

Sheltering in Place

A Stand Alone Unit



Daily Living Skills

Executive Functioning Skills for
Adult Living

Transition 2 Life Curriculum

By Susan Traugh



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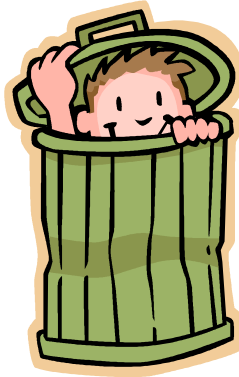
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Sheltering in Place

Coping with COVID-19



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Adult Living
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Sheltering in Place
Daily Living Skills
Executive Functioning Series
Transition 2 Life Curriculum

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Executive Functioning Becoming Your Own Boss



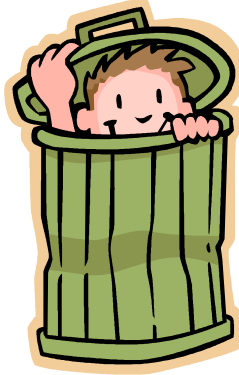
This book's purpose is to teach you how to be your own boss. As a boss, you will want to organize and manage your life. You will want to make decisions that are good for the "company" that is you. Nobody is born with those skills. We all have to learn. But, once you learn, there's no limit to what you can do.

Sheltering in Place is different than most books in this series. It is an emergency guide for our worldwide emergency. It is designed for students to use independently, at home.

So, let's get started.

Sheltering in Place

Unit Checklist



Due Date: _____

What is COVID-19?	___/3
Why Shelter in Place?	___/3
Flattening the Curve	___/4
How to Wash Your Hands	___/5
Essential Workers	___/4
What to Expect While SIPing	___/4
My Daily Schedule	___/35
Relaxation Visualization	___/3
Sleep Time	___/7
Keeping a Gratitude Journal	___/5
Household Chores	___/5
Containing Worry	___/4
Containing Worry Analysis	___/10
One-Answer Pages	___/8
Total	___/100

So, Here We Are...



This is a unique—and scary—time in the world.

We are facing a worldwide pandemic and are being asked to take measures to stay away from other people. In many cases, we are being asked to “shelter in place,” or “live in lockdown,” or “remain homebound,” or, in other words, lock ourselves away from other people for a long time.

How do we cope?

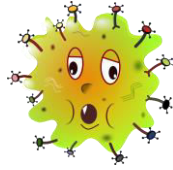
Well, that’s what we’re going to look at here.

We can’t change the fact that there is an awful virus out there and we need to stay away from it. But, we can change how we react to our situation.

Don’t be a victim here. Instead, let’s use this time to learn some new things, work on our self-discipline and other helpful adult skills, and get ready to come out of this stronger, smarter, and better equipped to handle adult life.




So, let’s get started.

What is COVID-19?



COVID-19 is also known as the "corona virus." This is a new illness that humans have not seen before. It was first seen in Wuhan, China, but is now all over the world.

The symptoms of COVID-19 are:

-  Fever (Usually more than 103°)
-  Dry cough
-  Difficulty breathing

It can be deadly. But, with cooperation, most of us will be okay.

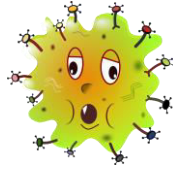
It is spread through person-to-person contact like:

- Touching each other
- Touching a surface an infected person touched
- Rubbing your eyes, nose, or mouth after touching the germs
- Being coughed or sneezed or talked on by an infected person

Right now, there is no way to stop the virus. We don't have medicine to treat it, or a vaccine to stop it. So, we have to stop people from spreading it—and that means staying away from each other.

Source: <http://aphagetready.org/coronavirusfacts.htm>

What is COVID-19?



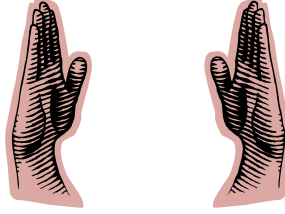
Answer these questions.

1. The three main symptoms of COVID-19 are:
 - a. Rash, itchiness, and fever
 - b. Dizziness, sniffles, and vomiting
 - c. Fever, dry cough, and difficulty breathing
 - d. I don't know

2. COVID-19 is a:
 - a. Virus
 - b. Bacterial infection
 - c. Cold
 - d. Hoax

3. It is spread though:
 - a. Touching each other
 - b. Touching a surface an infected person has touched
 - c. Rubbing your eyes, nose, or mouth after touching the germs
 - d. Being sneezed on, coughed on, or talked on by an infected person
 - e. All of the above

Social Distancing



Scientists know that the only way to stop the virus is to stop it from being able to move from person to person.

And, that requires social distancing.

"Social" means people. And, "distancing" is the amount of space needed to keep the germ from being able to move from person to person. In this case, scientists think that means 6 feet.



So, scientists want us to stay 6 feet away from everyone else so that the germ can't move from person to person...

...Because if it can't find someone to live in, it will eventually die. The idea is to keep it from living on people, and sanitizing all the surfaces it can temporarily live on until it has nowhere to live.

With nowhere to live—it will die.



And, that will give us time to invent a vaccine that will protect us from this virus in the future.



Measure your foot. It is probably about 12" long give or take an inch or two. Now, walk toe-to-heel 6 times, leaving a little gap between steps. That is about how far you should stand from other people.

Why Shelter in Place?



Sheltering in place (SIP) means that everybody—and, I mean, EVERYBODY—goes to their house, closes the door, and stays inside until the emergency is over. It's a step past social distancing.



In the past, we've sheltered in place for a short time when a shooter was on the loose or in some of the rural areas when an animal was on the prowl.



This time, the threat is invisible. And, we need to protect ourselves from this virus.

But, social distancing can only go so far because people forget, and touch each other. Or, they touch their face and then touch the door knob. And on and on.



And there's more: this germ takes about 2 weeks to incubate—which means that a person carries the germ in them for about 14 days before they begin to show signs of sickness. And, they can be infecting people and surfaces for, at least, part of that time.

So, we have to stay away from each other for more than two weeks in order to know that nobody is still going to get sick and pass around the germ.



It also lives a long time on surfaces—so everything the infected person touches can also pass on the virus for a long time.

Why Shelter in Place?



Answer these questions.

