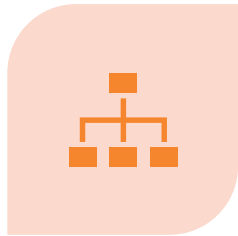




Working from Home with Everyone Home

Brenda Barela CPSI, CSHO, SSH
Karen Mestas Harris MOTR/L, CEAS

Agenda



UNDERLYING FACTOR -
BOUNDARY
MANAGEMENT/ROLE
SEPARATION



TIPS FOR THE REMOTE
WORKER



HOW CAN I HELP?



QUESTIONS

Boundary Management – Role Separation “Hats”

Family Roles

- Mom/Dad
- Husband/Wife
- Sister/Brother
- Uncle/Aunt
- Daughter/Son
- Teacher

Professional Roles

- The Profession
- Supervisor
- Manager
- Administrator
- Lead
- Co-worker

Characteristics

- Problem-solver
- Organizer
- Disciplinarian
- Counselor
- Teacher
- Care-Giver
- Friend
- Enemy

Tips for the Remote Worker

1

Limit Conversations
about COVID-19

- 5-5-5 Communication Technique

2

Assess Resources
for Children

3

Communicate Needs
and Expectations

- Supervisors
- Spouse/Partner
- Children

Tips for the Remote Worker



Schedule Check-ins

Spouse/Partner
Children



Establish Boundaries

Work & School Space vs. Family
Space

- Avoid using bedrooms for work or school space
 - Remember Ergonomics and Neutral Postures
- 'Do Not Disturb' Space

Tips for the Remote Worker



Be Gentle with Yourself, Your Partner, and Your Children



Extend Grace and Patience



Reward Good Behavior



Practice Gratitude

Schedule/Routine Practical Tips-WORK TEAM



HAVE CONVERSATION
ABOUT EMPLOYEE NEEDS
1:1



BE CLEAR ABOUT TEAM
NEEDS AND PROJECT
UPDATES



CALENDAR SHARE OR
EMAIL WEEKLY UPDATES



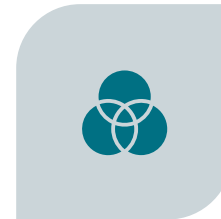
AS A
MANAGER/SUPERVISOR
SET THE EXAMPLE WITH
YOUR OWN SCHEDULE



BE FLEXIBLE FOR YOU AND
YOUR TEAM MEMBERS



SET EXPECTATIONS



BE FAIR

Leader Schedule

Monday Memo

	Mon 5/25	Tues 5/26	Wed 5/27	Thurs 5/28	Fri 5/29	Sat 5/30- Sun 5/31
	Memorial Day OFF			Happy Bday Brenda!	Timesheets Due 10AM	
Christine	OFF	Online Conference			Close Payroll 10-12	<i>Leader on call</i>
Chris	<i>Leader on call</i>			6-230 (out early)		

- Reminder Last Day to sign up for Fall Conference is Friday May 29th by 5pm.
- New Medicaid Billing Log in your email-please start using **June 1st billing cycle**.
- Thank you for staying on track with our projects-We have a wonderful team! Thank you for all you do.
- Check with Chris-he has masks for all staff.

Leader Schedule

Weekly schedule-Karen

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday	Notes
7-8	Email/Open Office		Email/Open Office	Breakfast with mom	Mind/Body Time	*Registration Deadline for Fall Conference is Wed May 27th
8-9		830-9 Blue Team Call				
9-10			Mind/Body Time Class	9-10 Lead Call		
10-11	Pull Metrics Analytical Review	Email/Open Office	Client Feedback Review	Email/Open Office	1030-1230 Weekly Webinar	May 26th Brenda's Birthday
11-12			Zoom Luncheon Admin Team	Product reordering		
12-1	Lunch with family	Working on Lesson Plans and Presentations	Review Staff Reports			
1-2	1-130 Green Team Call		IT Collaboration Call	Hospital Fall Report Due	Email/Open Office	Check in with Larry this week-he has masks for your staff.
2-3						
3-4	Staff Check in	Instructional Checks	Staff Check in	Staff Check in	Weekly Wrap up	Blue-Deadline
4-5	Mind/Body Time				Prep/Planning for next week	Green-available
5-6		Mind/Body Time		Mind/Body Time		Yellow-caution
6-7			Choir Practice			Orange-Precious family time
						Red-Not available

Scheduling for Work Team

Weekly schedule

Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Notes
Peter		830-9 Team Call			1030-230 Pre/Post Webinar work	No kids at home
Brenda	12-1 Kids online school	830-9 Team Call 12-1 Kids online school	12-1 Kids online school	12-1 Kids online school	12-1 Kids online school	5 kids at home flex schedule avail some weekend time
Amy		830-9 Team Call 11-1 NM Team	OFF DAY (4x10)	9-10 Lead Call		Works 4 10's needs wed off no daycare spouse working weds
Tamie		830-9 Team Call	8-10 HR Review Meeting			elderly mother lives with
Larry	1-130 Team Call			9-10 Lead Call		shared custody-1st and 3rd week with him
Andrew	1-130 Team Call		11-1 Family Commitment			
Erin	7-9 Family Grocery 1-130 Team Call	11-12 Kid's PT Session	11-12 Kid's SPED class session	11-12 Kid's Speech Session	10-11 Kid's OT Session	spouse works Fri, Sat, Sun at hospital nights

Schedule/Routine Practical Tips-HOME TEAM

Create your
Schedule/Routine Together

- Weekly or Daily

Be Flexible and Creative

- We all have different needs

Meal/Snack Preparation

- Split up prep or make snack stations

Plan Breaks

- Alone time vs group time

Plan Activities for Children –
Allow them to help

- Activity Stations/Activity Jars/Creativity Box

Re-evaluate 'Screen Time'

