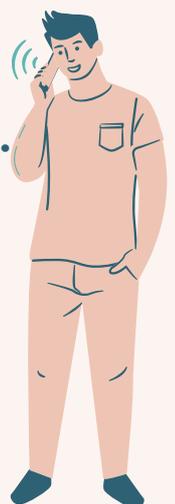
*If possible, have a designated toilet and bathroom as well.*



### Call and make an appointment at a PHPC or Polyclinic.

Please put on a surgical mask and refrain from using public transportation like the MRT or bus (if at all possible).

Avoid changing your doctor. If your condition changes he or she can monitor you better and arrange the best care for you.

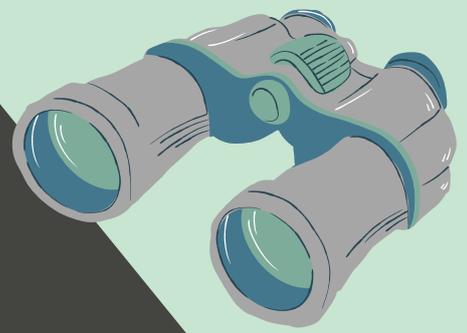


### Practice social distancing.

If you need to go out to seek medical assistance, maintain at least 1 meter (3 feet) distance from others.



# INFORMATION KIT



## Tips for Working From Home



### #1. Designate your working space & stay organized

Set aside a place at home for doing your work. Declutter the space and minimize potential distractions.



### #2. Keep clearly defined working hours

Set a schedule and stick to it. Having clear guidelines for when to work and when to call it a day helps in maintaining work-life balance.



### #3. Build transitions into and out of work

Create routines to prepare yourself for work, as well as disconnect from work and decompress. It could be anything from taking a walk, listening to music, or making a cup of tea.



### #4. Stay in touch

Stay connected with your colleagues through Skype. Set an intention to touch base and check-in with colleagues, and create new work rituals to look forward to!



### #5. Take breaks

It's a simple advice - and you can't underestimate the power of breaks.

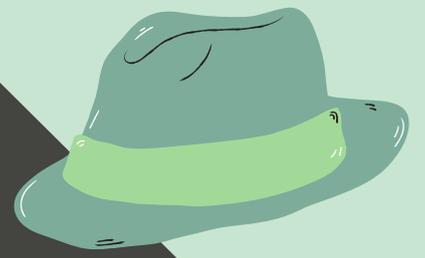
Add it to your schedule and make it fun—or be spontaneous and flexible and take it when you can.



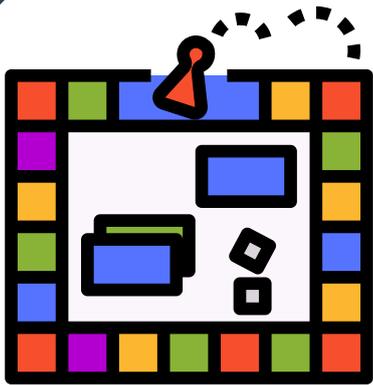
### #5. Communicate Well

Clarify expectations on how often to check-in with each other in the team. Miscommunication can be minimized by communicating often, regularly, and via various means - e-mail, phone or video call. Don't hesitate to reach out!

# SELF-CARE KIT

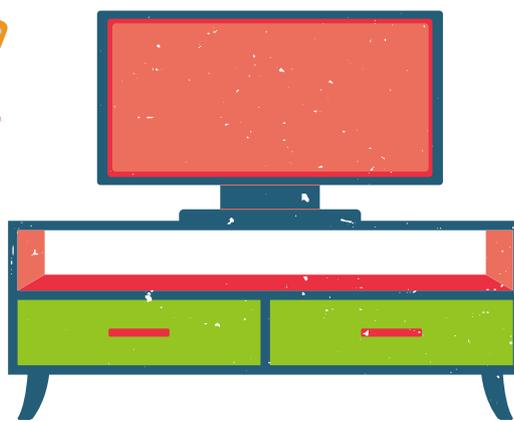


## Activities to keep you going



In the next few pages are a variety of exercises and worksheets you can complete by yourself or with a loved one, we encourage you to use these as a starting point to care for yourself, and we hope you will enjoy them!

- GRATITUDE CHECK-IN
- SELF-CARE BINGO
- REFRAMING IT
- CONNECTING WITH MINDFULNESS



# GRATITUDE CHECK-IN

**Regularly practicing gratitude reflections trains your mind to focus on the positive**

*What are you grateful for*



Today?

This week?

This month?

