

Set Up Your Work Space

For many, it's the first time we're working from home and relying on technology to stay productive and connected. We understand that this is a big shift from the nature of how we usually work at Toronto Rehab.

TIPS FOR WORKING FROM HOME

- If needed, set up your VPN to access your UHN work station
- Find a quiet and comfortable space that is free of distraction
- Keep a to-do list, update it regularly and prioritize deadlines
- Keep plenty of healthy snacks around
- Take breaks to stand or exercise



Useful Tools and Software

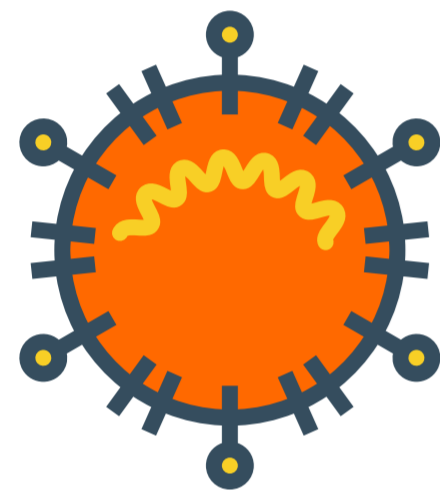
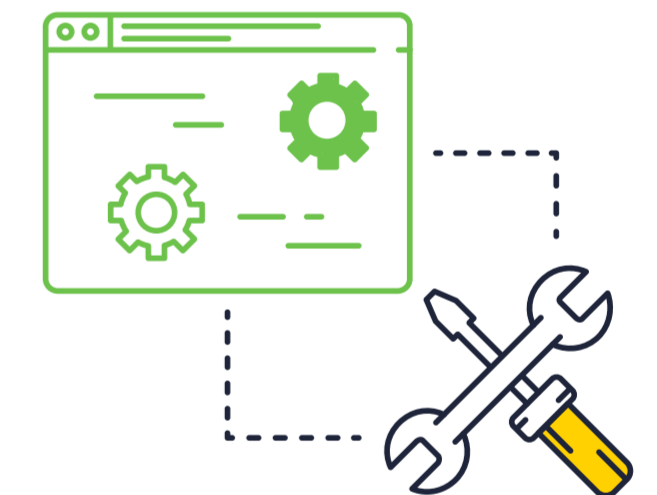
Use this time to carefully plan out your manuscripts, protocols or future grants. Below is a list of software suggestions that help you stay productive and connected.

PRODUCTIVITY & CONNECTIVITY

- Microsoft Teams
- Notes App (able to scan documents)
- Skype for Business

RESEARCH SOFTWARE

- Code Ocean
- Protocols IO
- Zotero



COVID-19 Info

With several sources of information about the COVID-19 pandemic, we should stick to trusted sources for our information and updates.

TRUSTED WEBSITES

- UHN's COVID-19 website
- UHN Infection Prevention and Control (IPAC)
- The World Health Organization

TRUSTED TWITTER HANDLES TO FOLLOW

- @IPACUHN
- @UHN
- @TRI_UHN
- @KevinSmithUHN
- @WHO
- @CPHO_Canada

Toronto Rehab and KITE Work From Home

Wellness

Feeling concerned and stressed about this pandemic is normal. Stress is common in healthcare, but our response to stress and the ability to spring back when challenged can be fostered by cultivating skills to promote resiliency.

HAVE A FLEXIBLE MINDSET

- Accept what is out of your control
- Embrace change
- Stay focused on the big picture
- Maintain a positive attitude
- Connect with others

WELLNESS RESOURCES

- Employee and Family Assistance Program (EFAP)
- Wellness Programs & Services
- BRITE™ Mindfulness Program
- Mental Health Support
- Spiritual Care & Lavender Alert
- E-Learning about Resiliency

