



MESSAGE FROM THE NATIONAL PRESIDENT

Dear Sisters and Brothers,

Fall is already upon us. And the year 2020 so far has been anything but ordinary, to say the least!

In January, we appeared before the Public Interest Commission (PIC) to explain our main bargaining demands and present our positions. The employer did likewise.

While awaiting the Commission's report and its recommendations, and wanting to take advantage of the fact that the peak period for production of personal income tax returns was fast approaching, and in light of the almost non-existent progress throughout that endless round of bargaining, the decision was made to increase pressure on the employer and the government by organizing strike votes across the country starting mid-February in order to be fully prepared for using pressure tactics including a strike, should that prove necessary. The voting sessions got under way, and we were moving full steam ahead. It's no exaggeration to say that the support shown by our members was unprecedented. And the employer was well aware of that.



Unfortunately, that was when the COVID-19 pandemic greatly expanded. Our union had a duty to protect the health and safety of its members. That's why, on March 13, in keeping with the recommendations from the local and national public health authorities, the PSAC and the UTE had no choice but to announce the postponement of all union activities bringing together a large number of members, like annual general meetings, and the suspension of the strike votes.

In the days and weeks that followed, you expressed your concerns to us regarding this very difficult health situation, and we heard you. All our resources, whether local, regional or national, were mobilized to ensure the well-being of each and every one of you. Our National Occupational Health and Safety Committee worked hard in cooperation with the employer to ensure that the required actions were taken. I, myself, also spoke multiple times with the CRA Commissioner and other senior executives from the Agency to ensure that everything was brought into play to guarantee your health and safety and that work could continue, while ensuring that our members don't experience any negative financial impacts.

In late March, the employer put out a call to all CRA employees to volunteer to take on the role of temporary Call Centre agents. Despite the fact that our members had been working without a new work contract for almost four years, we decided to cooperate with the CRA on this initiative. The extraordinary circumstances caused by the pandemic and the great distress felt by millions of our fellow Canadians dictated that choice. And it was the right decision to make. Our members agreed

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**SI VOUS PRÉFÉREZ RECEVOIR CETTE PUBLICATION EN FRANÇAIS,
VEUILLEZ VOUS ADRESSER À VOTRE PRÉSIDENT- E DE SECTION LOCALE**

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with us, since thousands of you answered the call. I would like to sincerely thank you for that.

Further to the Canadian government's decision to entrust the Canada Revenue Agency with the duty of administering the new financial assistance benefits, such as the Canada Emergency Response Benefit (CERB), the Canada Emergency Wage Subsidy (CEWS), and the Canada Emergency Student Benefit (CESB), you exhibited incredible dedication and commitment by promptly implementing those various financial support measures by the government for the public during the pandemic, all while continuing to process the benefits normally remitted to Canadians, as well as the tax returns for individuals and companies at the height of tax season.



Then, on April 29, the PIC released its recommendations. In its report, the commission sided with us on a number of points and made recommendations to the employer. On April 30, we issued a message asking the employer to return to the

bargaining table. After that, our UTE-PSAC National Strategy Coordinating Committee (NSCC) met a number of times to discuss the report's content and prepare the next steps. We issued another message on May 7, in which I informed you that I had clearly indicated to the Agency's officials that bargaining had to resume as soon as possible. In the weeks that followed, I had regular discussions with the Commissioner, and I made it clear that our patience had worn thin and that the pandemic should not be used as an excuse to delay the resumption of bargaining. I also constantly followed up with the PSAC National President to ensure that pressure continued to be applied on the Treasury Board and the Prime Minister's Office.

To increase the pressure, the PSAC launched a campaign asking its members, including those of the UTE, to email the Honourable Jean-Yves Duclos, President of the Treasury Board, demanding that the bargaining resume as soon as possible for the bargaining units that were still without a new work contract. The UTE launched its own email campaign, targeting the Honourable Diane Lebouthillier, Minister of National Revenue. And again, a great many of you answered the call.

