

## Quick Tips for Working at Home:

- Make your bed everyday. This gives you an instant state of accomplishment. It also helps you keep from crawling back in bed.
- Shower and put on different clothes each day. Staying in bed and looking grungy each day can lead to depression.
- Stick to a meal schedule to avoid mindless snacking or grazing.
- Unplug from 24 hour news stations.
- Reach out to family, friends, or coworkers by phone or video calls. Staying social while social distancing is important for our mental health.
- Let the sun in. Open windows, listen to the sounds, smell the air and if possible, sit in your yard or walk around outside.
- Create a separate space for when you are at "work".
- Avoid working from the couch in front of the TV.
- Find ways to disconnect from work and be present with family.
- Use this time to declutter. Clean out drawers or closets. Get rid of what does not fit or work for you anymore. Reduce, reuse, recycle. Spring cleaning.
- Stay calm. This is an adjustment for everyone so it's important to remain calm and reach out if help is needed.

Resources for Living EAP is available for any employee who needs assistance. Please call 1-800-848-9392 for free and confidential assistance 24/7. Visit [www.resourcesforliving.com](http://www.resourcesforliving.com) to access online services.

Login: pcsb

Password: eap

Resources for Living EAP has a wide variety of resources regarding COVID-19.

[COVID Resources Available from RFL](#)

[Adjusting To Remote Work](#)

[COVID19 Preparedness](#)

[COVID19 Caregiver Resources](#)