

## ORGANIZING TELEWORKING OR TELECOMMUTING

- Choose a space where you can install yourself, preferably not in the main common areas (kitchen, living room)
- Sit down in an ergonomic or comfortable position. Consult these [demonstration videos](#).
- Take breaks.
- Talk to your colleagues at least once a day.
- End your workday with a task that marks the separation between your work and your personal life: for example, write to your co-workers that you are ending your day.
- Give yourself time to find a balance and re-organize yourself. If possible, discuss your situation with your boss.



### If you have children

- Have a fixed schedule, so that your kids know what to expect. Plan your work schedule and the activities that the kids are allowed to do, during that time.
- Clearly explain the instructions to your children, what they can and cannot do. Prepare snacks in advance.
- Be realistic and don't plan more than one to two consecutive working hours,
- Make yourself 100% available to your children, outside of those working hours.
- If you are a couple and you have small children, alternate working hours with your partner.
- Patience, flexibility, trial & error will allow you to find which ways work best for you.



# ADJUSTING TO MEASURES USED TO FIGHT COVID-19

## SOCIAL DISTANCING, A SITUATION THAT REQUIRES SOME ADJUSTING TO...

We are all going through a period of time where we should keep a safe distance between one another and stay home, this is what we call **social distancing**. This physical distancing is necessary to save lives and help better help those who are sick. For most of us, this is a major change. Therefore, it is important to take care of ourselves and others. Even if we are far away physically, we should remain connected and help one another.

Remain positive: Every action counts, whether you are staying home, entertaining your children or inquiring about your loved ones. We should respect the guidelines of public health in order to protect those who are most vulnerable and to save lives.

## THINK DIFFERENTLY...

Our realities are different, depending on whether we live alone, in a couple or a family.

The idea of having to stay home might seem like a lot. So why not take advantage of this imposed break to do the things you've never had the time to do and that don't cost a thing, like: rearranging your drawers, cleaning up your pantry, sorting your clothes (too old, too small) making a photo album, etc. If you have kids, get them involved.

- Choose a specific activity every day.
- Phone someone close to you and check in on them.
- Accept that we have little control over this situation, and that by staying at home we help reduce the risks to our health and that of our loved ones.

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## SPOT THE SIGNS OF DISTRESS

Anxiety, anger or sadness may take up a lot of space. Everyone reacts to stress differently, for example.

- Lack of sleep. Not being able to relax.
- Crying often and being worried.
- Wanting to be alone most of the time.
- Blaming others.
- Having difficulty communicating. Asking others to repeat, because we can't understand.
- Having difficulty accepting or giving help. No longer being able to take care of children, to help friends or family.
- Not being able to have fun.

**If you or someone close to you is finding it difficult to cope, ask for help. Here are some services that can help:**

- **Health line or Info-Santé 8-1-1**
- **Suicide Action Montréal  
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## COACHING CHILDREN AT HOME



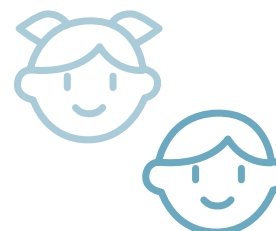
**Even though, these are challenging times, children still need to be supervised, to have a routines and limits.**

- Maintain good sleeping habits, eat at regular hours, and stay active on a daily basis.
- Prepare a schedule with the children and post it. Here are some ideas for activities, to take a break from TV and video games: board games, reading, household chores, cooking together, active physical games, learning activities (writing stories, multiplication competitions etc.)
- Keep in touch with friends, through social media, the phone, and other applications Don't forget grandparents, cousins and other family members. Staying in touch is good for both young and.
- If you have internet access, go online, you will find plenty of ideas.
- Keep an eye on your reactions. Children need your presence, your time and your affection, just like in normal times and even more now. It is important to help them feel secure, to reassure them and accompany them on this adventure.



### How to talk to children about the situation

- Explain the situation to children using words that are age appropriate. Answer their questions as they come up and tell them not to hesitate to ask them.
- Reassure them. They need to feel safe and to know that you will take care of them.
- Tell them their emotions are normal.
- If possible, do not listen to news broadcasts with children. They may misunderstand what they see and hear and create fears for themselves.
- The Ministry of Health and Social Services has published a document on this topic, entitled: [\*Mon enfant est inquiet en raison de la pandémie\*](#) (in French only). You can find it on their website.