Throughout that period, the discussions within the NSCC were going well, and all options available to us were discussed and none were ruled out, including starting up the strike votes again. And all the while, we still continued to fully cooperate with the employer to deliver the goods to Canadians. In fact, the UTE agreed to allow the employer to hire additional employees on a voluntary basis to perform the duties of call centre agents and administer the various emergency benefits.

In addition to the crucial role played by our members during the pandemic, the Union of Taxation Employees (UTE) feels that it has an important social role to play in our society. That's why, on May 25, we announced a donation of one hundred thousand dollars (**\$100,000**) to **Food Banks Canada** to help millions of our fellow citizens in need. The UTE locals immediately followed suit and also donated tens of thousands of dollars to various food banks across the country. I would like to sincerely thank them for their dedication to you and to those less fortunate in our society.

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Also, after the tragedy in Nova Scotia, where 22 innocent people lost their lives on April 18 and 19, 2020, in the worst mass killing in Canada's history, the UTE donated twenty-two thousand dollars (**\$22,000**) to the **Red Cross – Stronger Together Fund**.

Then came July, when good news finally arrived during this unbelievable year. In fact, the bargaining for renewing our collective agreement resumed on July 14 and, after a week and half of intense discussions, our bargaining team signed an agreement in principle on July 25 with the CRA for a new five-(5)-year work contract, namely from November 1, 2016 to October 31, 2021. This was a great victory for our members, who outdid themselves to come to the assistance of Canadians during the pandemic.

But the good news doesn't stop there!

The PSAC successfully negotiated Phoenix damages compensation for its members that is substantially better than the agreement reached by the employer with other federal bargaining agents. The agreement provides eligible PSAC members with a fair, equitable lump sum payment of up to \$2,500. On July 24, I had the pleasure of informing you that the UTE had signed an agreement with the CRA that was similar in all respects to the one between the Treasury Board of Canada and the PSAC.

In parallel with the successful outcome of the bargaining for our new collective agreement, we leveraged that to reach an historic agreement for our union and its members. In fact, for nearly 20 years now, we had been trying to get the administrative conversion of term employees done after three (3) years of continuous service, as is the case in the rest of the federal public service. With that agreement reached between the UTE and the CRA, it has finally become a reality!

The change made to the CRA's *Procedures for Staffing (Staffing Program)* pertains to the administrative conversion of employees appointed for a specified term. Specifically, the number of years of continuous service required for a term employee to become permanent will drop from five (5) to three (3) years. All other aspects of term employee management and the CRA's *Staffing Program* will remain the same. The Memorandum of Understanding was signed on August 18 and will come into effect on November 1, 2020. The full text of the Memorandum of Understanding is available on our website.

Regarding the renewal of our collective agreement, the ratification process for the agreement in principle was conducted entirely online from August 24 to September 29. The participation rate was excellent, and you voted overwhelmingly in favour of the agreement. Feedback from members was very positive.

All we have left to do now is sign the new collective agreement, which should be done in the coming weeks.

I would like to take this opportunity to thank all the members of our bargaining team for their great dedication and excellent work throughout this long and difficult round of bargaining. You did a great job!

I also want to thank all our locals who organized activities and mobilized our members for the purpose of supporting our team. Your dedication is greatly appreciated.

And of course, I must definitely extend a huge thank you to you, our members, for your continued and unwavering support for your bargaining team. You continued to do your work in an incredible way, especially since the start of the COVID-19 pandemic. It's because of you that we were able to achieve such success! I thank you from the bottom of my heart, and I am very proud and honoured to be the National President of your union!

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In closing, I want to assure you that the UTE National Office will be closely following up with the employer regarding the implementation of the new collective agreement and the payments associated with the Phoenix compensation agreement. We're also going to ensure that the new provisions pertaining to the administrative conversion of term employees are implemented and adhered to.

Sisters and Brothers, we have once again clearly demonstrated that when we all work together, we can accomplish great things.

