

ON THE **FRONT LINES**



Take A Stand For Mental Health

Mindfulness at work- Strategies for Working from Home During COVID-19



**Canadian Mental
Health Association**
Windsor-Essex County

Community well-being is our sole focus.

Tips While Working From Home

Structure and boundaries

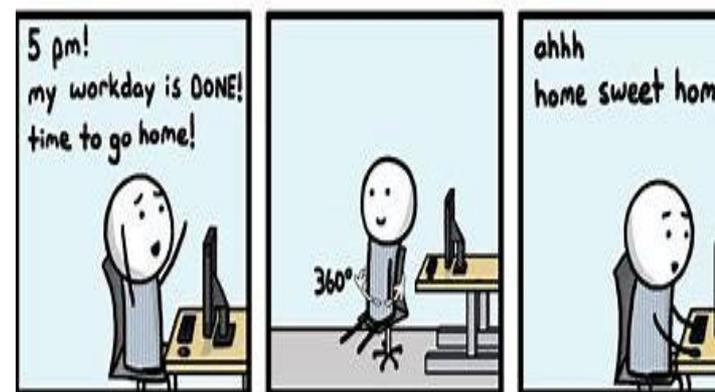
Create a boundary between work & leisure

Time: Get up at your regular time in the morning and follow your regular routine—take a shower, get dressed, and have breakfast.

Do some exercise, yoga, or meditation if it is part of your routine.

Continuum:

Instead of commuting to work, take a walk around the neighborhood to get your mind out of being-at-home mode and into work mode.



working from home can
mess with your head

Tips While Working From Home

Keep a regular schedule:

- Create and maintain a routine and schedule.
- Set up a designated space for you and each family member to work and learn.
- Don't forget to include periodic breaks for recharging in your schedule.

A sample:

7:00am Wake up, stretch (take care of kids/animals)

7:30am Breakfast and family time (technology free!)

8:30am-12:00pm Work and check on updates with small breaks every 30 minutes or so

12:00pm – 1:00pm Lunch break, get fresh air, stretch & exercise

1:00pm – 5:00pm Work with breaks every 30 minutes, check in with co-workers

5:00pm – 7:00pm Dinner and screen break! Call a friend, family, or loved one

7:00pm – 9:00pm Self-care time



Tips While Working From Home

Have A dedicated workspace

- Designate a space specifically for work.
- The perfect place to work has less to do with they physical space than it does with how you view it.
- Anything from a small desk to the kitchen table.
- Ideally its quiet & free of distractions

- Do what you can to create a work environment that's stimulating (plenty of light, keep a photo near you that makes you smile).

- Whatever it is that brings you comfort, bring that to your workspace. Coffee? Snacks?

- Avoid working in bed.



Tips While Working From Home

Flexibility:

Take advantage of the flexibility that working from home offers—throw in a load of laundry in between meetings, or take a break to play with the kids as a reward for them letting you work uninterrupted (more on this later), or just take a mental health break.

Staying focused:

Even in normal times it's not easy to stay focused on work for long periods of time.

In order to stay informed without getting stuck, schedule a 15-minute news check for yourself twice a day—once in the morning and once in the evening.



Tips While Working From Home

Take breaks:

- Be sure to schedule those mental health breaks—time for lunch, and shorter 10- to 15-minute breaks throughout the day to take a walk, meditate, breathe, or just move your muscles.
- Muscle immobility is one of the most common reasons for muscle aches we so frequently experience while working at the computer.
- Large movement breaks require you to stand up and walk away from your desk.
- Go for a brief walk, check-in with the kids, or do some full body stretches.
- Take large movement breaks every 1.5 to 2 hours.
- Keep your muscles feeling better and provide you with a bit more energy and ability to focus.