1. Shelter in place goes one step further than social distancing because it:
 - a. Asks everyone to stay home
 - b. Keeps people at home so they can't spread germs into the community.
 - c. Protects people from infected people's germs.
 - d. All of the above.

2. The virus:
 - a. Needs too move from person to person to live.
 - b. Can live on a surface for a long time.
 - c. Can be passed around before a person knows they have it during the incubation period.
 - d. Can be spread by coughing, sneezing, or moisture droplets from talking.
 - e. All of the above.

3. We can stop the spread of the virus by:
 - a. Sheltering in place.
 - b. Wishful thinking.
 - c. Pretending it's not real.
 - d. There's nothing we can do.

Flattening the Curve

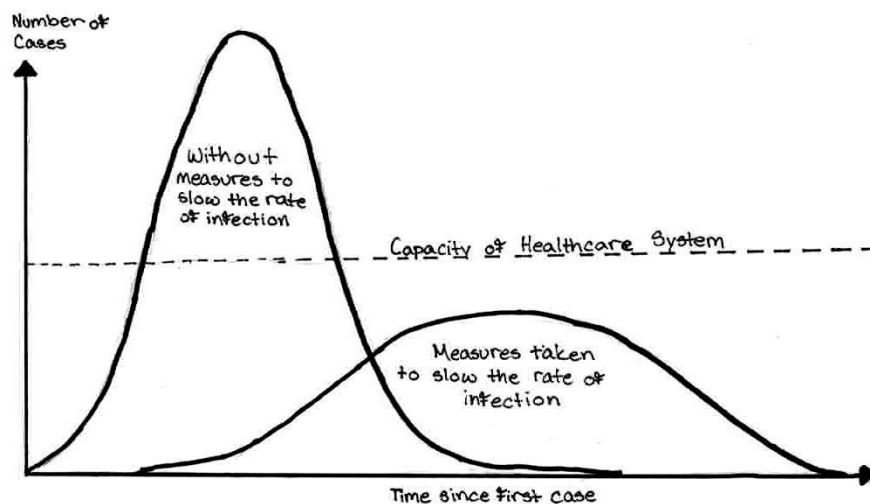
Because humans have no immunity—or natural defenses—against this virus, it will spread until we can break its chain of infection. That's the bad news.

The good news is that by practicing social distancing and sheltering in place, we can limit the number of people who get sick. That's called "flattening the curve."

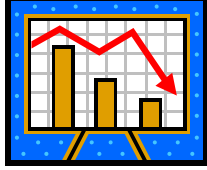
The graph below shows you two curves. See the tall one? It is what will happen if we don't shelter in place. Look at how many people will get sick. It's too many for our hospitals to handle and too many for us to take care of. If this happens, many people will die.

The second curve shows what will happen if we shelter in place. See how much lower the curve is? Do you see how many fewer people get sick? Then, when they do get sick, hospitals can take care of the people and many fewer will die.

Let's flatten the curve.



Flattening the Curve



Answer these questions.

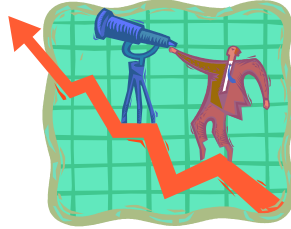
1. Sheltering in place allows us to:
 - a. Flatten the curve
 - b. Increase the number of people who die
 - c. Do nothing to help this pandemic
 - d. I don't know

2. A lower curve means:
 - a. Fewer people will get sick with the virus
 - b. Hospitals will be able to take care of those who do become sick
 - c. The healthcare system will not be overwhelmed
 - d. More people can heal from this disease
 - e. All of the above

3. If we don't flatten the curve:
 - a. More people will get the virus
 - b. There will be too many sick people for hospitals and doctors to take care of
 - c. Many more people will die
 - d. The healthcare system will be overwhelmed
 - e. All of the above

4. I can make a real difference in helping stop this virus by:
 - a. Sheltering in place
 - b. Practicing social distancing
 - c. Both answers are correct

The Numbers—In Perspective



This is a serious disease—no doubt about it. And, we have to do everything in our power to stop its spread. But, panic won't help us.

So, let's look at what the numbers say about your chances of getting this disease.

Since the virus appears to be fading in China at the time of this writing, let's use their numbers*.

There are:	1,380,000,000	people in China.
Of this number:	81,054	tested positive
Of the 81,054	3,261	died
That means:	1,380,096,739	people were okay

Right now, the World Health Organization (WHO) states** that, globally, around 3.4% of people who tested positive for COVID-19 have died. But that means that for every 100 people who get the virus, about 97 of them will recover.

Your chances of getting this virus are pretty low. That is, they are low if we can keep the virus from spreading. For, if we do nothing, more and more people will be infected and many more will die. It's up to us to stop the spread and protect us all.

*Source: <https://www.worldometers.info/coronavirus/country/china>

**<https://www.worldometers.info/coronavirus/coronavirus-death-rate/>

Stopping the Spread



Now that we know *why* we need to stop the spread of this virus, let's look at *how* we do that.

The World Health Organization suggests you "Do the Five." They are:

-  1. **Hands**—Wash them.
-  2. **Elbow**—Cough into it.
-  3. **Face**—Don't touch it.
-  4. **Space**—Keep safe distance.
-  5. **Home**—Stay if you can.

So, let's look at each of these measures.

Hands—Wash them



The World Health Organization tells us that washing our hands is the **absolute best thing** we can do to stop the spread of COVID-19. It is also the best way to stop ANY germs that might be hanging around to cause a cold, flu, or intestinal distress.

You should wash your hands:

- After touching any person or object outside your home.
- After being in the car or any public place.
- Before touching your face.
- After using the toilet.
- Before, during, and after food preparation.
- Before eating.
- After touching garbage.
- After touching an animal.
- After blowing your nose or sneezing.

What's another time you might want to wash your hands?

How to Wash Your Hands



Here are the steps to good hand washing.



1. **Wet your hands.** Use warm* or cold water and turn off the tap.



2. **Lather up** by rubbing your hands together with soap. Get the backs, between your fingers, fingertips, and under your nails.



3. **Scrub for 20 seconds.** This is about the time it takes you to sing "Happy Birthday" two times.



4. **Rinse well.** Make sure all the suds come off.








5. **Dry.** Use a clean towel. Do not use a blower as they may blow germs back onto your hands. No towel? Air dry.

