

STAYING HEALTHY AND PRODUCTIVE WHILE WORKING REMOTELY

Have a separate
workspace

Establish a routine

Take breaks

Dress the part

Stay safe and
healthy

Maintain work-life
balance



Congratulations on surviving your first official day working from home! This kind of change to our daily routines, habits, and preferences can be stressful and overwhelming. It is important that you take steps to care for yourself during this time so that you are better able to care for your families and your students.

We've pulled together some practical tips on how to improve the experience of working from home. Please remember we are here to assist you with this new working arrangement. If you have any questions please contact your supervisor or the District Office.



Productivity Tips

Create a Work Space

- This doesn't have to be a separate office, but it should be an area that is a dedicated work space. This helps you to prepare mentally for work and signals to the other people in your home that you are working.
- Try not to set up your work space in a place where you would go to relax like the sofa or your bed.
- If you are easily distracted by the things that need to be done around your house, create visual boundaries.

Establish a Routine

- Create a regular work schedule and stick to it (8am-4pm). It is too easy to "be on" all the time.
- Try to end work at the same time each day.
- Use your Google Calendar to schedule meetings, events, live sessions, and non-work hours.
- Schedule breaks throughout the day.
- Stick to a routine - wake up, shower, get dressed, eat breakfast, and start work at the same time each day.
- Plan your day, but allow for adjustments. Schedule time for grading, answering emails, and lesson planning.

Dress the Part

- Get dressed in *real* clothes, not pajamas. This will help you get into the "I'm going to work" mentality.
- Dress comfortably but be sure it is appropriate for work.

Stay Safe and Healthy

Maintain Physical Health

- Try to get some outdoor time in while maintaining social distancing.
- Step away from your desk during your breaks. Stretch. Give your eyes a break from the screen for a few minutes.
- Eat healthy and drink lots of water. Eating poorly can lead to fatigue and poor physical health. Healthy meals and snacks can give your immune system a boost.
- Do some sort of physical activity each day. Exercise releases endorphins in your body that actually reduce physical pain and elevate your mood while reducing the levels of stress hormones, such as adrenaline and cortisol, in your body.
- 20-20-20 Rule - every 20 minutes look away from your screen and focus on something 20 feet away for 20 seconds.
- Try to find a comfortable place to work that will not strain your body. Is your chair the correct height for the table you are working at and is your laptop comfortable to reach?
- Work in an area that is aesthetically pleasing and surround yourself with things that make you smile.



Working From Home While Parenting

- Set up a schedule that incorporates both your work expectation and your childcare responsibilities.
- Create a routine for your children as well as yourself.
- Partner swap - 4-hour shifts in which one partner works and the other cares for kids.
- Schedule play time with your kids.

Fight the urge to multitask

- Try to dedicate chunks of time to complete your tasks.
- You wouldn't be doing chores during your work day if you were at work.



Illness

What To Do When You Are Feeling Sick

- Take care of yourself - This means NOT working from home and getting adequate rest.
- Honor public health guidance and self-quarantine until you have been symptom free for the recommended number of days_ (please see CDPHE guidance as it may be changing).
- Let your supervisor know that you are sick so he or she can work with your team to cover your duties and allow you to rest and take care of yourself.
- If you have symptoms that become significant call your primary care provider, or the Health Department to determine if you should seek treatment.
- If you have symptoms that become severe (e.g.) trouble breathing) seek emergency care.

Immediate Family Member Illness

- Take care of your sick family member as needed. If you need to request time off or a modified work schedule please contact your supervisor.



Communication and Human Interaction

- Schedule time to meet with your colleagues. One of the benefits to working from home is that you now have the time during your day to meet with your team.
- Have a virtual meeting with a friend on your lunch break.
- Use your webcam during meetings with colleagues and students. They want to see your face.

Health Resources for COVID -19

- **Montezuma County Health Department** - (970) 564-4799
- **Southwest Health Systems in Cortez** - <https://www.swhealth.org/covid-19info/>
- **Colorado Department of Public Health** - <https://covid19.colorado.gov/frequently-asked-questions-faq>
- **Dolores School District** - <https://doloresschools.org/covid-19/>

Dolores School District Points of Contact

- Technology Needs - Mark Baxter (elementary - Juan Vega)
- Online Instruction - Justin Schmitt, Karen Webster, Alesa Reed
- Lesson Content and Assessment - Alesa Reed, Lis Richard, Justin Schmitt
- Preschool - Valiena Rosenkrance, Monica Steinberger
- Access to Facility - Fonz Goad, Lis Richard, Kelly Howerton
- Purchasing/Payroll - Doreen Jones, Shauna Wark, Principal
- Nutritional Needs - Chuck Soukup (and Tom Lambson for transportation)
- Parent Concerns and Student Needs - Principals and Superintendent
- General Teacher Support - Principals, Deans, and Superintendent

