ORGANIZE YOUR TELEWORK

Don't forget about mental health!

Are you feeling stressed, anxious or depressed? The following advice can help you to intelligently deal with events stemming from the coronavirus COVID-19 epidemic here in Québec.





SET UP A COMFORTABLE WORK SPACE.

This area should be dedicated to work only and enables you to establish boundaries between your work and your personal life.



TAKE BREAKS.

Make sure to give yourself a few minutes during the day to relax and be active. Go outside, but always follow recommended distancing instructions.



MAKE ROOM FOR LUNCH.

The time off will greatly help your well-being and health. Eat well and disconnect for a little while before diving back into your workload.



STAY IN TOUCH WITH YOUR WORKMATES.

Use all the tools that are available to interact virtually every day: email, Web, telephone, video-calling and chat.



GET A CIRCLE OF THANKS UP AND RUNNING.

Recognize the efforts and success of your workmates. Always be respectful. What you write or say has an impact. Focus on ensuring harmony for when you eventually return to the office.



GO EASY ON YOURSELF-AND ON YOUR WORKMATES.

You need to give yourself time to adapt, find balance and reorganize life. If you can, discuss your situation with your boss. And remember: some days may be less productive than others.

If you have a children

LET YOUR FAMILY CIRCLE MEMBERS KNOW YOUR WORK SCHEDULE.

Ensure that they know your work schedule (times when you do not want to be disturbed) and also the times when you are available for them.

SHARE RESPONSIBILITY FOR YOUR CHILDREN.

If both parents are at home, divide the schedule into two halves.

For example, one of you can take care of the children in the morning without disturbing the other and vice-versa in the afternoon.

PLAN YOUR WORK EFFICIENTLY.

Be realistic: Don't work for more than two hours straight at a time.

You could also take advantage of the little ones' nap time to converse with your workmates, or invite the children to "work" too by drawing, reading or doing educational activities.

SET ASIDE SOME FAMILY TIME DURING THE DAY

This could include playing board games or taking a walk outside while following physical distancing instructions.





What's the best way to adapt?

Most importantly, when you are in preventive isolation, take good care of yourself.

Stay in contact with your friends and family by telephone or on the Web. Speak to someone you trust or ask for help when you feel overwhelmed. It's not a sign of weakness but rather shows that you have the strength to do what is necessary to cope.

Physical activity will also help you eliminate tension and to reduce stress. Find time during the day for enjoyment. Rely on your personal strengths to get through these difficult times.

Keep in mind that by staying home you are helping to save lives. Your decision is important.

Look for signs of distress

1 PHYSICAL SIGNS

- · Headache, neck tension
- · Digestive problems
- Sleep problems
- Lower appetite

PSYCHOLOGICAL AND EMOTIONAL SIGNS

- · Anxiety and insecurity
- · Feeling overwhelmed by events
- A negative view of things and/or daily events
- Feeling discouraged, sad or angry

3 BEHAVIOURAL SIGNS

- · Difficulty concentrating
- Irritability, aggressiveness
- Inward-turning, isolation
- Increased use of alcohol, drugs and medication

Resources

If you are feeling stressed, anxious or depressed by the current epidemic in Québec, call Info-Social at **811 (option 2)**.

Telephone emergency distress and support hotlines:

- Tel-Aide
 - Centre that provides help 24/7 to people suffering from solitude, distress or who need to have someone listen:
 Go to www.acetdq.org
 (French) for contact information on your regional listening centre.
- Écoute Entraide
 Community organization that supports people who are emotionally suffering:
 514 278-2130
 or 1 855-EN LIGNE (365-4463)
- Tel-Jeunes
 24/7 hotline for young people in need of support:
 1 800 263-2266
- LigneParents
 24/7 hotline for parents in need of support:
 1 800 361-5085

Québec.ca/coronavirus 1877 644-4545