Solidarity works!
Yours in solidarity,
Marc Brière
National President

COVID LEAVE CODES

Who would have imagined a mere 7 months ago that our lives and those of everyone around us would be turned upside down? Businesses closed or significantly curtailed operations; schools and daycares were forced to close. All of this resulted in thousands of Canadians losing their jobs or having to make choices to care for elderly parents or school-age children for which there was no care readily available.

Financial hardships were a grim reality for many Canadians. For members working at the Canada Revenue Agency, the agency's infrastructure and technology lent itself to taking the lead on a number of initiatives that assisted Canadians during these unprecedented times.

During the initial months of the pandemic the CRA developed a number of time codes used to track employees who were unable to work and were provided with leave with pay under one of the time codes. Over time, CRA developed various business resumption plans that gradually brought most employees back into the workforce. The vast majority of these employees transitioned into telework situations. As of today, approximately 70% of our members continue to work from home.



As of the writing of this article the CRA has transitioned to an almost fully operational status, the majority of employees are now working from home or in the workplace.

This transition has resulted in changes to the approval of the COVID-19 time codes. To be clear, these time codes continue to exist, contrary to misinformation occasionally provided to our members who were told they have been eliminated. As a member, should you find yourself in a situation where you are being told that the leave is no longer available or that you do not qualify, we strongly suggest that you contact your local executive for assistance on these matters.

Listed below are the most common scenarios for which leave is still available. We need to point out that in some cases, the criteria used for granting the leave is more stringent than in the past. However, there are still situations for which the leave is appropriate and will be granted.

Interactions with an affected individual, tested positive or ill with COVID, or complications post COVID

An employee who is required to self isolate due to close contact or proximity with a person with a confirmed case of COVID-19 may be entitled to *code 6990 - leave with pay – other reasons*. The code may be used until such time as they complete the isolation period, receive a negative result or a medical authority has confirmed that it is safe for them to return to the workplace. It should be noted that if able to perform work, there may be a discussion regarding the option to telework with your manager, otherwise the above code may apply.

In the case of an employee who reports to the workplace and who is ill with COVID-19 or experiencing COVID-19-like symptoms, they must notify their manager immediately. The manager will follow the steps for addressing potential or confirmed cases of the virus. If the member is able to work, the option of working from home should be discussed. If the member is unable to work, they may be entitled to *code 6991 leave with pay – COVID-19 Illness*. Prior to approving this leave, the manager may require documentation to support the request.

Lastly it is important to note that employees who were ill with the virus and are no longer contagious but dealing with complications will be required to use regular sick leave codes at that point in time.

Caring for a family member who was sick as a result of COVID-19

If an employee needs to take some time off to care for a member of their family who becomes ill as a result of the virus, the employer will first consider allowing them to telework or other workplace flexibilities. If this is not possible, they may be entitled to *code 6992 leave with pay – COVID-19 Family Care*. Prior to approving this leave, they may be required to provide supporting documentation.

Caring for children

As per the Commissioner's update on July 8, 2020, *code 6992 Leave With Pay – COVID-19 Family Care*, designed for unpredictable situations during which alternate arrangements are not possible, will be limited to exceptional circumstances. If the employee can demonstrate that they have exhausted all reasonable avenues to obtain childcare, they may still be entitled to *code 6992 Leave With Pay – COVID-19 Family Care*.

Where schools and daycares are available, it is expected that employees will send their children and continue or commence their normal work duties. Employees would not be granted leave with pay – COVID-19 Family Care (6992) if they choose not to send their child to school or daycare based on preference or level of comfort only. This is also the case with respect to school buses and public transportation. In these circumstances, employees may consider adjusting their work schedule to accommodate transporting children to school or daycare.

If a child is not exhibiting symptoms but was directed by a school, daycare or health care authority to stay at home due to potential exposure to the virus, consideration will be given to allowing the member to work from home. If this is not possible, they may still be entitled to leave with pay – COVID-19 Family Care (code 6992) to provide support for their child, until the member is informed by the school, daycare or health authority that the child is able to return. Prior to approving this leave, the manager may require documentation to support the request.