*Warm water is better, but sometimes you don't have a choice.

How to Wash Your Hands Worksheet



Write the steps for good hand-washing in the space provided.
(Hint: Use the bolded words on the last page.)

Step	Your Answer
1. 	
2. 	
3. 	
4. 	
5. 	

Elbow—Cough Into It



If you don't cover a cough or sneeze, germs get sent up to 30 feet across the room! That can spread a lot of infection.

To avoid this, doctors say to cover your cough.

"Cover your cough" used to mean putting your hand to your mouth and covering it with your fingers.

Now, we know that germs from your cough get on your hands and easily spread to door knobs, computer keyboards, desks, tables, and other objects. Those germs can live on surfaces for up to 48 hours. Some believe the coronavirus can live even longer.

So, everyone who touches that door knob gets a dose of your germs. If they then touch their eyes, nose, or mouth—voila—they'll probably get your illness.

Today, health professionals tell us to cough or sneeze into our elbows. This traps the germs, but since we don't usually touch people with the inside of our elbows—the germs stay put!



During this time, you will also want to carry tissues. Cough or sneeze into a tissue—and then throw it away. Germy tissues are as bad as germy hands—so be sure to toss the tissue right away.

Face—Don't Touch It



See the good little guy at the top of page? He's wearing a halo because he NEVER touches his face. However, that's easy for him because he has no hands!

For the rest of us, not touching our faces can be hard. But, it is vitally important that we don't.

It is just too easy to introduce illness into your body by "opening the door" through your eyes, ears, nose, or mouth.

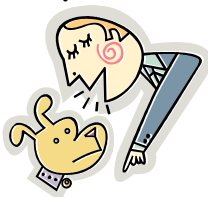
So, the rule is: "Don't touch your face."

You will go a long way to protecting yourself from infection by keeping germs away from the entries into you body.

But, what happens when you just really, really have to rub your eye or scratch your nose? Go wash your hands first. In the meantime, count to 10, rub your fingers together, make fists. Do whatever it takes to keep your hands busy until you can make them germ-free.

This is what I will do to make sure I don't touch my face:

Space—Keep Your Distance



So, we've talked about this one and you know what to do.

Practice social distancing. Shelter in place. Use this time to give the gift of health to your fellow human-being.

Consider the last times that we've had to come together:



During World Wars I and II people sacrificed food by going on rations; they collected bits of metal and cloth; and they watched their sons and daughters march off to war.



During the Great Depression of the 1930's hungry, desperate people banded together to share food and shelter, and to protect one another in their time of need.

This is your chance to give up your social life for a little while for the good of the world. This is your chance to help the planet heal from this awful virus and give doctors and scientists the time they need to find a vaccination or medication that can save us from this pandemic.





Home—Stay if You Can



Life could be a lot worse than being asked to sit on your sofa and watch Netflix.

In fact, many communities have already been asking citizens to shelter in place and many more will join them soon. Normally, this means the government is asking everyone who is not doing an “essential service” to stay at home until this crisis is over.

“Essential services” are usually*:

-  **Tasks to maintain health and safety**—like seeing your doctor or picking up medication.
-  **Getting necessary supplies and services**—like getting groceries and other things necessary to stay home.
-  **Caring for elders and other family members** in another home.
-  **Getting outside but at a distance**—to walk the dog, running, or other exercise if you keep a 6 foot distance.





You'll notice that going to work is NOT on this list. We need you to stay home from your job so that you are not too close to other people. This will be a sacrifice, but we need you to do it in order to save lives.

*<https://www.conn.com/2020/03/17/us/shelter-in-place-coronavirus-trnd/index.html>

Home—Stay if You Can



Match the essential service to the definition.

No.	Essential Service	Definition
1.	 ___ Getting outside but at a distance.	A. See your doctor or picking up medication.
2.	 ___ Caring for elders	B. Getting groceries and supplies to stay at home.
3.	 ___ Getting necessary supplies and services.	C. Checking in on elders and people in need in another home.
4.	 ___ Tasks that maintain health and safety.	D. Walking the dog, running, or doing other outside activities so long as you remain more than 6 feet apart.

Home—Stay if You Can



These jobs are considered "essential." If you are one of these workers, do all you can to stay safe. If you use the services of one of these essential workers, thank them for their service.

- Health care operations
- Essential infrastructures including construction, transportation and utilities
- Grocery stores, food banks, convenience stores and companies that ship food
- Providers for economically disadvantaged
- Pharmacies and health care suppliers
- Gas stations
- Banks
- Garbage collectors
- Hardware stores, plumbers, electricians and other workers
- Educational institutions via distance learning
- Laundromats
- Child care services that allow essential employees to work

Name one thing you can do to help essential workers do their jobs. For example, you might donate online to a group that helps disadvantaged people in your area.

Source: <https://www.cnn.com/2020/03/17/us/shelter-in-place-coronavirus-trnd-index.html>

Myth-Busters



A lot of untrue information is going around out there and some of it is very dangerous. Here are a few:*

Myth: A vaccine to cure COVID-19 is available.

FALSE: Scientists are working on one but it is months away.

Myth: Gargling with bleach, acetic acid, steroids or essential oils kills the virus.

FALSE: These substances will not kill the virus but some may be very dangerous to you.

Myth: The new coronavirus was deliberately created and released by people.

FALSE: Viruses change over time. This virus lived in animals and mutated so that it is now infecting people.

Myth: A face mask will protect you from COVID-19.

FALSE: The N95 can protect healthcare workers, but the paper masks everyone is wearing do not and we need to leave the N95 masks for healthcare workers.

*Source: <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/2019-novel-coronavirus-myth-versus-fact>

Myth-Busters



You need to go to reputable—or proven—places to get your information. Here are some good places to find answers:

CDC- Centers for Disease Control: This is a United States government agency whose job it is to provide facts and guidance on diseases in the United States.

WHO- World Health Organization: This organization monitors health throughout the world and provides information and guidance on issues of health.

BBC News- The British Broadcasting Company provides news and information in an unbiased and non-sensational manner. It is a good news channel to watch when things get scary.

Internet- Use your search engine to find answers to your questions. Try to choose sites from major universities and hospitals or with addresses that end in .gov, .org, or .edu.





