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.
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 1-866-277-3553
- You can also call 2-1-1 and they will redirect your call.

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.

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.

March 27 2020
This information may change as the situation evolves.