There are likely numerous other examples we could provide which may meet the criteria to be considered under the COVID-19 leave codes. The main message is that this leave is available, albeit with more information required than may have been the case in the past. If you are told by a manager or team leader that this leave is not available, we strongly recommend you contact a member of your local executive to discuss the situation further to attempt to resolve the matter.

Gary Esslinger
Chair of the Communications Committee

OUR CONTRACT ENDS OCTOBER 31, 2021 WHAT NOW?

Well, now that the contract is ratified, your question is probably what happens with the next round?

Just as with the last round several things must be done and fall into place before we could entertain bargaining. July 1, 2021, effectively 6 months prior to the expiry of the current contract the Union of Taxation Employees (UTE) would serve a Notice to Bargain to the employer. This simply indicates a formality that "it is time" we are ready to start the process of bargaining.

UTE would then proceed to organize our Bargaining Committee to go through the demands (more on that later) and compile a package of demands ready to present to the employer. The demands come from many different places and, of course, not all of them make it into the final package. They come from committees, from the PSAC, from Labour Relations Officers and importantly from the very members the demands would affect!

Now here's where you come in! Our demand process is an open and ongoing one. What that means is you can have an idea and would like to see it advanced through the stages and perhaps it can make it to the final package. The process is simple enough. You can go to the UTE website located at <https://www.ute-sei.org/en/bargaining> and click on the link titled Bargaining Demand Form. This form is a word document that is fillable which you can then print out or more easily save and email to your local union. Once received by the local, they will review it and send it off to the UTE National office to be included with other bargaining demands received.

When our package has been compiled, we contact the employer's negotiator to set up dates and off we go! As is always the case, we want to be done as soon as we can, but surely you know this rarely happens nowadays. The last two contracts have proven that we can always get more with your support and with your visibility in the workplace. We have always done better than the employer's "final offer" so to speak and that is 100% your victory and due to your involvement. Solidarity always works.

It is very likely that the current bargaining team will meet virtually soon to do a debrief on this round of bargaining. They will look at what worked and what didn't and likely come up with a set of recommendations that could be considered for the bargaining team that will be responsible for negotiating your next collective agreement.

Adam Jackson
2nd National Vice President,
Responsible for Collective Bargaining

ANTI-BLACK RACISM

Sisters and Brothers,

We have all witnessed in the news and on social media the horrific reports emanating from the United States, and even in Canada, of police brutality, racial profiling, discrimination and violence perpetrated against Black people and Black communities and we cannot help but be shocked and appalled by these events. In addition, we have noted the polarization of society over these events and reports, culminating in the creation of the movement named All Lives Matter which served only

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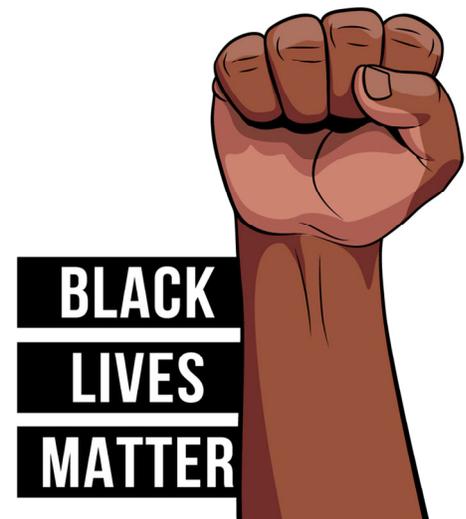
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to undermine and attempt to dismiss the matter of prolonged systemic racial discrimination of Black people.

The killing of African-American, Trayvon Martin, started as a protest against his brutal murder and ignited the Black Lives Matter movement with support coming from countries and people of all colours across the world. This incident was rightly labelled as a hate crime against Black people. What should have been a time for careful reflection and immediate action, with consultation with Black communities, actually resulted in the escalation of these hate crimes, emanating in the murder of George Floyd.