What to Expect When Sheltering in Place



When people shelter in place, several things may happen. Here are some:*

- You can feel anxious and afraid
- Worry about your own safety and that of loved ones
- Fear of how long you will remain sheltered
- You might have feelings of isolation and loneliness
- Guilt about not being able to do your work or get paid
- Trouble sleeping

Know that these are normal feelings. And, we will address them in this book. But, look at them here and know that, when you feel them, you are not alone. But, here are some things you can do:


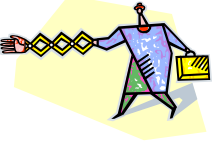


1.  **Keep informed.** Use reliable sources. If your news gets "too scary," watch another channel or try a different source. Don't binge-watch. That increases anxiety.
2.  **Reach out.** Be sure to talk to friends and family everyday via phone, text, or online.
3.  **Call for help.** If you feel overwhelmed with sadness, depression or anxiety, call for help. Numbers are listed in the back of this book.
4.  **Make a plan.** Schedules are good for keeping life "normal."

Source: HHS Publication No. SMA-14-4893 (2014) <http://store.samhsa.gov>

Steps to Help While Sheltering in Place



Make a plan so that you have resources ready if you need them.

<p>Stay Informed</p> 	<p>I will use this source to get information on what's happening:</p>
<p>Reach out</p> 	<p>I will contact these people for support during this time:</p>
<p>Call for help</p> 	<p>If I'm in trouble, I can call here for help:</p>
<p>Make a Plan</p> 	<p>I will use the plan I created with this workbook and I will post it (where):</p>

So, Now What?



Okay, so you're home...and, maybe, for a long time. What now?

Well, it's time to order your life. Or, re-order your life for this new normal. Especially when chaos is raging all around you, an ordered life can be a really important thing.

And, the way to do that is to create a schedule. Research shows that an ordered life can help*:

- Make us more efficient
- Create structure
- Create good habits and break bad ones
- Help us get important tasks done
- Builds self confidence
- Helps us achieve our goals

Schedules also help with mental health. And, during a SIP, it is important to maintain good mental health. Here's how a schedule helps.**

- Routine anchors us
- Reduces stress
- Improves sleep
- Can help us eat healthy
- Balances our lives

*Source: www.skilledatlife.com/18-reasons-why-a-daily-routine-is-s-important/

**www.blurtitout.org/2018/11/08/mental-health-benefits-routine/

So, Now What?



But, no matter what science says, your life is unique. How does routine help you in life?

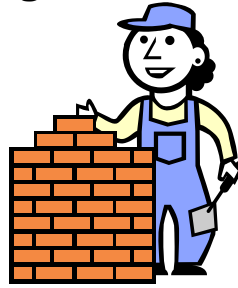
List three ways a schedule or routine has improved some part of your life.

1.

2.

3.

Building Your Schedule



Keep in mind the 3 things you listed on the last page. You want to be sure that your schedule builds on the benefits you have already gotten from routine.

You also want to build a balanced schedule for these trying times.

You will want your schedule to include these things:











1. **A daily routine.** You're going to get up at the same time everyday, clean up, and get dressed. Maybe that means changing from your nighttime pajamas to your daytime pajamas...but, change. It's good for your mental health.



2. **Regular meals.** This might be a good time to learn to cook or try out a new recipe. Regular mealtimes will keep you from gaining or losing too much weight and will help regulate your moods and sleep patterns.



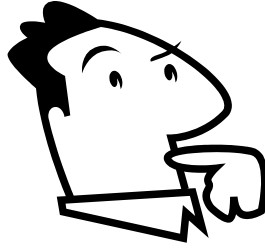
3. **Work time.** Whether it's from a job, or schoolwork, or just working on adult living skills, you need to set a goal and accomplish it.

4.  **Exercise time.** This will help you physically and mentally. It will also help you sleep and reduce stress.
5.  **Hobby time.** It's important that you do something creative everyday while SIPing. It can give you a feeling of accomplishment.
6.  **Social time.** Whether it's game time with the people you're sheltering with, or time online, the phone, or other media, it's important to keep communicating with others.
7.  **De-stressing time.** Whether you meditate, journal, or do some other relaxing activity, it is important to cope with the stress SIPing causes.
8.  **Leisure time.** Try to fit in a few minutes of "nothing" regularly.
9.  **Sleep time.** A regular bed time/awake time will keep your sleep cycles normal and optimize your health.
10.  **Devotion time.** Whether you set time aside for formal religious services or spend time contemplating nature, take a moment to recharge your being.
11.  **Household Chore time.** The dishes still need to be done and your laundry still piles up. Keep on top of things and you'll feel better.

Sample Daily Schedule

Time	Day: Friday	Time	Day: Saturday
8-9 am	 Get up; shower; get dressed; make bed; clean room	8-9 am	 Wake up; read book in bed
9-9:30	Eat breakfast; do a load of laundry 	9-10	 Get up; shower; get dressed; clean room; change sheets 
9:30-12:30	Work time 	10-11	Take a walk; meditate 
12:30-2	Lunchtime; social time 	11-12	Hobby time 
2-3	Work time 	12-1	Lunchtime; social time 
4-5	Mop the floor to wild music 	2-3	Take a nap 
5-6	Take a walk  ; workout	3-4	Order groceries online 
6-7	Dinnertime 	4-6	Call several family members 
7-8	Do dishes; clean kitchen 	6-7	Eat  dinner
8-10	Watch movie; get ready for bed 	7-11	Movie marathon; bed 
10 pm-8 am	Sleep/devotion 	11pm-8 am	Sleep/devotion 

Analyzing the Schedule



Look at the schedule on the previous page. Did you notice:



- That Friday and Saturday are different? One is a "workday" and one is a "weekend." Give yourself two days off each week.



- That everything on the list was included over the course of the days. (You may not do everything everyday; but you can do it all every week.)



- That there are regular times to wake up and regular times to go to bed. This will keep your sleep/wake cycles healthy.



- That there are times for regular meals along with enough time to prepare that meal.



- That chores are slipped in here and there so that it doesn't get overwhelming.

So, now it's your turn. Use the form on the next page to create a schedule for yourself. Be sure to include everything on the list so that you keep a balanced life. (There's an extra day on the charts.)

