



Working from home can present a unique set of challenges, especially when it comes to your health. The abundance of alluring snacks in the kitchen, the lack of social stimulation and the temptation to work in an ergonomically unsound position, like in bed, can all sabotage an otherwise virtuous worker's best intentions.

We have put together a few tips and strategies to ensure you optimize your productivity while still feeling connected to the wider team.

- ❑ **Complete your self-assessment** - Located on The D.O.C.K, you will need to complete a self-assessment before you start working from home.
- ❑ **Work regular hours** - Try to ensure you maintain normal business hours. Encourage yourself to think of yourself as 'at work' during these hours and plan to start work and finish work at the same time as regular work times. This will allow you to set boundaries between work and home. Track your hours and keep yourself accountable. Don't let work bleed over into your personal time, or vice versa. Avoid working on weekends if you can and keep an eye on how much time you're spending on work every day.
- ❑ **Maintain teamwork** - It's important to check in frequently over the telephone, or via Microsoft Teams.
- ❑ **Take regular breaks** - It is important you take regular breaks. Taking a proper lunch break and a few minutes out of your day to relax and recharge will help you to maintain productivity. It is all too easy to just continue working and lose track of time, but you will be more productive if feeling fresh.
- ❑ **Avoid distractions** - Resist the temptation to straighten up, or take on large projects around the house while you're working from home.
- ❑ **Keep your routine** - Keep your normal morning routine for dressing and breakfast, or evening wind-down and dinner time. Keep things consistent, just like you were doing when commuting to the office.
- ❑ **Don't over commit** - Although you will be home all day, avoid volunteering to watch kids, or pets for friends and family. This nice gesture can soon prove to be too much as you need to focus on work during set work hours.
- ❑ **Stay professional** - Avoid the temptation to be relaxed with communication just because you are in more relaxed clothing/attire.

LOOK AFTER YOUR MENTAL AND PHYSICAL HEALTH

- **Only refer to reliable sources of information** - In the case of COVID-19, constant monitoring of news updates and social media feeds, may significantly increase anxiety – only serving to reassure us momentarily, if at all. So, if you are feeling anxious, consider tuning off automatic notifications and updates on COVID-19. Instead, do less frequent checks of reliable, impartial sources of information updates on COVID-19. This might include national health websites rather than alarmist news or social media feeds that exacerbate worry unnecessarily.
- **Keep active** - This will help you reduce the excess adrenaline build-up and keep your immune system strong. It can also give much needed perspective.
- **Don't isolate yourself** - Personal relationships are crucial in maintaining perspective, elevating mood and allowing distraction away from concerns that trouble us. Even in imposed isolation, it is important to combat loneliness and keep talking – for example, via teams chats.

STAY CONNECTED AS A COMMUNITY

Keep connected as a community by taking some simple step:

Stay informed. Use information from reputable sources, for example the coronavirus section on this site.

Support others in your community. Look out for your neighbours and family members.

Keep connected. Where possible, keep connected to your family, friends, work colleagues through phone, email, video conference and social media.



Working from home with kids



Arrangements must be in place for the care of dependents and/or pre-school aged children during your ordinary hours of work. If the government closes schools and daycare centres, then we understand that you may have to be working at home with your kids. Below are some ideas to make this more productive until things get back to normal.

- 1. Call on your tribe:** Call on your family or friends to help you look after the children while you are working. If you have a spouse or partner at home caring for the kids, it's essential that you communicate what your day is like so you're both on the same page with your expectations and needs. For example, if you're under a pressing deadline and need to focus, let them know so that they can get the kids out of the house for a while.
- 2. Set a schedule and boundaries:** Set schedules so you and your kids know when its break time or work time. Provide clear signals of when you need to work without interruption.
- 3. Plan for entertainment:** Stock up on books and puzzles. Also, it's OK to use streaming services (Common Sense Media has good recommendations for kid-appropriate content).
- 4. Plan for education:** If school's been cancelled, think about using video chat to continue learning opportunities: piano lessons, tutoring or Sunday school with your child's regular teacher. There are also companies like Outschool that provide online learning for children from 3-18 years of age.
- 5. Get creative with virtual play dates:** Families across the country are getting very creative with virtual play dates using video chat as well as platforms like Roblox, which allows kids to chat while playing a video game together.
- 6. Talking about COVID-19 with kids:** Keep it simple, age-appropriate and fact-based. For example, don't tell your child they won't get COVID-19; you don't know that. Instead, the CDC suggests telling children that, from what doctors have seen so far, most kids aren't getting very sick. In fact, most people who've gotten COVID-19 haven't gotten very sick. Only a small group have had serious problems. Assure your kids, if they (or someone they love) do get sick, the world is full of grown-ups who will help.
- 7. ABCs & Happy Birthday:** Make sure they understand that hand-washing isn't optional. And that means showing them how to do it properly: using soap, warm water and time. Washing should take 20 seconds, which means you may need to help them find a song they can sing (in their heads, maybe twice) — like the ABCs or "Happy Birthday" songs. Be sure they wash whenever they come in from outside, before eating, after coughing or sneezing or blowing their nose and, of course, after using the bathroom.
- 8. Set realistic expectations:** You will reduce your anxiety and better manage everyone's expectations if you are upfront with co-workers about what is going on. If it all becomes too much – it's ok to take leave. You can access your personal or annual leave if that is what will be right for you and your family.