

Sample Daily Routine During Closure

The following guide is a rough outline of what a typical “work from home” day might look like. Please note that times of day (e.g. 8:00-9:00am) are not indicated because we understand that people may need to work with flexible schedules to accommodate childcare.

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|------------------|---|
| Up to 1.5 hours: | Personal prep, work time on special project(s) |
| Up to 1.5 hours: | Collaboration with fellow support staff members or district coaches |
| Up to 3 hours: | Virtual direct work with students ¹ |
| Up to 1 hour: | Documentation, sending emails |
| 1 hour: | Duty-free lunch |

*Please note that these times are *estimates*. Depending on your personal situation and the context/needs of your school, they may be adjusted in consultation with your supervisor or coach².

¹ This may include virtual support groups. Please see guidelines for ethics/confidentiality guidelines if considering virtual support groups. Informed consent MUST be obtained before providing ongoing individual counseling and/or support groups for students.

² i.e. district leads