My Daily Schedule

Time	Day:	Time	Day:

My Daily Schedule

Time	Day:	Time	Day:

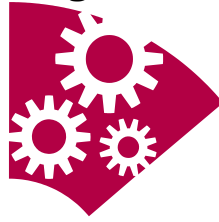
My Daily Schedule

Time	Day:	Time	Day:

My Daily Schedule

Time	Day:	Time	Day:

Making It Work



If you aren't used to doing all these different things, a schedule can feel difficult—but, it is not.

In the next few lessons we're going to look at how to set up each section. The Internet has lots of guidance on just about everything...and this is also a chance to let your imagination run wild.

The good news about setting up this kind of schedule is that you are the boss. You are the one who creates the possibilities. You are the one who decides.

And, that's a good thing.

In fact, for many young people, this pause in your regular, busy life might just be a wonderful opportunity to learn how to be the best version of yourself you can be.

So, let's check it out.

Creating a Daily Routine



If you are sheltering in place (SIPing) with others, you may want to talk to them about what kind of daily routine you all keep.

But, as you create a routine, consider this:

- Are you an early bird or a night owl? You don't have to get up at six if that doesn't work for you. Set your day to your natural body rhythms.
- Do you like a nap in the day? Then, take one. Do you really like 9 hours of sleep a day? Or, can you live comfortably on 7? Set your schedule accordingly. (Just don't get too extreme—that isn't good for your mental health.)
- Would you prefer five small meals a day? Nobody says you have to eat only three.

This is your chance to create a world according to YOU.
Indulge a little. You're allowed.

Here's a change that I would like to make in my daily routine.

Making Regular Meals



If you can't cook for yourself, it's about time you learned—and now's a perfect time. Sit down for meals. Make them an event.

The Internet is full of tutorials on how to cook. And, every young adult needs to be able to make basic meals for themselves.



Type "Susan Traugh Youtube" into your server and a dozen videos will pop up that are tied to this workbook series. You can learn how to make burritos, mac 'n cheese, easy cakes, one-pan pastas, microwave hot dogs and more.

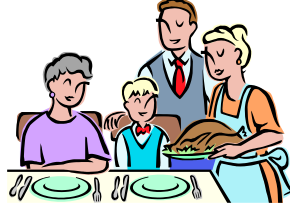


Or, type in your favorite dish and you will probably find both videos and written recipes on how to make it.

Be creative. With food shortages in many grocery stores, this is also a good time to experiment a little. Check out what's in the cupboards and see what you can throw together. Some of the best recipes around were invented by accident.

Tonight, I'm going to make:

Meals as Social Gatherings



It is important that you keep a social aspect in your life while SIPing and meals are a good place to do that.

We used to be a society that ate on the run. "Grab and go" was our most popular mode of eating. But, that isn't good for our physical health—and it's certainly not good for our mental health.

So, change that while you shelter in place.

Make a meal a big deal. You have to cook at home anyway, so, honor your efforts by making your meal the focus of a social gathering.

Now, we're not talking about breaking quarantine. We ARE talking about setting the table. Making things look nice. Maybe, lighting a candle and putting on some music. Then sit down with the people you are sheltering with. Or, use Facetime to share your meal with someone else who is trapped at home alone. It might even be a nice time to plan a virtual "date" with someone.

So, how can you make meal time special?

Creating Work Time



"Go" to work (or school) each day. Create a space in your house that is dedicated to work or homework.

Choose your desk, or a corner of the dinner table, or even the top of your bed. But, gather your supplies, go to your special place and dedicate whatever time you've scheduled to work.

Don't distract yourself with social media. Don't have the TV on while you try to work. Just work. Be dedicated and diligent about it. Show yourself the kind of worker that you'd like your boss or teacher to see. Then when work time is over put the tools of your job away and be done with them.

If you don't work or have schoolwork learn something new. Do you need to work on your math skills? Kahn Academy has free lessons on that. Or, download a free foreign language app. Or, tackle a couple of books in the *Daily Living Skills* series and learn a new adult living skill. Some are free at:

www.teacherspayteachers.com/Store/Susan-Traugh

Keep your mind engaged. Accomplish something. Use this time to get ahead in life. You'll thank yourself when SIP time is over.

While I'm SIPing, I'm going to learn to:

Exercise Time



A healthy body supports a healthy mind. Use this time to keep or get your body in tip-top shape. No gym? No problem. Just be creative.

Your goal is 10,000 steps a day. You can put an app on your phone to count steps.

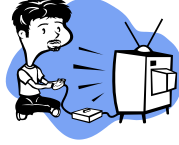
Look around your house and see what you can do to work out.

- Does your dog need a good, long walk?
- Can your stairs take the place of a stair-climber?
- Use a couple of water bottles for hand-weights.
- Can a swing set become a chin-up bar or obstacle course?
- Will an online video help you learn to do yoga?
- How about joining the workout class on morning TV?

Explore your options then write down 3 different things you can do to stay in shape with what you have at home.

1.
2.
3.

Personal Time



No one needs to tell you how to use Hobby Time, Leisure Time, or Social Time.

Go ahead and enjoy these times, but don't go overboard. While they're fun, if you just spend your days trying to engage in these activities, you will get bored. And, then you will get depressed.

Use them as rewards for doing the hard work of life. Do your homework, schoolwork, or other work. Do your household chores. Exercise. Eat well. Take care of yourself.

THEN engage in the reward of personal time.



This might be a good time to start a new hobby. If you only play video games, maybe you'd like to read a book. There are a lot of free and really cheap books on Kindle. Maybe a science fiction novel will give you the same rush of adventure and other worldliness that your video game provides. Who knows. You might like it.

Other ideas:

Create a sculpture with old junk in your garage.

Collect your broken jewelry and re-string into bracelets.

Learn to sew, or embroidery, or quilt.

Find a tutorial on fixing what's broken in your house.

De-stressing Time and Devotion Time



No question that this is a stressful time. But that doesn't mean you have to lose your cool.

There are all kinds of things you can do to calm yourself down during scary times—and you should do them. On the next pages, you'll see a visualization meditation to help you calm down and relax when things feel overwhelming. But, you may also want to try these things:

Listen to your favorite music. Some people like peaceful, soaring music while others like to dance their tension away. Choose whatever works for you.

Take a bath. The hot water and soothing water sounds are good for loosening tight muscles and calming frazzled nerves.

Pray or chant. This quiet communication can soothe your body and soul.

Sing. With or without music, the methodic breathing and soaring sounds can help you relax and restore.