*How else can I cultivate gratitude?*

**Practice saying thank you and appreciate others regularly**

**Keep a gratitude journal and share the entry with the person you are grateful for**

**Set aside time each week to count your blessings, and recall how it felt**

# SELF-CARE BINGO



**Challenge your team or loved ones to see who can be the first to get a bingo or score the most points!**

Reframe 3 negative thoughts

10 minutes of mindfulness

Cook your favourite dish

Get 30 minutes of exercise

Recall 3 things you are grateful for

Dance to your favourite song

Complete a home workout

Catch up with a friend

Take a walk

Did nothing

Read a book

Give yourself a compliment

Just be yourself

Have dinner with your family

Complete a HIIT workout

Treat yourself to your favourite snack or dish

Ate something healthy

Try something new

Get 7-9 hours of sleep

Sing a song out loud

Spend 30 minutes on your hobby

Write 3 positive affirmations for yourself

Work out 3 times in a week

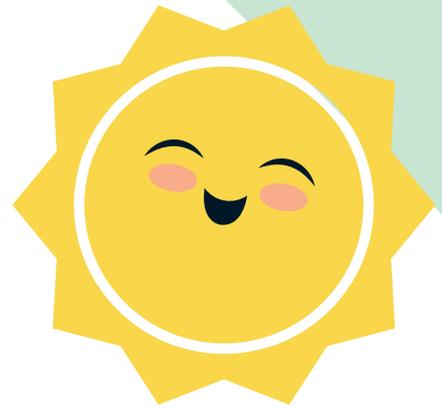
Took a relaxing shower

Watch a movie

# REFRAMING IT



**When you repeat negative thoughts over and over in your mind, you lose sight of the positives in your life**



Negative Thought 1

Positive Thought 1



Negative Thought 2

Positive Thought 2

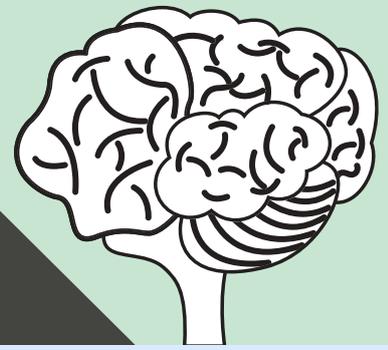


Negative Thought 3

Positive Thought 3



# CONNECTING WITH MINDFULNESS



**We practice mindfulness by bringing our attention to our experiences in the present moment without judgment**

## Step 1.

**Sit comfortably.** Find a spot that you feel stable and comfortable in.

## Step 2.

**Notice what your legs are doing.** Cross your legs if on a cushion, or if on a chair, rest your feet firmly on the floor.

## Step 3.

**Straighten your upper body, but don't stiffen it.** Let your spine's natural curvature be.

## Step 4.

**Notice what your arms are doing.** Let your upper arms be parallel to your upper body. Rest your palms on your legs naturally.

## Step 5.

**Soften your gaze.** Drop your chin slightly and let your gaze fall gently downward. You may close your eyes if you wish to.

## Step 6.

**Focus on your breath.** Pay attention to the physical sensations of breathing, air flowing through your nose or mouth, and the rising and falling of your belly or chest.

## Step 7.

**Notice when your mind wanders.** This is perfectly natural, don't worry. Gently return your attention to the breath.

## Step 8.

**Be kind about your wandering mind.** Observe the thoughts that come without judgment. Come back to your breath as needed.

## Step 9.

**When you're ready, gently lift your gaze or open your eyes.** Notice any differences in how you are feeling and thank yourself for the mindfulness practice.

# RESOURCE KIT

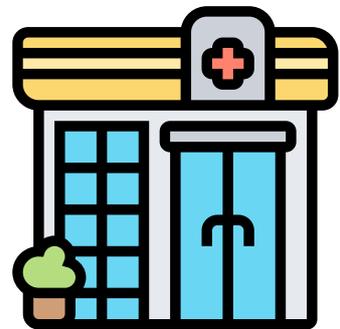


## Medical Support

### Public Health Preparedness Clinics

<https://www.flugowhere.gov.sg/>

- The Public Health Preparedness Clinics (PHPCs), as well as polyclinics, will provide special subsidies for Singapore Citizens and Permanent Residents diagnosed with respiratory illnesses.
- Please bring along your NRIC or birth certificate, along with your PG/MG/PA and CHAS card, where applicable.



### COVID-19 Symptom Checker

<https://sgcovidcheck.gov.sg/>

- This checker helps people living in Singapore decide on what your next steps should be, based on the symptoms you are experiencing.



