



**cetb**

Bord Oideachais agus  
Oiliúna Chorcaí  
*Cork Education and  
Training Board*



# Remote Working Well Being Guidelines

Covid-19



# Challenges for Remote Working

There are many challenges to remote working long term some of which are listed below. This is an unprecedented time for everyone and while staff are anxious to ensure work continues and the organisation continues to deliver it is important for staff to follow a few simple guidelines to look after their health and well being during this period.

- ▶ Sense of isolation
- ▶ Lack of collegial contact
- ▶ Continuous feeling of being available
- ▶ Work not ending
- ▶ Lack of routine
- ▶ Keeping motivated

# Structure the Day /Week



PLAN YOUR WORK DAY  
AND TASKS



BUILD IN SPECIFIC  
BREAKS FOR COFFEE  
AND LUNCH



GET UP AND MOVE  
REGULARLY



BE DISCIPLINED WITH  
YOUR TIME



ENSURE YOUR WORKING  
SPACE REMAINS IN ONE  
LOCATION



MAKE SURE PEOPLE  
LIVING WITH YOU KNOW  
YOUR PLANS



WHEN YOUR WORKING  
DAY IS DONE YOUR  
DONE!!

# Stay Connected

- ▶ Stay in contact with colleagues particularly friends
- ▶ Schedule coffee breaks / lunch breaks with colleagues
- ▶ Where possible all communication should be on a format that is both visual and audio
- ▶ Team meetings should have a 'well being' health check
- ▶ Increase number of team meetings to maintain sense of being connected
- ▶ Keep in contact with your line manager, even if it is a short call
- ▶ Ask for help



# Maintaining Motivation



# Personal challenges to well being are eating and exercise



PLAN AHEAD FOR YOUR  
SNACKS AND LUNCH



EAT HEALTHILY, STAY  
HYDRATED



GOOD FOODS ARE FRUIT,  
VEGETABLE SNACKS AND  
PROTEIN



CHOCOLATE AND BISCUITS  
SHOULD ONLY BE  
CONSUMED IN  
MODERATION, BUT THEY  
ARE NOT A SIN



PLAN FOR EXERCISE TIMES



WALK ONCE A DAY FOR 30  
MINS



TRY A NEW APP FOR  
EXERCISE PROGRAMMES TO  
KEEP MOTIVATED



BE KIND TO YOURSELF AND  
OTHERS

# Employee Assistance Programme



Employee Assistance Programme is available and continues to operate a free confidential phone service during this period



This is a service provided to ensure that all staff have access customised online services as well as specialist information on health and well being



Full information available on Staff Intranet and Cork ETB Website



Teachers and SNA's

1800 411 057



Staff other than Teachers and SNA's

1800 817 435