Share a massage. If you're SIPing with another person, exchange neck and shoulder massages for luxurious muscle relief.

On the next page, share what you'd do to de-stress.

De-stressing Time



Use the chart to name 10 things you can do to de-stress while SIPing.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Relaxation Visualization



Learning to listen to and talk to our bodies is a very valuable tool for reducing stress.

Do you have a headache because you're holding stress in your neck and shoulders? Do you have indigestion from a stressed stomach or can't sleep because your back is tight and achy?

If your body is tight with stress, your life will be knotted with discomfort.

You can release that tightness and free up your body—then free up your thoughts—by relaxing. And, a good way to relax your body is to listen to it, and talk to it, through a relaxation visualization.

In the beginning, you may want to do the visualization on the next page with a partner. Let one person read the steps while the other follows the prompts. Then switch. Read each bullet-point slowly and pause between each one to allow the person to see it in their mind and experience the sensations.

Later, you will be able to think through the steps in your mind and, with practice, should be able to relax your body in about five minutes.

Good luck.

Source: psychcentral.com/blog/how-to-break-stress-reaction-cycle/

Relaxation Visualization

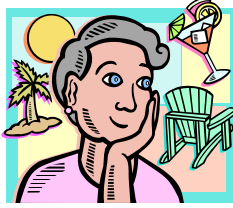


Sit in a chair with both feet on the floor and your hands resting on your legs. Close your eyes.

- Breathe in. Breathe out. Breathe in. Breathe out.
- Notice the weight of your feet on the floor. Feel their strength and connection to the ground. Let the muscles of your feet relax and your feet slightly warm as your blood flows freely in your feet and toes. Breathe in. Breathe out.
- Now, concentrate on your calves. Feel the muscles at the back of your legs begin to unwind and relax. Feel the warm blood from your feet move up your legs, warming your legs as they tingle at the sensation of warmth and relaxation. Breathe in. Breathe out.
- Now feel that relaxation and warmth move up into your thighs and pelvis. Feel your blood coursing through your veins and the warmth of healing circulation pumping through your thighs and into the core of your body. Breathe in and out to direct the blood through your pelvis and down your legs. Feel the circulation from your toes up into the core of your body as tension flows away and is replaced by warmth, and ease, and comfort. Breathe in. Breathe out.
- Take a deep, cleansing breath in and out. As you blow it out, watch the tension in your belly leave your body and float away. Breathe in relaxing, healing air and watch it circle around your stomach and digestive track. Feel the relaxation as your organs relax and begin to function easily and in good health. Breathe in. Breathe out.

- Take another deep, cleansing breath. Feel your lungs expand as the air fills them to capacity. Notice how the tension leaves your body as your lungs blow out all stress and tightness. Breathe in again and feel the lightness of energy as it flows into your body, opening your lungs and filling your body with strengthening oxygen. Breathe in. Breathe out.
- Concentrate on your heart. Feel it beating in your chest. Smile into that steady beat that sustains your life and powers the engine of your body. Breathe in the life-giving oxygen that fuels this powerful pump. Breathe in strengthening oxygen. Breathe out stress and tension. Breathe in. Breathe out.
- Breathe in. As you do, let the air stream around the tense muscles in your back and shoulders. Feel the air weave through the muscles of your shoulders, massaging them and loosening the tension. Visualize the muscles, like braids in long hair, becoming loosened and unraveled as tightness is released and tension unlocked. Breathe in. Breathe out.
- As your shoulders release, your arms become heavy on your legs. Feel the muscles of your upper arms loosen and warm as blood begins to flow into your arms and fingers. Follow the warmth of that blood as it courses down your upper arm into your lower arm, then your wrists, then your palms and into your fingers. Feel your fingers begin to tingle as the life-giving blood invigorates them and the tension falls away. Breathe in. Breathe out.
- Breathe in. Breathe out. Rub your warmed hands and fingers together until they become even warmer. Place your hands on your face and over your eyes. As the warmth touches your face, feel it radiate around your head, unloosening tight muscles and bringing invigorating blood flow to your face, head and forehead. Feel the tension fall away from your head as it begins to get heavy and fall forward. As your head drops, feel the tension in your neck fall from the back of your neck and drop to the floor, leaving your body tension-free, rejuvenated, and ready to face the day. When you breathe in this time, you will lift your head, open your eyes, and be stress-free and ready to go. Breathe in. Breathe out.

Relaxation Visualization Checklist



Tailor this visualization to your own needs.

- Make it longer or shorter to suit the time your body needs to relax.
- Focus on the part of your body where you hold stress.
- Add a visualization of a great vacation or relaxing time with friends.
- Add quiet music or nature sounds.

Then use this chart to personalize your own visualization.








What I liked about the visualization:
But, I'd like to change it this way:
I'll also add/take away this:
I would use relaxation visualization when:

Sleep Time



One of the first things that gets disrupted during stressful times is sleep.

And, that's where a schedule helps. Good sleep hygiene involves supporting your body's sleep cycle in a number of ways:








-  1. **Limit daytime naps**—Keep them to 30 minutes.
-  2. **Avoid caffeine** and nicotine at night.
-  3. **Exercise** earlier in the day. Even 10 minutes helps.
-  4. **Limit spicy foods**—like fatty meat, citrus fruits, carbonated drinks.
-  5. **Get natural light**—try for at least 30 minutes early in the day.
-  6. **Keep a routine**—teach your body to get tired at the same time every night.
-  7. **Keep it pleasant**—keep your room cool and your bed comfy.

Source: <https://www.sleepfoundation.org/articles/sleep-hygiene>

Sleep Time Worksheet



Match the picture to the definition.

No.	Picture	Definition
1.		A. Get natural light
2.		B. Avoid caffeine and nicotine
3.		C. Keep a routine
4.		D. Avoid spicy foods
5.		E. Exercise even 10 minutes
6.		F. Limit naps
7.		G. Keep your bed comfy

Sleep Time—Ending the Day Right



A good way to get a good night's rest is to count your blessings.

"Blessings" isn't used here as a religious phrase. Instead, it is a way of looking at the good things that happened in the day.



Assess your goals. What did you accomplish today? Each day, set small goals for yourself. Will you finish a chapter in your history book today? Will you scrub the bathroom floor?

It doesn't have to be anything big. But, set a goal. And, then do it. You will have a real sense of accomplishment, and peace, if you can look at your day and say, "I did this, and this, and this, and this."