Tips While Working From Home

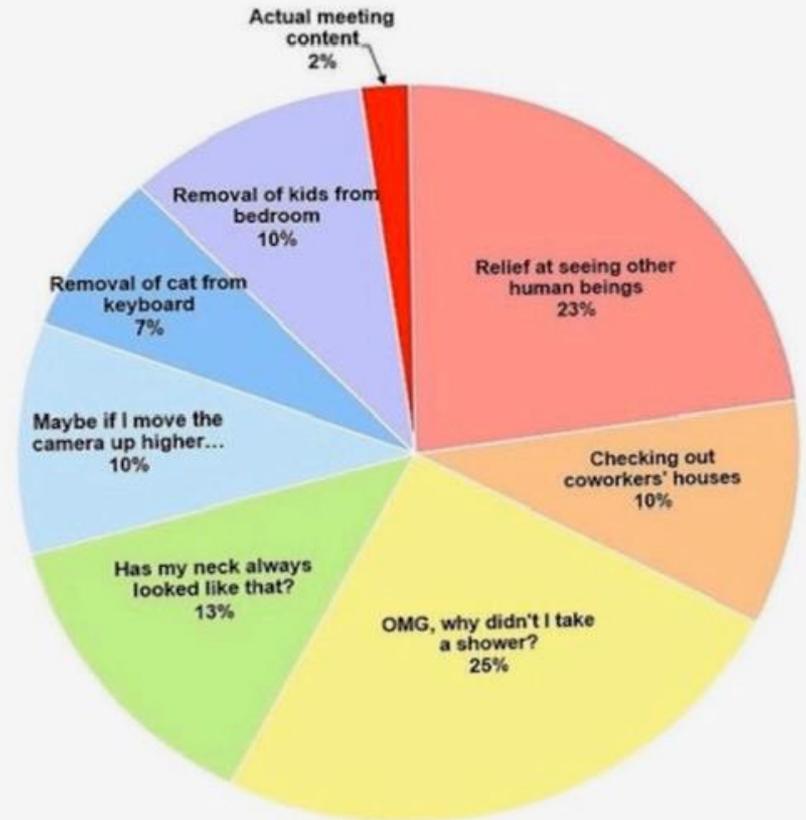
Social Interaction Is A Very Important Part Of The Workplace

Use video or chat to ask your teammates for help when you need it.

Ask for help - Working from home may create the feeling of having to solve every problem on your own. This increases the feelings of isolation and decreases efficiency.

- Listen to each other – we often listen to respond...really focus on hearing what your colleague is saying, they may just need to vent and not have an issue “fixed”
- Acknowledge tough situations and celebrate small successes and accomplishments

Diagram of Zoom Meeting Attention Span

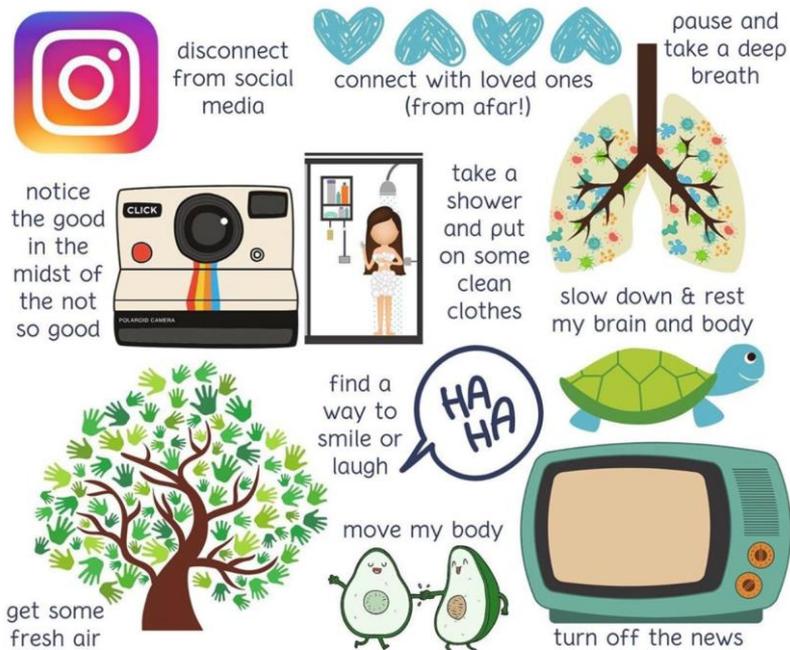


Tips While Working From Home

Wind down:

- Once your workday is over, give yourself permission to step away and actually be done.
- Take stock of what went well throughout the day and what you might want to do differently tomorrow.
- Spend time with your family, and have time to wind down and get some sleep.

Small, but powerful things I can do for myself during all of this...
@mombrain.therapist



Tips While Working From Home

Wind down: After work

- Consciously transition from work to home – sing to loud music, change your clothes, go for a walk before you enter the house, brush it off of you (literally)
- Practice breathing and relaxation techniques.
- Eat healthy food, stay hydrated and get adequate sleep and exercise.
- Avoid or limit caffeine and use of alcohol.
- Take stock of your stressors – is there anything you can delegate?
- Start a self care collection- put a list of 5 minute ideas in a jar... pull one out when you can and make it happen
- Journal –writing down your thoughts and worries gets them out of your head and decreases ruminating about them
- Limit your trauma input after work – watching the news, medically based TV shows, too much social media



Family/kids - Suggestions for how to balance taking care of the kids while being able to focus on your own work.

- Kids being out of school is one of the biggest challenges of working from home, especially if both parents have to work or if you are a single parent.

Structure and boundaries: Kids benefit from structure and boundaries in the same way as adults do. If your kids are older, sit down with them to set up a daily schedule.

Ask for help: If your oldest child can help supervise the younger one(s), discuss with them how this might work and offer a reward, such as one-on-one time with you, being able to choose a movie to watch, or extra time playing a video game.

Social interaction: If grandparents or other relatives have a more flexible schedule, ask them to video chat with the kids during the day—reading, or telling stories, solving logical puzzles together, or just chatting.

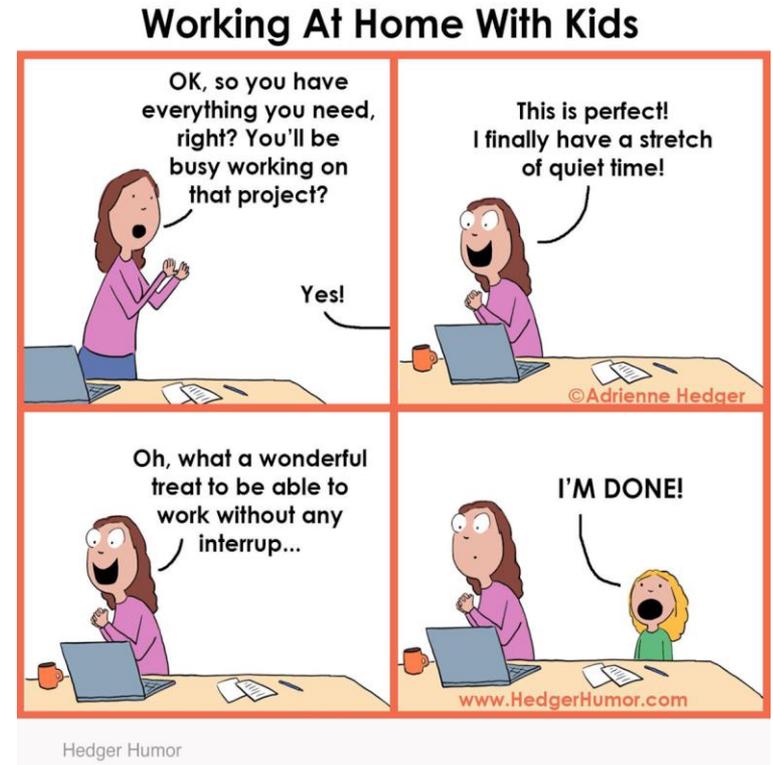


Suggestions for how to balance taking care of the kids while being able to focus on your own work.

