

Are you creating balance during a pandemic?

As stated in the CAMH's *Workplace Mental Health Playbook for Business Leaders*, an imbalance between work and family life is a strong risk factor for mental illness – it's been shown to be more detrimental to mental health than work-related stress.

This checklist will help employers focus on balancing their employees energy for optimal psychological and physical functioning in their professional and personal lives.

| YES | IN PROGRESS | NO | Do you... |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Define flexible work, limits on connectivity and work hours |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Encourage workers to take breaks and to use time off for wellbeing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Empower workers to adjust and to take time for themselves |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide access to virtual stretching, exercising and meal preparation classes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Supply information and education about proper ergonomic set-ups |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Understand the psychological demands of the work |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Define essential work and what can be deferred |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Re-distribute work to help balance workloads |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Focus on results, not time spent |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Encourage teams to establish and respect boundaries |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide education, training and tools to help (e.g. refreshers on stigma reduction, indicators of mental illness, coping strategies, MHFA refresher, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rotate shifts and stagger time off requests and vacations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Encourage use of available benefits to support wellbeing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Promote use of EAP, community and virtual resources to address health and wellbeing issues |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Establish safe space for dialogue about challenges and needs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Connect workers with mental health support for themselves and their families |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Offer accommodation if needed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide mentorship to prepare for future |