- 20/20/20 Rule
- Digital Recess

Time Management/Scheduling

Time	Amelia	Aiden	Mom	Dad
8-9am	Morning Chores	Morning Chores	Morning Chores	Work
9:30-10am	Read	Read	Work	Work
10-10:30am	Reading & Comp App	English Assignment	Work	Work
10:30-11am	Math Practice	SS Assignment	Work	Work
11am-12pm	Chores	Chores	Chores/ Home Projects	Chores/ Home Projects
12-1pm	Make & Eat Lunch	Make & Eat Lunch	Make & Eat Lunch	Make & Eat Lunch
1-2pm	Arts & Crafts	Math Assignment	Arts & Crafts	Work
2-2:30pm	Writing Practice	Science Assignment	Work	Work
2:30-3pm	Music Practice	Music Practice	Work	Work
3-4pm	Exercise	Exercise	Exercise	Work
4-5pm	Outside Time	Outside Time	Outside Time	Outside Time
5-6:30pm	Make, Eat, Clean Up Dinner	Make, Eat, Clean Up Dinner	Make, Eat, Clean Up Dinner	Make, Eat, Clean Up Dinner
6:30-7pm	Shower, Ready for Bed	Shower, Ready for Bed	Work	Exercise
7-8pm	Electronics/ Free Time	Electronics/ Free Time	Electronics/ Free Time	Electronics/ Free Time

Time Management/Scheduling

6-8 7:00 / Kids 8:00	WAKE UP	MAKE BED, TIDY ROOM. EAT BREAKFAST
8:30 - 9:45	EXERCISE	YOGA · MEDITATION · WORK OUT · WALK OUTSIDE!
9:45 - 11:30	WORK TIME	KIDS: HOMEWORK + READING PARENTS: WORK!
11:30 - 12:00	LUNCH / PIANO PREP	ONE PARENT + ONE KID MAKE LUNCH / ONE PARENT ONE KID PRACTICE PIANO ACCORD. DRUMS
12:00 - 12:30	LUNCH + tidying	EAT FOOD - TIDY UP - DANCE PARTY?
12:30 - 4:30	WORK IT	PARENTS WORK / KIDS DO SUPER FUN ACTIVITIES WITH ROWAN + SCHOOL WORK MARGARET +
4:30 - 5:00	GET OUTSIDE	WALK PARK DANCE PRANCE
5:05 - 5:30	VIDEO CHAT	VIDEO CALL FRIENDS + FAM to SHARE COOL STUFF
5:30 - 6:00	DINNER / PIANO PREP	ONE PARENT + ONE KID MAKE DINS / ONE PARENT + ONE KID PRACTICE
6:00 - 6:30	DINNER + TIDYING	EAT, TIDY, TELL JOKE S
6:30 - 7:30	HOUSE PROJECT	WALL MURAL / ORGANIZING / MOVING PLUM'S ROOM / FUN!
7:30 - 9	EVENING Activities	MOVIE · ART PROJECT · SURPRISE!

Movement breaks for kids and families:

Visit www.GrowingPlay.com/rollsomefun for the complete download.

ROLL SOME BRAIN BREAKS

Directions: Roll one die for each of the columns. Perform the quick brain break that matches the number you rolled on the die. For example, if you roll a 1-2-4-3-5 you would perform the following brain breaks: 10 jumping jacks, 5 wall push ups, 10 Twists at the waist, 10 jumps over a pencil on the floor and 10 windmills.

	Column #1	Column #2	Column #3	Column #4	Column #5
1 	10 jumping jacks	Wiggle your whole body for a count of 10.	Bring R elbow to L knee and L elbow to R knee 5 times	Jump in place 10 times.	Rub your entire R arm with your L hand
2 	Squeeze your R hand firmly with your L hand	5 wall push ups	Move the upper half of your body	Spin in a circle 3 times to the right	Touch L hand to bottom of R foot. Repeat 5x.
3 	Move the right side of your body	Spread legs apart and bend at waist looking between knees. Repeat 5x.	Make 10 small circles with your arms	10 jumps over a pencil on floor	Give yourself a big hug for 10 seconds
4 	Rub your entire L arm with your R hand	Touch R hand to bottom of L foot. Repeat 5x.	Twist at the waist 10 times with arms out to the side	Spin in a circle 3 times to the	Make 10 large circles with your arms
5 	Touch R hand to L shoulder. Touch L hand to R shoulder. Repeat 5x.	March in place with knees high for a count of 10	Squeeze your L hand firmly with your R hand	Move the left side of your body	Touch R hand to L foot and then L hand to R foot 5 times
6 	Run in place for a count of 15	Move the lower half of your body	Touch hands overhead and try to balance on one foot for 5 seconds.	Tap your feet on the floor while making small circles with fingers for 10 sec.	Take 10 deep breaths

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<https://www.gonoodle.com/>

GoNoodle provides fun, free movement and mindfulness videos with a focus on wellness and increasing socio-emotional health for kids age 5-12. The videos are super interactive and fun for kids to do along with parents. Both web and app versions are available.

<https://fluencyandfitness.com/>

Instructional while also providing a movement break. Reviews K-2 math and reading material paired with movement exercises.

How Can I Help?

- Share These and Other Tips
- Encourage Employees to Communicate Their Situations with Supervisors/Managers
- Encourage Collaboration Between Employees with Similar Situations
- Flexibility with Work Hours
- Scheduled Virtual Meetings and Check-ins
- Communicate Ideas for Future Plans
- Do what works for your situation

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Brenda Barela CPSI, CSHO, SSH
Karen Mestas Harris MOTR/L, CEAS