Communicate: If both parents are working from home, discuss an arrangement where the two of you switch off between working and spending time with the kids.

Accept and manage interruptions: Having a plan will help reduce chaos but will not eliminate interruptions. Kids are kids, after all.

•Accept that working from home will not be peaceful—dogs will bark and kids will walk into your workspace. Let your coworkers know this will happen and remember that the same thing will likely happen to many of them.



What is Mindfulness?

“The **awareness** that emerges through paying attention on purpose, in the present moment, and nonjudgmentally to the unfolding of experience moment by moment.”

(Kabat-Zinn, 2003, p. 145)



Community wellbeing is our
sole focus.



Scientific Benefits



- **Concentration** and clarity in thinking
- Increased **calmness & awareness**
- Increased **attention & focus**
- More skillful **response to difficult situations**
- Increased **empathy** and understanding of others
- **Decreased stress** and anxiety
- Enhanced **physical health**
- Increased immune function
- Lowered blood pressure
- Lowered heart rate
- Higher brain functioning



Tools to Take 5

Use these tools in sequence or separately.
Use them quickly ~5 seconds, or more deeply ~5 minutes



Notice the CUE

Choose a cue in your daily life that reminds you to **Take 5**. Your cue can be anything: having a drink of coffee or water, seeing a specific person, sitting down at your desk. When you notice your cue, you flip the switch from mindless to mindful.



Notice the NEW

Focus on something you weren't paying attention to a moment ago. Bring your attention out of autopilot and into your senses. Become aware of sound, taste, touch, smell or sight.



Notice your BODY

Sitting or standing, bring awareness to your posture. Press into your feet, seat and hands while you lift and lengthen up the spine, roll back your shoulders and align your ears over your shoulders.



Notice your BREATH

Begin with one complete breath, noticing the breath at the Belly, Chest or Nose. Lengthen and deepen the breath so each inhale and exhale is about 5 seconds. Now, take 5 breaths this way.



Notice the NOW

Respond to what is present in your current situation and internal experiences (thoughts, emotions, body sensations) with a sense of openness, patience, and non-judgment. Now you are ready to take a wise step forward.

Take 5: simple to do • fun • healthy • adaptable • personalized

**ON THE
FRONT LINES**



Ten-Second Count

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Mindfulness Strategies

Notice Five Things

Pause, sit quietly, and think about:

Five things you can see.

Five things you can hear.

Five things that connect with your body.

STOP (Stop, Take a breath, Observe, and Proceed)

- Comes from the popular [Mindfulness-Based Stress Reduction \(MBSR\)](#) literature.
- 1st - stop what one is doing (e.g., if you're moving, stop moving, if your mind is racing, tell yourself to stop, etc.).
- “T” and take a breath and pause.
- “O” is the observing of one's experience (e.g., noticing anger, frustration, pain, etc.).
- “P” suggests you proceed with a next step that you see fit after pausing and checking in with yourself.



Mindfulness Strategies

Let It Go!

Five steps to put some **space** between you and your reaction.

S N A P P

Stop

what you're doing when you're triggered

Notice

what's going in your body and mind

Allow

the experience to be there, just as it is

Penetrate

body sensations with deep breaths

Prompt

yourself toward compassionate action

Dr. Mitch Abblett

Community wellbeing is our sole focus.





Observe Your Breathing

- Inhale while counting to five slowly
- Let the breath out while counting to five slowly
- Repeat

- Take a deep breath while taking one long stride
- Let out deep breath while taking one long stride.
- Repeat

“These exercise is designed to help you deal with crisis, stress and/or difficulties...”