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## STAY INFORMED

**It is essential to stay informed on the current situation, so you can follow the right instructions at the right time. Keep in mind that too much information can make us more nervous at times.**

### Take it easy while on social networks

- Read only our government publications. What happens in other countries does not necessarily apply to our situation here.
- Consult only trusted sites, such as [Québec.ca/coronavirus](https://Quebec.ca/coronavirus) or [Santemontreal.ca/coronavirus](https://Santemontreal.ca/coronavirus).
- Make sure that the information is up to date, since information is changing daily.
- Don't share just anything on social networks. Misinformation can have dangerous effects and may harm collective efforts.

### Make good use of social networks

- Use them to keep in touch with family, friends and neighbors.
- Share your tips and tricks to keep the kids busy, to work from home, as well as your suggestions for TV series and videos.
- Watch videos that will make you smile, it's important to laugh.
- Follow groups in your neighborhood or those who provide solutions or help support one another.

### Protect yourself from an information overload

- Don't listen continuously to news channels all day long.
- Set yourself a specific time during the day to listen to news. It could be the noon news update on television, for example.
- If you are afraid of missing important information, ask someone to let you know if there is an emergency



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## EASING TENSION AT HOME

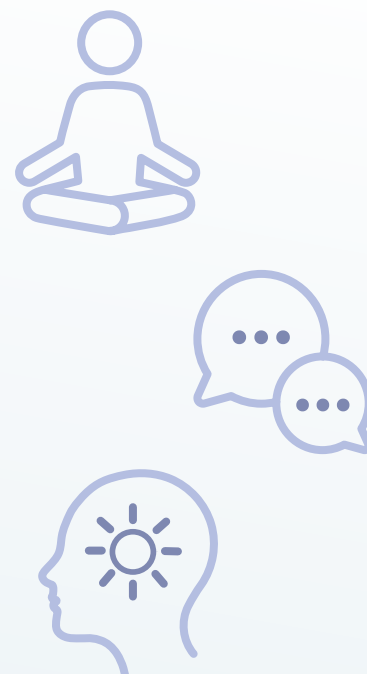


**Staying at home and not being able to do your usual activities is frustrating.** Even if you do the best you can to get through this time, you may feel anger or anxiety. That's normal.

Keep in mind that staying at home helps save lives. Your actions are important.

### If you live alone

- There are many ways to stay connected with others even if you have to stay at home. It's a great time to use messaging apps, phones and video calls.
- Make a list of people to call. Call them often.
- If you don't have family or close people close around you, it's possible to call 2-1-1. You will be given names of organizations that can help you feel less isolated.



### If you live with a spouse and/or children

- Your family and friends are living through the same situation as you. You don't want to add to their frustrations or break the ties that hold you together.
- Identify a situation that bothers you and discuss it with others. Find an acceptable solution knowing that it is temporary, but that the situation could last for some time.
- Pay attention to the signs of impatience and anguish in others. Take the time to ask them and understand what is bothering them.
- If you don't know how to handle a difficult situation, get in touch with a support resource. You can also call 2-1-1 and you will be redirected.



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## KEEP ACTIVE INDOORS



**Physical activity is always a good idea to stay healthy both in your mind and body. Being active releases hormones that help manage stress.**

- If possible, move furniture to make more space to move.
- Put on some music and dance.
- Some tasks are physically demanding, enjoy them: wash the windows, sweep under the beds, clean the inside of the oven.
- If you have access to the internet, you will find various exercises that use objects from the house. There are also free apps to learn yoga, for example. Choose your physical activities based on your abilities.
- Incorporate activities into your schedule by always doing them at the same time, in the morning before lunch, for example.
- Choose according to your preferences and situation: a longer period of exercise or several short periods during the day. Call a friend to do them at the same time but remotely!



### With the children

Children need to move, too.

- If you have access to the internet, you'll find plenty of ideas for all ages.
- Include them in your activities. The little ones will imitate you and the older ones will want to be as good as you.
- Inflate balloons. Throw them in the air, none of them should touch the ground. Children will find plenty of other ideas for these balloons.
- Play! Do the wheelbarrow, jump over cushions, juggle balls, draw a piece of hopscotch on the floor with duct tape.



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