

April 14, 2020

Volume 2

<https://inside.nku.edu/hr.html>



LETTER FROM LORI

As many of us are able to work remotely from home during this challenging time, there are many other departments and individuals that are still on campus working diligently to keep things going. I would like to thank each of them specifically and dedicate this issue to them: all of our colleagues in O&M, including custodial services, warehouse, roads & grounds/horticulture, physical plant, HVAC, electric, plumbing, carpentry/painters/locksmith, IT, University Housing, University Police; Mailroom, Accounting, Payroll, Student Health Services, Gift Processing, Vivarium and Chartwell's. They all continue to work on campus to support our students and keep our university operating safely. Thank you!

In order to serve you better, Human Resources will hold virtual open office hours this Thursday, April 16th from 10:00 – 11:00 am. Please use this time to stop in if you have questions for the human resources team by joining us at the following link:

<https://nku.zoom.us/j/639611062>

Meeting ID: 639 611 062

Dial In : 646 558 8656

We are all in this together and we will come out stronger on the other side.

-Lori Southwood, *Chief Human Resources Officer*

FOR YOU



Kim Baker, Director of University Wellness:

How do you stay well while still working on campus beyond proper, frequent hand-washing, physical distancing and not touching your face?

Follow the 60:3 rule. If you are on your feet for most of your work, take a 3-minute body break at the end of every hour of work and sit down. This will give your back, hips, knees, spine and other joints time to rest and recover and cut down on your repetitive movements throughout the day – a good way to minimize wear and tear on the joints. Use the break to stay hydrated with water and take some deep breathes to help you manage stress.

The opposite goes for those that are working at a desk (on campus or at home). Get up and move around for 3 minutes every hour. This will give your body a break from the chair, your eyes and mind a break from the computer screen, and rev up your circulation and metabolism – getting blood back to your brain where you need it most and easing tension in joints and muscles. These small bouts of movement throughout the day can even reduce your risk of cardiovascular disease.

Want more tips on how to be healthy wherever you are? Subscribe to the **Healthy Monday Motivator** from University Wellness. You will receive this electronic email each Monday full of health and wellness tips for you and your family. Email SUBSCRIBE to Kim Baker at bakerk7@nku.edu.

FOR TEAMS



Dr. Marquita Barron, Director of Training & Development:

Whether on campus or working remote, you can still have those watercooler moments with your co-workers. Consider **scheduling a virtual team walk!**

You can connect and get exercise at the same time. With your cellphone and some form of social video app (e.g. Zoom, Tik Tok, etc.), you can do a number of activities, such as recommend binge-worthy TV programs, have a walking meeting, or other team ideas. Just ensure that you continuously grow as a team, stay connected, and have fun!

FOR MANAGERS



Rachel Green, Director of Employee Relations and EEO:

Ensuring that your employees, especially those still working on campus, are taking care of themselves and managing their stress is critical during this time. Here is a resource from our Employee Assistance Program (EAP) about ways to stay [CALM](#).

It is easy in stressful times to let our minds wander to worst case scenarios. These tips can help your employees manage that and ensure they are taking care of themselves. As their leader, it is important to let them know it is okay to have whatever feelings they are having and provide them tools to help manage those feelings. Remember the [EAP](#) is a free benefit available to all employees.

How have you been keeping WELL while working?



Lauren Franzen, Director of HR Management Services: NKthankU!

We appreciate each and every one of you who are reporting to campus each day.

THANK YOU from all of us at NKU!

**NKU PD, Custodians and Grounds Crew working hard
to keep our campus safe, clean and beautiful!**





Detective Bobby Pate said that he is happy to work on campus a few days a week because it gets him out of his “honey do” list at home 😊

Do you have a tip you’d like to share?

Email us at HRCovid@nku.edu and we’ll feature your tip in an upcoming newsletter!

Checkout NKU’s [Facebook](#), [Twitter](#) and [Instagram](#) for other connections with colleagues and friends. Share your pictures and tag **#NKUHealthyAtHome**.

*The Employee Engagement and Wellbeing Newsletter is brought to you by
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