Getting grounded with you breathing is something you can do anywhere and in any situation



Let's Practice



MENTAL HEALTH & ADDICTIONS
URGENT CARE CENTRE

519-257-5111 ext. 77968

TSC, CRISIS AND MENTAL
WELLNESS CENTRE

519-257-5224

CMHA WECB

519-255-7440

COMMUNITY CRISIS LINE
24/7

519-973-4435

REGIONAL CHILDREN'S CENTRE
COUNSELLING CLINIC

519-257-KIDS

WWW.HDGH.ORG



HÔTEL-DIEU
ESTÉ GRACE 1888
HEALTHCARE



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Windsor-Essex County

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WINDSORESSEX.CMHA.CA

Navigating Local Resources for
Mental Health:
Contact information by Phone



Navigating
Local
Resources:

Additional Community Helplines



COVID-19 COMMUNITY HELPLINES

Need emergency food or
mental health support?

For questions, helpful information and local support services, call:

Windsor-Essex Food Helpline

 Call (888) 488-1578
Mon-Fri | 8:30am-8:30pm

Emergency food for low-income families and seniors who are self-isolating or require access to prepared meals.

Windsor-Essex Counselling Support Line

 Call (519) 946-3277
7 Days/Week | 24hrs/day

Timely, safe and responsive telephone counselling support for people experiencing mild to moderate distress.

Windsor-Essex Seniors Call Assurance Program

 Call (877) 771-2677
Mon-Fri | 9:00am-4:00pm

Provides seniors with phone call security checks and referrals to local support services.

2-1-1 Ontario

 Call 2-1-1
7 Days/Week | 24hrs/day

Information on local social, government and health services. Available in 100+ languages.

More emergency support can be found at [weareunited.com/GETHELP](https://www.weareunited.com/GETHELP)

If You Are Concerned About Someone

- Offer to help with everyday tasks
- Try to make plans
- Respect, compassion and empathy
- Assist to connect with supports

#keepconnected



Navigating Local Resources for Mental Health:

Complete List of local resources

Given the current closures and restrictions on operating hours for several organizations across Windsor-Essex County, *call ahead of time* to each organization prior to accessing any in-person services or utilize the telephone-based or online services listed below.

Community Crisis Centre: Hôtel Dieu Grace Healthcare (HDGH)

HDGH's Community Crisis Centre offers mental health services for individuals ages 16+ who are experiencing an acute mental illness and/or psychosocial crisis. The Community Crisis Centre offers intervention services 24/7 to individuals who require immediate assessment, psychosocial intervention, medical intervention or support. Services are provided at no cost upon presentation of a valid OHIP card. Available services include:

24-Hour Crisis Telephone Line: 519-973-4435.

Walk-In Crisis Services: Community Crisis Centre within the Transitional Stability Centre

744 Ouellette Avenue

8:00 a.m. – 8:00 p.m. 7 days/week

Windsor Regional Hospital: Ouellette Campus, Emergency Department

1030 Ouellette Avenue

7:00 a.m. – 11:00 p.m. 7 days/week



Canadian Mental Health Association – Windsor-Essex County Branch (CMHA-WECEB)

CMHA-WECEB offers a variety of mental health programs and services, including those for individuals with serious to moderate mental illnesses, substance use issues, bereavement issues, and many others. For more information about the programs and services available, please visit

Mental Health and Addictions Urgent Care Centre (MHAUCC)

MHAUCC is a central access point for adults or youth aged 16 years or older who cannot safely wait for community mental health and addiction support. The service is intended for those experiencing a mental health or addictions crisis or who are having an acute and serious need who are at risk of worsening mental health condition that may require hospitalization.

