

# COVID-19 Resource

## It's A Balancing Act: How to Help Your Employees Work and Learn From Home During The COVID-19 Outbreak

Your employee's ability to manage work and family-life demands are being tested like never before. Most likely, your team is now teleworking while being faced with the extra pressure of having to care for or educate their children while trying to have a productive workday.

It's a balancing act that's a tough ask for even the most experienced multi-tasker, and it is presenting a whole new set of challenges.

Here's a few tips and resources to help you and your team survive this new world:

- If possible, have a dedicated workspace, ideally with natural light. Do the same for children and if a desk isn't available use a portable table.
- Create a schedule and post it — include work time, homework, chores and time for physical activity. It might also be helpful to use a timer. Try to maintain regular sleep routines and schedules.
- Set expectations, rules and boundaries with children. For example, when a parent is on the computer or on the phone, it's time to use a quiet voice. Bottom line — expect distractions.
- Take advantage of time before kids are awake or school has started to plan and execute work tasks.
- Make a conscious effort to connect with your team on a regular basis to create a sense of normalcy — use video software like Zoom or Skype. Daily interactions reinforce a sense of well-being. Encourage your team to continue to connect remotely during breaks and lunch time.
- Share responsibilities with other adults at home. If both adults are teleworking with children home, share the responsibilities with school work and care.
- Provide extra activities for kids if they finish their school work early. Ideas include crafts, games, books or educational videos — consider a designated location. See the list of resources below.
- Take time to enjoy lunch together or schedule video lunch breaks with your team.
- Be easy on yourself and remember this is a new concept for everyone.

Other helpful resources:

- [Working from home during the COVID-19 outbreak](#)
- [Working from home during the coronavirus pandemic: What you need to know](#)
- [Supervisor tips & tools for motivating remote staff to stay engaged and productive](#)

Resources for employees with children at home:

- [National Geographic Kids](#)
- [PBS Kids](#)
- [Smithsonian for kids and teens](#)
- [Dolly Parton will read bedtime stories to kids online](#)
- [CDC - Printable Coping Strategies Activity and Coloring Book](#)
- [Mystery Science](#)



**Wash your  
hands.**



**Stay home  
when sick.**



**Cover your  
cough.**



**Keep 6 feet  
apart.**



**Stay  
informed.**