

PANDEMIC WELLNESS TIPS FOR UNIVERSITY OF TORONTO LEADERS

These recommendations have been gathered and compiled from leaders around the University of Toronto. Taking care of ourselves and our colleagues has never been more important. We encourage all leaders to exercise creativity when implementing wellness initiatives in their areas.

ORGANIZATION & FLEXIBILITY

- Explore creating Divisional wellness committees and invite faculty and staff of all levels to participate, making wellness a collective responsibility rather than a top-down mandate
- Explore scheduling employees to work in the office one day a week to combat isolation and lack of social support
- Avoid booking meetings at lunchtime, or in the first or last hours of the day
- Schedule meeting-free days of the week where possible
- Liaise with with EAs, administrative offices and academic leadership to ensure meeting rules are coordinated

PHYSICAL WELL-BEING

- Experiment with completing short mid-day exercises together – stretch and social time
- Schedule walking meetings with your team or try to take calls outside when you can
- Normalize building wellness activities into the day. Share the activities you do to take care of yourself in addition to your work responsibilities

WORKLOAD MANAGEMENT

- Monitor workloads to ensure staff are not overburdened; check in regularly to see how they are balancing everything
- Use UTemp to hire casuals to provide extra support where needed
- Schedule weekly priority meetings - stop or delay work that is not time-sensitive and let employees know what is urgent and what can wait
- Check people's schedules and do not book over their current engagements without consent



WELLNESS RESOURCES

Visit the [Wellness Hub](#) for for all wellness services, supports, and resources available to employees across the three campuses and by a range of providers.

SET AN EXAMPLE:

- Model taking time off and encourage others to do so, e.g. taking a Friday or Monday off to create a long weekend
- Use “out of office” indicators in your calendar to block time to think, reflect and plan
- Share messaging demonstrating that leaders are taking breaks and balancing their time to encourage staff to do the same

VIRTUAL SOCIAL EVENT IDEAS:

- Online scavenger hunts
- Mocktails
- Scheduled coffee breaks
- Show and tell

PRACTICE GRATITUDE:

- Recognize and regularly thank those you work with
- Consider using the [True Blue platform](#) or email for personal recognition
- Have senior leaders drop in on meetings to express their gratitude to staff