### COVID-19 Local Situation Updates

<https://www.moh.gov.sg/covid-19>

- Access the latest situation reports, updates, DORSCON level, and resources relating to COVID-19 in Singapore by the Ministry of Health.



# RESOURCE KIT



## Psychological Support

### NATIONAL CARE HOTLINE 6202 6868



- Available 24/7
- To provide emotional support to anyone who needs it - be it stress over finances or marital and family tensions
- Trained officers will link callers up with social service agencies and specialised services if needed

### SPS OPERATIONAL PSYCHOLOGY BRANCH 6546 9500 [PRIS\\_MR@PRIS.GOV.SG](mailto:PRIS_MR@PRIS.GOV.SG)

- Available 24/7
- Psychological support for SPS staff
- Self-referral or refer a colleague whom you think could benefit from additional support

### COMMUNITY PSYCHOLOGY HUB ONLINE COUNSELLING [HTTP://CPHONLINECOUNSELLING.SG](http://cphonlinecounselling.sg)

- Speak to a counsellor through live chat (Mon - Fri 9am - 9pm, Sat 10am - 2pm) or e-mail (24/7) regarding marital, divorce, parenting, or caregiving stress.

### IMH MENTAL HEALTH HELPLINE 6389 2222

- Available 24/7
- For people facing a mental health crisis
- Alternatively, seek medical help at IMH's 24-hour Emergency Services located in the hospital

### SAMARITANS OF SINGAPORE (SOS) HOTLINE 1800 221 4444

- Provides confidential emotional support to individuals facing a crisis, thinking about or affected by suicide.

### SAMH HELPLINE 1800-283-7019

- Toll-free helpline provides the first point of contact and assistance to callers who seek information or help for their concerns.
- Mon - Fri, 9am to 1pm, 2 - 6pm

### LIMITLESS [HTTPS://WWW.LIMITLESS.SG/](https://www.limitless.sg/)

- Request counselling support via phone, text or WhatsApp tailored for youths aged 12-25

### TINKLE FRIEND HELPLINE 1800-274-4788

- Provides support, advice, and information to lonely and distressed children
- Helpline - Mon - Fri, 2.30 - 5pm
- Online chat - Mon - Thur 2.30 - 7pm, Fri 2.30 - 5pm



# RESOURCE KIT



## Parenting Support

### Parent Kit

<https://www.moe.gov.sg/parentkit>

- A variety of resources for parents in guiding and supporting children through Home-Based Learning, promoting cyber wellness, as well as developing better school-home partnerships.



### MOE's FAQs Regarding COVID-19

<https://www.moe.gov.sg/faqs-covid-19-infection>

- Answers to frequently asked questions on MOE's guidelines and changes implemented for students during the COVID-19 situation.



### Healthy Parenting Tips

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/healthy-parenting>

- To help parents interact constructively with their children during this time of confinement, these six one-page tips for parents cover planning one-on-one time, staying positive, creating a daily routine, avoiding bad behaviour, managing stress, and talking about COVID-19. Use them to your and your kids' advantage, and have fun in doing so.



# RESOURCE KIT



## Financial Support

### The Courage Fund - Frontline Workers

[www.ncss.gov.sg/thecouragefund](http://www.ncss.gov.sg/thecouragefund)

- One-time payout of \$3000.
- For frontline officers who have contracted COVID-19 while providing services which would reasonably bring them in contact with confirmed and/or suspected COVID-19 patients, and/or environments which held COVID-19 patients.

### Temporary Relief Fund

[www.go.gov.sg/msf-covid19-support](http://www.go.gov.sg/msf-covid19-support)

- One-time payout of \$500.
- For people who have lost their jobs or faced an income loss of at least 30% due to COVID-19 and meet the eligibility criteria.
- Apply online, at a Social Service Office, or a Community Centre.

### COVID-19 Support Fund

[www.go.gov.sg/msf-covid19-support](http://www.go.gov.sg/msf-covid19-support)

- Payout of \$800 per month for 3 months, and employment and training support.
- For people who have lost their jobs due to COVID-19 who meet the eligibility criteria.
- Apply at a Social Service Office or a Community Centre.

*For a comprehensive list of current available government support, grants, and funds, as well as the details for application, please visit:*

<https://www.supportgowhere.gov.sg/>

*For a complete list of official COVID-19 resources, please visit:*

<https://www.gov.sg/article/covid-19-resources>

# STAND TOGETHER



*by not*



# STANDING TOGETHER

Together, we can overcome  
as one SPS and one SG