Services Include:

- Brief Psychotherapy and Psychosocial Support
- Urgent Psychiatric Assessment and Consultation
- Medical Assessment and Monitoring
- Connection to community-based services
- Addiction Management Services

Location: Canadian Mental Health Association, Windsor-Essex County Branch
1400 Windsor Ave., Windsor, ON N8X 3L9
519-257-5111

For more information, please visit: <https://windsorsex.cmha.ca/mhaucc/>

Family Services Windsor-Essex (FSWE) - Counselling Appointments

Counselling appointments and walk-in counselling clinics are available through Family Services Windsor-Essex. Affordable counselling fees are determined through a sliding scale based on household income, family size, and ability to pay, which may be covered through a workplace Employee Assistance Program, a healthcare benefit/package, or a financial subsidy.

At this time, counselling appointments and walk-in counselling clinics are being coordinated and offered over the phone by calling 1-888-933-1831 or 519-966-5010. In-person counselling appointments, wellness groups, and walk-in clinic services are unavailable at this time. Please contact FSWE directly by telephone to set up a telephone session with a qualified counsellor.

For more information, please visit <https://fswe.ca/>

Financial Fitness Services

FSWE offers a wide range of financial counselling and education services through the Financial Fitness Program, including free consultations, budgeting sessions, debt management services, and financial coaching. Financial Fitness services are currently being offered over the telephone. Please contact FSWE at 519-966-5010 to set up a telephone session or to get more information. More information can also be found at <https://fswe.ca/financialfitness/>.

Connex Ontario

For more information about mental health or substance use services in Windsor-Essex County, please contact Connex Ontario at 1-866-531-2600. Connex-Ontario offers free and confidential health services information for individuals experiencing mental health, substance use, or gambling issues. It also maintains a centralized and up-to-date database of treatment service information. By calling the above phone number, timely and accurate information about the services available in Windsor-Essex County will be provided, including:

- A detailed description of the service
- Where the service is located
- How to access the service
- How long the wait to access the service may be

For more information, please visit <https://www.connexontario.ca/>

Employee Assistance Program (EAP)

Several employers in Windsor-Essex County offer an EAP benefit to their staff members. EAP is an employee assistance program that offers employees access to free, professional, and confidential counselling, coaching, and consulting services 24/7. These services can help manage personal, family, financial, or work-related concerns related to a wide variety of issues.

Consult with a manager, immediate supervisor, or Human Resource Department in the workplace to learn more about whether an EAP or FEAP benefit (Family and Employee Assistance Program) is available to staff members, and further information about locations, operating hours, and current methods of access.

Big White Wall

The Big White Wall is an online community that allows individuals to interact with a supportive network of community members when dealing with anxiety, depression, or other mental health issues. Services are clinically managed and designed to support those with mild to moderate need, while having the infrastructure to case manage individuals at risk. The Big White Wall also offers a vibrant peer-to-peer community where individuals with shared experiences can receive and offer support to one another. Services can be accessed by online members 24/7. These services are also moderated 24/7 by trained practitioners who keep online members safe and facilitate the process of helping people in an online environment.

For more information, please visit <https://www.bigwhitewall.com/>

Kids Help Phone

Kids Help Phone offers supportive counselling, referrals, and text-based services to youth aged 29 and under who are in crisis or distress. Kids Help Phone can be contacted for support 24/7 by phone (1-800-668-6868), text (686868), or live chat. For more information, please visit <https://kidshelpphone.ca/>

Bounce Back Ontario

Bounce Back Ontario is a free skill-building program managed by the Canadian Mental Health Association (CMHA). It is designed to help adults and youth 15+ manage low mood, mild to moderate depression, and anxiety, stress, or worry. Delivered over the phone with a coach and through online videos, individuals will have access to tools that will support them on their path to mental wellness.

For more information, please call 1-866-345-0224, email bounceback@ontario.cmha.ca, or visit <https://bouncebackontario.ca/>





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Windsor-Essex County

Community
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Our Sole Focus.

Thank You

#showyoursole

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<https://www.camh.ca/en/health-info/mental-health-and-covid-19>

<https://www.wechu.org/cv/workplaces>