Practice gratitude. When your head hits the pillow and you've looked at all you accomplished—give thanks for your ability to finish all you did today. Then look at the rest of the good things in your life. Are you healthy? Are you loved?

Think of ten things that you can be grateful for. Let them circle in your brain and fill you with a sense of thankfulness and happiness that your life is so full of good things.

Keeping a Gratitude Journal



Research* shows that practicing gratitude can change your life. It can:

- Improve your sleep
- Make you sick less often
- Increase your energy
- Improve your decision making
- Make you more optimistic
- Improve your self-esteem

Use the next page to create your personal gratitude journal. After you have assessed your accomplishments, list several things for which you are grateful. They can be little things like:

- The sky was beautiful today.
- I found toilet paper at the store!
- My friend was happy to hear from me.

Notice how they're not big—just life's little pleasures? Focus on the good things before bed and you'll sleep like a baby.

Source: www.happierhuman.com/benefits-of-gratitude/

Keeping a Gratitude Journal



Today I accomplished:

1.	
2.	
3.	

Today I am grateful for:

1.	
2.	
3.	
4.	
5.	

I also want to say this about today:

--

Household Chores



A recent article on the Internet said that home stores are doing a bang-up business in communities where people are sheltering in place.

It seems that everybody is using the days at home to spruce up their places. They're either fixing up their garden, or tackling big chores in the house.

And, that might be a fun thing to do. Hardware stores are considered essential providers and, as such, the stores are open. Getting the bedroom painted or the cupboards all polished would really give you a feeling of accomplishment. What do you think?

But, whether you're tackling a big chore, or just want to get the toilet scrubbed, it's best to have a plan. On the next page is a check-list of household chores. Put a check mark by all that need to be done at your house and then chart which day of the week you plan to do them.

Your schedule will show you when to do chores and this chart will guide you as to what chore needs to be done.

At the bottom is a place to list the big projects if that feels like something you'd like to do.

Household Chores



No.	Chore	Check	Day to do it
1.	Laundry		
	<i>Kitchen</i>		
2.	Wash dishes, clean counters, sweep		
3.	Take out trash		
4.	Mop floor		
5.	Clean out refrigerator		
6.			
7.			
	<i>Bathroom</i>		
8.	Clean sink, mirror, toilet, bath, floor		
	<i>Bedroom</i>		
9.	Make bed		
10.	Fold and put away clothes		
11.	Dust furniture/clean mirrors		
12.	Vacuum/clean floors		
13.	Change sheets		
	<i>Living Spaces</i>		
14.	Dust		
15.	Wash windows		
16.	Vacuum/clean floors		
17.			
18.			
	<i>Other room</i>		

A big project I'd like to do during SIP is:

But, What If I'm Worried?



These are scary times, but excessive worrying is bad for your physical and mental health and simply does no good. If you are a worrier, you can learn to contain and manage your worry with a few tricks.



1. **Make it concrete:** When worries are allowed to roam free in your head they feel big and scary. Write each one down on a piece of paper. Very often just seeing it in black and white shrinks it down to size—or even makes it go away.



2. **Analyze it:** Once it's written down, ask yourself: "Is this solvable?" Can you DO something to solve this problem? Brainstorm ideas to fix it. Then, DO IT and you can get the worry out of your mind.



3. **Accept Discomfort:** But, some worries are just there. In that case, you need to try to accept the fact that uncertainty is part of life.



4. **Postpone it:** For those worries that are just part of life's uncertainties, plan a "worry party." Give yourself time to thoroughly think about your worry. Write everything down on a piece of paper. Totally indulge your worry. Then seal it up and throw it away.



5. **Question it:** Ask yourself "Is this a realistic worry?" If you're worried you're going to fail your math test even though you've always gotten A's in math—that might not be a realistic worry. Proving to yourself why the worry is unfounded can take away its power.



6. **Beat it to death:** Sometimes those unsolvable worries just need to be let out in the open. Looking in the mirror and repeating your fear over and over often takes the power out of the fear. "I might die; I might die; I might die..." actually begins to sound a little silly if you say it long enough.

Containing Your Worry



Answer these questions.

1. I should write down my worries because:
 - a. Worries are scary when they just rattle in your brain.
 - b. Many worries look smaller when written down
 - c. Writing the down makes worries concrete and focused.
 - d. All of the above.

2. If a worry is solvable I should:
 - a. Take steps to solve it.
 - b. Brainstorm ways to fix it.
 - c. Both A and B.

3. If a worry is unsolvable I could:
 - a. Beat it to death.
 - b. Accept uncertainty.
 - c. Schedule a worry party
 - d. All of the above.

4. I might find that a worry isn't real if I:
 - a. Question it.
 - b. Analyze it.
 - c. Either answer might work.

Containing Worry



If worrying begins to distract you from "life," stop and acknowledge the feeling by taking a "Worry Break." Choose one of the tricks listed in this lesson to address your worry and give it the attention it's asking for. Here's how:



1. **Stop what you're doing and give your worry attention.** These are scary times; your concerns deserve to be taken seriously.



2. **Set a timer for 10 minutes.** That is the time you are allowed for your Worry Break. When the timer goes off you'll go back to what you were doing.



3. **Choose an approach.** Look at the tricks offered in this lesson and choose one that feels right to you. Is your worrying floating all over your brain? Then make it concrete. Do you really need to know the facts about your fear? Then research it.



4. **Concentrate hard** on your worry during your Worry Break. Give the worry you complete attention.



5. **Stop when the timer rings.** Take a minute to analyze what you did, or what you found out. Re-evaluate how that worry fits into your life. Does it feel more under control?



6. **Let worry go.** If you need to, you'll go back to your worry at another Worry Break. But, for now, let it go.

Containing Worry



What is my biggest worry?
This scares me because:
My approach: (Circle one.)
Make it concrete Analyze it Accept discomfort
Postpone it Question it Beat it to death
This approach helped me because:
I still have these worries:
Next time I'll try:
However, I believe I can do these things to conquer this worry and move one with my life.

Resources



But sometimes, the steps in this book are not enough to overcome feelings of isolation, depression, anxiety, and fear. If that is the case for you, reach for help. You are not alone. Remember, that mental health workers are considered essential workers and help is always out there.

Some resources are listed on the next page. These numbers were provided especially for this crisis. So, they will understand.

