

This Month's Topic: Using Research and Resources to Enhance Your Experience of Working Remotely

This *Did You Know* (DYK) volume offers the campus community an overview of [resources backed by Industrial Organizational science](#) aimed to help organizations and professionals working remotely due to the coronavirus pandemic.

This DYK will include:

- a brief overview of an online survey on how Americans are coping with the stress of this pandemic
- recommendations stemming from research on the effectiveness of telecommuting
- numerous resources to offer support focused on working remotely, worker well-being, and work-life balance

First, to understand how Americans are coping with the stress of this pandemic, an online survey was conducted by the Harris Poll on behalf of the American Psychological Association from April 24 to May 4, 2020; the 3,013 adult participants lived in the United States. [Results](#) indicated that “American parents are, on average, feeling significantly higher levels of stress than adults without children.” Among parental sources of stress, 74% reported very/somewhat significant source of stress in their life for a family member getting the coronavirus, the government’s response to coronavirus, and disrupted routines/adjusting to new routines. Additionally, 71% indicated that managing distance/online learning for their children is a significant source of stress. Similarly, 70% of working adults indicated work is a significant source of stress in their lives, which increased from 64% in August 2019.

Based upon a review of the available research, including the Spring 2020 Faculty and Staff Needs Survey, we have gathered an array of resources to offer you support with respect to effectively working from home, worker well-being, and maintaining a work-life balance.

10 Quick Tips to Make Remote Meetings Work by Leveraging the Science of Meetings

1. **Do not over invite** - As size increases, quality decreases.
2. Organize **agenda as a set of questions** to be answered to create focus, help others determine whether topics are relevant to their work responsibilities, and as a useful way to gauge effectiveness of the meeting.
3. **Active facilitation** - Draw virtual attendees in “Hey ____, I would love to hear your thoughts.”
4. Realize that **silence does not equal understanding or agreement**.
5. If possible, **use a video** to actively engage participants.
6. Have a **rule to create presence**.
7. **Establish some norms** with attendees for what makes for a good remote meeting to **set expectations** such as, “let’s keep contributions to no more than 60 seconds so everyone has a chance to contribute.”
8. Have an instant messenger to better facilitate communication within group; luckily, this is set up in most of the apps we use.
9. End meetings well by **clarifying takeaways** and identifying a directly responsible individual when applicable.
10. **Ask people for feedback** on your meetings to continue to improve and know what you do well.



Work-Life Balance

Have children at home? Check these resources out!

- [Tips for Working from Home with an Infant During COVID-19](#)
- APA’s COVID-19 information and resource page on parenting and caregiving at <https://www.apa.org/topics/covid-19/parenting-caregiving!>
- Find Facebook Live sessions and many articles on tips for quarantined parents at <https://www.apa.org/topics/covid-19/quarantine-parents-tips>.

Article: [Work-Family Balance Struggles in the Time of COVID-19](#)

Topics covered in the article:

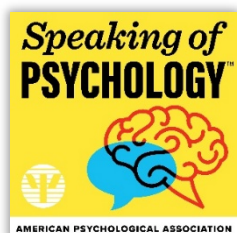
- Boundary management
- Social support
- Identify coping strategies that work best for you
- Make working remotely work for you

Worker Well-Being

Check out these podcast episodes:

[Episode 109](#): The challenge of telework during COVID-19 with Kristen Shockley, PhD

[Bonus Episode](#): Managing Your Mental Health during COVID 19 with Lynn Bufka, PhD



Click [here](#) to find more!

Click [here](#) for more information about the Employee Assistance Program (EAP)!

For all Benefit Eligible employees, the District pays for an EAP. The EAP is designed to help with any concern or problem affecting your behavioral health, well-being, or even job performance.

Typical concerns may include, but are not limited to:

- Family, Relationship and Marital Issues
- Legal and Financial Resources or Referrals
- Parenting issues
- Bankruptcy, Credit problems and Foreclosure
- Conflict Resolution
- Emotional Well-being
- Workplace Challenges
- Depression
- Managing Stress and Change
- Coping with Grief
- Addictive Disorders
- Balancing work/life
- Time management

[Article: Seven crucial research findings that can help people deal with COVID-19](#)

Psychological research on past crises can help people cope with the daily — sometimes hourly — newsflashes about the coronavirus.

[Announcement: Calm app available to Kaiser Permanente members at no cost](#)

The meditation and sleep app, part of [Kaiser Permanente's self-care portfolio](#), supports people looking for ways to manage stress and build resilience, particularly in uncertain times.



[Article: Psychological impact of COVID-19](#)

Topics covered in the article:

- signs of anxiety
- signs of a panic attack
- signs of depression
- risk factors suicide

[Article: Managing Stress During COVID-19: The Dark Side of Personality](#)

Dark side personality traits emerge during times of high stress and are essentially coping mechanisms people use to manage through these situations.

What can people do to keep their dark sides in check during these times of high stress? Click [here](#) to find out more!

[Implications for our Campus Community](#)

As noted earlier, American parents are experiencing higher levels of stress than adults without children; however, working adults have indicated that their professional roles serve as a significant stressor in their lives at an increasing rate. Similarly, the CHC community has reported facing difficulties in completing work assignments since working from home for various reasons, including their ergonomic set up, household loss of childcare, and household reduction in employment.

In accordance with recommendations provided by researchers, one key focus of the college since March has been to address the technology needs of faculty and staff. In fact, 41 out of 57 employees requesting technology assistance via the Faculty and Staff Needs Survey in Spring 2020 received such support from CHC's Technology Services department. Based on the available research, we also suggest using Zoom to promote team building -- perhaps by incorporating games into the sessions.

Hang in there, we're all in this together!