The issue of systemic racial discrimination against Black people is not unique to the United States, and is evident in many other countries, including Canada. We have witnessed our own Black citizens die at the hands of our police services and we have seen acts of violence, racial profiling and systemic discrimination being directed at Black Canadians. The deaths of Black Canadians, Abdirahman Abdi, Bony Jean-Pierre, D'Andre Campbell and Regis Korchinski-Paquet demonstrate that anti-Black racism continues to be a cause of the loss of Black lives in Canada.

The fight against anti-Black racism and violence against our Black sisters and brothers is grounded in the long and deplorable history of slavery, oppression and colonization of Indigenous communities and Black people in North America. It is difficult, if not impossible, to comprehend how, as a society and a proud people living in such a diverse and multi-ethnic and cultural society, we can allow these injustices to continue and thrive in this, the 21st century. It is critical that all Canadians join forces and ally with our Black sisters and brothers to combat and vigorously address the horrific treatment of Black people. Critical to addressing these issues is the need to actively listen to our Black citizens to understand the gravity and expanse of the issues and to seek from them, their views on how these matters need to be addressed.



Canadian Unions must also play an important role in bringing these issues to the forefront on behalf of our Black members as their advocate and ally. The Union of Taxation Employees (UTE) commits itself to this purpose. We have already negotiated language in our collective agreement with the Canada Revenue Agency (CRA) prohibiting discrimination in the course of employment. Moreover, we have created internal policies governing our Union which govern anti-discrimination in our Union and a system of recourse for addressing incidents of discrimination. But that is not enough!

UTE must continue to fight all forms of discrimination and must lead the charge for systemic change, governance and accountability. We must advance real and concrete solutions through the collective agreement, within the policies of the CRA, through legislative and regulatory changes affecting terms and conditions of employment, including staffing and other such matters. We must insist on greater accountability and immediate action by the employer to address the injustices and pave the way for equality and respect. We must advocate for greater support and opportunities for our Black

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members. We must ensure that mechanisms are in place through the CRA's Employee Assistance Program and their wellness initiative to assist our Black members.

UTE must ally with our partners in the Public Service Alliance of Canada (PSAC), the Federations of Labour and the Canadian Labour Congress to engage all levels of Government to raise awareness of this systemic discrimination and to lead and take immediate actions to address these matters that have been allowed to exist for over 150 years. We will endeavour to lobby the Government to create greater positive public awareness to the matter by including systemic discrimination in school curriculum and through the influence of media capabilities, at a minimum.

As importantly, we need to carefully examine how we, as a Union, may have contributed negatively to these issues over the years by reviewing our own internal policies, practices and traditions. Again, critical to this review, lies the need to engage our Black members to identify the specific issues and the concrete, tangible measures to effectively address and remedy systemic discrimination. To this purpose, we are currently exploring alternatives to determine the most efficient approach to engaging our Black members.

As you are aware, the issues surrounding the systemic discrimination and ill-treatment of Black people has evolved over many years and there is no quick fix to the problem. Instead, it will require careful and through deliberation and a well-charted and planned course of action by UTE.

To date, I have engaged the UTE Equal Opportunities (EO) Committee, the UTE Executive Council and the expertise of the PSAC for assistance in this very complicated matter and we will be seeking direction and assistance from other sources, including our Black members as we go down the road of change. With respect to my discussions with the EO Committee, I have reviewed and approved the distribution of a survey concerning racism, discrimination and harassment. The link to the survey may be found at <https://www.ute-sei.org/en/news-events/news/ute-survey-racism-discrimination-and-harassment> and I encourage you to complete it and to submit it no later than November 30, 2020. While this survey is not specific to Anti-Black racism, it will include this important issue, as well as other forms of racism, discrimination and harassment.

Through the years, we have seen many issues that have served to divide our great Union. It is my hope that all UTE members will support this worthy and long-awaited call for change and speak with one unified voice!

