

MANAGING CAREER & CAREWORK DURING DISRUPTIONS



The crisis around COVID-19 and the direction to limit interactions in order to flatten the curve and reduce exposures is a significant disruption to our daily lives and is forcing everyone make changes to the way we manage the day-to-day juggle of work and kids.

Current guidance has led to:

- Widespread school & childcare closures
- Online learning for school-aged children
- Closures of offices and mandates to work remotely
- Furloughs, reduced hours and/or pay
- Requiring critical businesses to remain open and staffed (e.g., healthcare, grocery stores/food supply chain, first responders, lawyers and more)
- Direction to ensure social distancing including limiting people outside of your immediate family in your home.

This guide was created to help you consider your options for managing the juggle of work and care.

For Discussion With Your Partner/Co-Parent - Work Status

- Are either or both of you required to go into work?
- If both parents are working remotely:
Given your roles, business critical priorities and required meetings, what would work best for your family?
 - Splitting the days - down the middle or based on what's most appropriate given your work. Be sure to come to an agreement!
 - Alternating days or weeks?
 - Juggling back and forth throughout the day?
- If one parent is required to be physically in attendance for work:
 - Is it possible for the work from home (WFH) parent to work around the other's schedule?
 - Do either of you have access to paid time off? Keep in mind new legislation was recently passed to provide paid sick time for many that currently don't have access.
 - Will your child(ren) play or study independently while the WFH parent is busy?
 - Is your child old enough for independent screen time if needed?
- If both parents are required to be physically in attendance for work:
 - Do either of you have access to paid time off? Keep in mind new legislation is being passed to provide paid sick time for many that currently don't have access.
 - Are you able to alternate days/weeks?
 - Will you require childcare support (babysitter, family member, etc)?

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For Discussion With Your Partner/Co-Parent - Childcare Status

The latest guidance is urging parents to reduce their exposure outside their immediate family and to limit interaction with friends, other family members, caregivers, etc. That said, if one or more parents needs to report to work outside the home, it may not be feasible to juggle care responsibilities and you will have to rely on your village!

■ Consider your options for childcare:

- Take time off work utilizing paid time off or accessing the temporary paid FMLA due to school closures.
- Ask a family or friendly member to step in and help with childcare. Please keep in mind social distancing and quarantine guidelines in your area.
- If you are using a back up care provider or babysitter, if possible use the same person vs. using many different individuals.
- Co-op with another family. Again, the guidance is to reduce exposure to people outside of your immediate family, so if possible, work with one other family to trade off care responsibilities or regularly have them watch your children.

For Discussion With Your Partner/Co-Parent - Your Child(ren)'s Routines

■ For co-parent's it's critical to be on the same page about how your child(ren) are spending their time

- Online learning/school activities
- Screen time
- Outdoor activities
- Exposure to other children
- Free time/play time
- Meal/snacks
- Family time

Especially for younger children, consider creating a routine that everyone agrees on. Include school-aged children in the design of the routines! For those dual-career couples that are splitting days, agree on who is going to own what aspects of the child's routines.

For Discussion With Your Partner/Co-Parent - Your Own Sanity

- Make sure you are also taking time for yourselves! Consider building into your family's schedule some time for each person to do something that they need! Each person gets to decide how they use their personal time - from exercise to reading a book, it's up to each person - no judgment!
- Don't forget to also talk through daily tasks around the house! Cooking, cleaning (and more cleaning and more cleaning and more cleaning!) laundry, etc. Who is taking ownership of all the things that need to happen?

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For Discussion With Your Manager/Leader

You are likely getting some communication and guidance from your leadership team around expectations due to COVID-19, however things are constantly changing and they may not be fully aware of your personal situation. Hopefully you have won the boss lottery and have a leader who is empathetic and willing to work with you, but we know that can't be the case for everyone so here are some key points to cover with your boss.

- Share with your manager/leader what you are dealing with at home & present your ideal working schedule based on:
 - The impact of school & childcare closures.
 - The impact of your partner/co-parent's job right now (are you both at home, one still required to be at work, etc.).
 - Your ability and comfort level relying on outside childcare support.
 - Your ability and comfort level traveling if your organization has not already restricted travel.
- Present a plan that shows how you've prioritized your current responsibilities and how you will manage them with your ideal working plan.
- Discuss any resources and tools you may need if you are moving to virtual work.
- Be open to compromise and recognize that many people on your team may be dealing with similar scenarios. If your ideal working scenario can be flexible, share that! Banding together to create a plan that works for the whole team will be important to everyone's success!

Depending on the formality of your work environment, this may be an easy discussion over the phone or may need to be a more formal presentation. Regardless, follow up via email confirming your plan!

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Remember there is no RIGHT answer to what works for your family! It's about making the right choice as a "team" vs. allowing opportunity and circumstance to dictate your strategy at this time.

Questions about this exercise? Need additional Support?

Ask for help! Email concierge@wrk360.com