Or, find a number or address online. If you don't like to talk on the phone, there are chat lines and websites to turn to. Just reach out.

Resources



The Department of Health and Human Resources is a government agency dedicated to helping people live better lives. The Substance Abuse and Mental Health Services Administration is part of this agency. They have put together a list of resources that might help during this crisis.

Hotlines

SAMHSA's Disaster Distress Hotline

Toll-Free: 1-800-985-5990 (English and Spanish)

SMS: Text TalkWithUs to 66746

SMS: (Spanish) "Hablanos" at 66746

TTY: 1-800-846-8517

SAMHSA's National Helpline

Toll-Free: 1-800-662-HELP (24/7/365 Treatment Referral)

Website: <http://www.samhsa.gov/find-help/national-helpline>

National Suicide Prevention Lifeline

Toll-Free (English) 1-800-273-TALK (8255)

Toll-Free (Spanish) 1-800-628-9454

TTY: 1-800-799-4TTY (4889)

Now you know...



...what COVID-19, or the coronavirus, is. You know how it spreads and you understand how to protect yourself by practicing social distancing and sheltering in place.

You have created a schedule which helps you create a daily routine for your mental health and as a tool to help you accomplish more in your daily life. You know ways to deal with stress and worry and know where to go if you need help.

If this book helped you, I would love to hear from you. Write to me at www.susantraugh.com and I'll be sure to write back.

Good luck!

Susan Traugh

Author

Cheat Sheet Answers



Here are the answers to the questions in this unit. Grade yourself and put the scores in on the Unit Checklist.

Page 8	1c; 2a; 3e
Page 11	1d; 2e; 3a
Page 13	1a; 2e; 3e; 4c
Page 18	1. wet hand; 2. lather up; 3. scrub 20 sec.; 4. rinse; 5. dry
Page 23	1d; 2c; 3b; 4a
Page 27	Answers vary
Page 30	Answers vary
Page 35	Answers vary
Page 51	Answers vary
Page 53	1g; 2d; 3f; 4c; 5a; 6e; 7b
Page 56	Answers vary
Page 58	Answers vary
Page 61	1d; 2b; 3d; 4c
Page 64	Answers vary

PTG Page



Dear Parent, Teacher or Guardian,

Sheltering in Place from Transition 2 Life's **Daily Living Skills** curriculum covers the basic knowledge needed for young adults to maintain a balanced life schedule during this crisis. In this unit, young people will learn to:

- What the coronavirus or COVID-19 is and how it is spread.
- How to practice social distancing and sheltering in place.
- How to create a schedule for a balanced and productive life at home while sheltering in place
- What to do if stress and worry become overwhelming

You can help this young person achieve independence in this Daily Living Skill by:

- Supervising creation of a schedule so it meshes with your family.
- Help them gather supplies to complete their activities.
- Encourage their adherence to their schedule.
- Review the "Unit Checklist" at the beginning of this unit to see if additional instruction is needed in a given area.

Please sign and return the bottom of this letter so your student may receive extra credit for your acknowledgement.

Signed

Date

Signed

Date

About the Author



Susan Traugh holds a B.A. in Liberal Studies and Masters Degree in Education specializing in curriculum development and earned her multiple subjects teaching credential. She has been writing educational materials for twenty plus years including the phonics series *Singing My Sounds*, and the history series *Primary Sources and Songs*.

Her *Mother Goose Brain Boost* preschool curriculum (co-authored with her husband, Steven) won Learning Magazine's "Teachers' Choice Award." She is the author of hi/lo titles of trade books for special needs students including *Sex Smarts: You and Your Sexuality* and she is the mother of three special needs children. Her stories have appeared in numerous *Chicken Soup for the Soul* books and magazines across the country..

Susan's award-winning young adult novel, *The Edge of Brilliance* is the story of a teen with bipolar disorder who finds the hero within herself. It can be found on Amazon and B&N Kindle.

Susan also authors a blog on parenting children with mental illness. It can be found at www.HealthyPlace.com/blogs/parentingchildwithmentalillness.

A former teacher, Susan has taught elementary and middle school in addition to university teacher preparation. She currently provides workshops and seminars for teachers. Susan is the former president of POSH (Partnership of School and Home) the purpose of which was to open lines of communication between parents of special needs students and the school. It was in this capacity that the need for this curriculum became evident. Further information on Susan can be found on her website: www.susantraugh.com

Want More Information?



For the latest material in this series go to:

www.teacherspayteachers.com/Store/Susan-Traugh.

For information on other works by Susan Traugh go to:

www.susantraugh.com.

Follow my weekly blog on Facebook for free lessons and ideas for teaching transition at: Transition 2 Life.

Email me at: susan.traugh@gmail.com. Send me your email address and request to be put on our Newsletter list to receive monthly updates and free lesson plans.

Note: Many of the books on the next page are especially helpful during this period of lockdown. There are also many free mini-lessons on this site that will provide instruction on skills like prioritizing, asking for a date, cleaning house, doing laundry, and more. www.teacherspayteachers.com/Store/Susan-Traugh.

See All the Books in this Series:



Adult Skills

Cleaning House
Doing Laundry
Paying Bills
Transportation
Staying Healthy
Outdoor Chores
Buying Insurance
Using the Telephone

Cooking Skills

Kitchen Basics
Nutrition
Grocery Shopping
Making Meals
Picking Produce Fruit
Picking Produce Veg.
Washing Dishes

Social Skills

Making Conversation
Everyday Manners
Fair Fighting
Safe Dating
Becoming Likeable
Hygiene for Girls
Hygiene for Guys

Job Skills

Dress 4 Success
Seeking Employment
Interviewing Skills
Getting a Paycheck
Time Management
College & Career
Work Games
Fact or Fake News
Goal Setting

Character Building

Building Character
Decision Making
Managing Stress
Overcoming Failure
Voting
Celebrating Holidays
Understanding Gov't
Becoming Self-Aware
Building Self-Esteem
Creating Self-Confidence
Building Self-Motivation
Practicing Patience
Practicing Self-Advocacy

A Teacher's Manual is available providing written ITP goals, federal standards addressed, pre-and-post assessments and more.

Audio-narrated PowerPoint lessons are now available. Workbooks will be converted regularly, so check back for your favorite titles. Contact us if you would like a certain title moved to the front of the line.