In true Solidarity,

Marc Brière
UTE National President

CHANGE OF ADDRESS

Please note that all address changes should be done via e-mail to Louise Dorion (dorionl@ute-sei.org) or via the national web site. If you do not have access to an e-mail, please pass it on (with your PSAC ID) to a local representative or mail it directly to the National Office at 233 Gilmour Street, Suite 800, Ottawa ON K2P 0P2.



RECONNECTING

The pandemic has resulted in untold changes with respect to how individuals connect with each other. None more so in the union's ability to connect and engage with our membership. We have been required to use technology to conduct business that under normal times would have been done face-to-face.

A very clear example of this was ratification votes that took place during September. The Union of Taxation Employees (UTE) was able thru webinars to connect with the significant number of our members which allowed the union the opportunity to present valuable information on the proposed tentative agreement. More importantly, it gave access to the membership to exercise their right to vote on the proposed agreement. This process resulted in unprecedented numbers of members exercising that right and ultimately voting in favour of the tentative agreement.

What do we do as a union to ensure that we expand that connectivity to our members? Certainly, one way is through the UTE News, which reaches all but a small portion of our membership. We need to do more, the pandemic resulted in significant delays in producing a newsletter, this being the first one since late 2019.

One of the more significant aspects of connectivity with the membership is providing each and every one of you the right to attend local Annual General Meetings (AGM's). These allow you to vote on finances and spending within the local, discuss changes to local bylaws and more importantly choose the elected officers you wish to represent your interests in the local office. This was all put on hold in early March 2020 as the pandemic spread across Canada and the globe.

The likelihood of holding in person meetings in the foreseeable future is uncertain and probably nonexistent. The UTE is examining ways that at the local level, there can be a degree of reconnection to the membership. We are examining a variety of software solutions that would allow members to attend virtual AGM's and be presented the same information as would be the case had the meeting been in-person. This would include the capability for those in attendance to vote on any matters put before the membership at these meetings. It would also include the ability to conduct secret ballot voting for the positions requiring elections at any particular AGM. It is hopeful that this will be available later this year to ensure we can begin to return to the process of having regularly scheduled membership meetings where the business of the union can be undertaken.

There will be more to follow, and we all look forward to beginning the process of reconnecting with all of you, the membership.

Gary Esslinger
Chair of the Communications Committee



TAKE A BREAK

Inspired by information provided from the Western Region EAP Coordinator-Counsellors

It's important that we schedule times in our lives to take breaks in order build resiliency and boost our mental health and wellbeing. If we take the time to take a break to care of our well-being, we can often prevent ourselves from over-exerting ourselves physically and emotionally. The list of activities below focus on improving the mental health of employees, including those who may experience depression, anxiety-related disorders or stress at work. First, choose a category that you want to try then pick an activity that is a good fit in either your workspace or your home.

CALMING

- Take time to tidy up - Clear the stress away
- Get inspired - Collect and share inspirational thoughts
- Meditate - Tips for becoming calmer, more energized and relaxed
- Write down what you're grateful for - Journal gratefulness
- Plant something - Tend to your wellness
- Plan a healthy meal - Create your own healthier "plan it"
- Use your mind - Scan and comfort your body
- Feet on the floor - Technique to ease tension
- Call a friend - Reach out to someone you can count on
- Get inspired - Appreciate your surroundings

ENERGIZING

- Energy shake - Shake all over!
- Benefits of water - Reminder to drink up
- Energy drink - Whip up some energy for break time
- Keep healthy snacks - Stock up on healthy break bites
- Stretch at your desk - Tips for break time stretches
- Walk or wheel to wellness - Measure daily distance

RELAXING

- Take a walk in nature - Experience the wonders of nature at work
- Set a reminder to breath - Breathing exercise to reduce stress
- Stretch your break - Take time to stretch
- Check in on yourself - A tool to assess how you're doing
- Focus on the positive - Relaxation technique
- Watch a funny video - Take a break to laugh



MINDFULNESS

Mindfulness is the practice of mindfully attending to what's happening in the current moment. Often, we feel strong negative emotions of anxiety, stress, and fear because we are focusing on the past or the future. Mindfulness helps alleviate some of that tension by bringing us to the present moment. Through practice, mindfulness becomes a tool you can use to regulate your own emotions in any situation.

Mindfulness doesn't need to take a lot of time – in fact, you can begin with easy 1-minute exercises! With the permission of the author, we have included a mindfulness info sheet.

1-MINUTE MINDFULNESS EXERCISES BY LEONIE STEWART-WEEKS

1. Yawn and stretch for 10 seconds every hour.

Do a fake yawn if you have to. That will trigger real ones. Say “ahh” as you exhale. Notice how a yawn interrupts your thoughts and feelings. This brings you into the present.

Then stretch really, really slowly for at least 10 seconds. Notice any tightness and say “ease” or just say hello to that place (being mindful — noticing without judgment). Take another 20 seconds to notice and then get back to what you were doing.

2. Three hugs, three big breaths exercise.

Hug someone tight and take 3 big breaths together. Even if they don't breathe with you, your breathing will ground them.

3. Stroke your hands.

Lower or close your eyes. Take the index finger of your right hand and slowly move it up and down on the outside of your fingers. Once you have mindfully stroked your left hand, swap and let your left hand stroke the fingers of your right hand.

4. Mindfully eat a raisin.

Take a raisin or a piece of chocolate and mindfully eat it. Slow down, sense it, savor it and smile between bites. Purposefully slow down. Use all your senses to see it, touch it, smell it, and sense it.

Then gently pop it into your mouth and really savor it. Savor its texture, its taste, how it feels in your mouth. Let it linger and then swallow it. After you have swallowed it, let your lips turn up slightly and smile. Do the same thing for each raisin you eat or bite you take.

5. Clench your fist and breathe into your fingers.

Position your fingers and thumbs facing down. Now clench your fist tightly. Turn your hand over so your fingers and thumbs are facing up and breathe into your fist. Notice what happens.

6. STOP.

Stand up and breathe. Feel your connection to the earth.

Tune in to your body. Lower your gaze. Scan your body and notice physical sensations or emotions. Discharge any unpleasant sensations, emotions or feelings on the out breath. Notice any pleasant ones and let them fill you up on the in breath.

Observe. Lift your eyes and take in your surroundings. Observe something in your environment that is pleasant and be grateful for it and its beauty.

7. Mindful breathing for one minute.

Lower your eyes and notice where you feel your breath. That might be the air going in and out at your nostrils or the rise and fall of your chest or stomach. If you can't feel anything, place your hand on your stomach and notice how your hand gently rises and falls with your breath. If you like, you can just lengthen the in breath and the out breath or just breathe naturally. Your body knows how to breathe.

Focus on your breath. When your mind wanders, as it will do, just bring your attention back to your breath. You might like to say 'thinking' when you notice your thoughts and just gently shepherd your attention back to your breath.

8. Loving-kindness meditation.

For one minute, repeat 'May I be happy, may I be well, may I be filled with kindness and peace.' You can substitute "you" for "I" and think of someone you know and like, or just send love to all people.

9. An aspiration.

Decide on an aspiration. Just ask yourself this question: What is my heart's aspiration? Pause for about 20 seconds. Do this a second or third time and write down what comes. Perhaps it is to come from love, or to be kind to yourself or others or to be patient.

Once you decide which aspiration you like best, say that at the beginning of the day. This will set you up for your day and your interactions with others (and even with yourself).

Mindfulness is one of the top tools available to manage anxiety.

The Communications Committee hopes that all our membership, family, friends and everyone employed at the CRA stays healthy and safe. Look after yourself both physically and mentally and most importantly:

PLEASE



Wear a mask



Wash your hands regularly



Practise social distancing