

WELL-BEING@WORK



Play Your Way Create a Culture Training

Irene Umipig and Lisa Ocampo, Well-Being Program Coordinator

Introduction Activity

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Share your Name, Department, Role (Champion or Dept. Lead), how long you've been in your role

Today's Training

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1. Well-Being@Work Updates
2. Play Your Way Create a Culture Resources



Well-Being@Work

Reminders & 2020 Updates

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- Take Time to RECHARGE Challenge
 - Remove promotional posters
 - 1437 participants, 58 departments represented
- Live, Feel, & Be Better
 - Remove promotional posters
 - 18 citywide Biometric Health Screenings & 3 Healthy Weight Programs
 - 887 employees participated in screenings
- Overview Trainings in April
- Check-in #3 – Meet with your Coordinators in March-April

Campaign

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Talk to Your Group:

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DISCUSS:

What did you do to
OFFER PROGRAMS
for Physical Activity at
your workplace?

Focus Area	Targets and Timelines	Annual Plan	Notes/Next Steps
Offer Programs	October	Department Led Activity (Volunteer): Champions to volunteer 1 hour at flu clinic	City Hall/SFHSS Flu Clinic
Offer Programs		Host (or Co-Host) at least 3 Onsite activity: Identify date to host onsite activity	Date, 30 minute GEX activity (identify series of 3-4 offerings, consider Yoga/Chair Yoga)
Offer Programs		Host (or Co-Host) at least 3 Onsite activity: Identify date to host onsite activity	Date, 30 minute GEX activity (identify series of 3-4 offerings, consider Tai Chi)
Offer Programs		Host (or Co-Host) at least 3 Onsite activity: Identify date to host onsite activity	Date, 30 minute GEX activity (identify series of 3-4 offerings, consider Meditation)
Offer Programs		Department Led Activity: Host a Kick Off/Celebration Party for Challenge	Date, RECHARGE Kick-Off/Celebration Party
Offer Programs		Department Led Activity: Use SFHSS Toolkit from September training	Date(s), Virtual 5k Run
Offer Programs		Department Led Activity: Use SFHSS Toolkit from September training	Date(s), Insert Toolkit Activity Name

- ✓ Host at least **3** onsite activities
- ✓ Facilitate at least **1** department-led activity
- ✓ Host a kick-off or celebration associated with Keep America Active

Play Your Way Campaign Goals

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- 1. Raise Awareness:** Promote the benefits of physical activity
- 2. Offer Programs:** Provide employees tools to support them with incorporating movement into their daily routine
- 3. Create a Culture:** Make it easier for employees to add more movement into their day through cultural supports at the workplace

Timeline Overview for Annual Planning

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Fiscal Year 2019-2020



Fiscal Year 2020-2021



March- June Develop Sustainability Plan

- Annual Plans will be due July 10

April-June Develop 2020-21 Annual Plan

- Attend 2020-21 Well-Being@Work Overview Training
- Annual Planning meeting with Coordinator July 6-31



Create a Culture: Tools for Today

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PLAY YOUR WAY

Key-Player Create a Culture Checklist:

Champions and Department Leads for Well-Being meet to discuss the Create a Culture Checklist. *Use the Checklist to help guide the discussion.*

1. Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice.
2. Consider realistic consistency and determine a timeline for when this should be implemented—identify months in fiscal year 2020-21 as a benchmark.

Ideas for Departments	Who Needs to be Involved?	Timeline
<p>Lead by Example: Involve Department Leaders <i>Discuss and consider policies that support movement at the workplace with department leaders and decision makers.</i></p> <ul style="list-style-type: none"> ✓ Highlight physical activity resources during new employee orientation ✓ Make Movement part of every meeting ✓ Support well-being with DHR policies ✓ Facilitate staff development and team building ✓ Make employee recognition a best practice 		
<p>Make a Commitment: Promote Play Your Way Reminders <i>Send communication at least 7 times in a 12-month span using a department platform accessible to everyone.</i></p> <ul style="list-style-type: none"> ✓ Communicate Consistently Department-Wide ✓ Refresh Visual Cues ✓ Promote City Sponsored Benefits ✓ Encourage Use of Environmental Supports 		
<p>Make a Commitment: Establish Recurring Programming <i>Provide opportunities for engagement in physical activity at least 6 times in a 12-month span to keep physical activity top of mind and to make movement accessible to employees.</i></p> <ul style="list-style-type: none"> ✓ Establish Instant Recess ✓ Request Onsite Activities ✓ Host Behavior Change Program 		
<p>Celebrate Progress: Highlight Department Efforts that Support Movement <i>Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.</i></p> <ul style="list-style-type: none"> ✓ Celebrate and Recognize Physical Activity at Work ✓ Spotlight Play Your Way at Work 		

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Develop Timeline for Create a Culture Next Steps

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Lead by Example: Support well-being with existing policy

Organizational Commitment		Actively Promote Well-Being Oriented Policy: Lactation Policy	Date: Send the Lactation benefit handout which highlights the DHR policy
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Telecommuting and/or Flex Schedules	Date: Review DHR policy with leadership to address opportunities to establish or enhance telecommuting and flex schedules within the department. Complete the DHR policy survey.
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Time for Wellness	Date: Email time for wellness memo to department to encourage participation in well-being activities
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Injury and Illness Prevention	Date: Highlight department efforts to promote injury and illness prevention in conjunction with DHR policy. (ie. Ergonomic assessment/setups, safety trainings)

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Prepare to Complete Fields in your Annual Plan

Physical Activity: WHY?

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Studies have shown positive results when employers provide and support wellness programs such as a physical activity.

- Results include a decrease in absenteeism, increase in productivity, and increase in retention, which leads to organizational savings.
- Providing supports also show employees that their employers are concerned about their health and well-being, which improves their attitude towards the organization and increases job satisfaction.
- Long-term impacts such as a decrease in healthcare costs.

Parks KM, Steelman LA. Organization Wellness Programs: A Meta-Analysis. Journal of Occupational Health Psychology 2008; 13(1): 58-68.

Talk to Your Group:

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DISCUSS:

Since implementing your well-being communications (raise awareness) and engagement activities (offer programs)

What culture shifts have you noticed at your workplace?

For Example:

- ✓ Increased leadership support
- ✓ Increased healthy behaviors
- ✓ Environmental supports



Creating a Culture for Physical Activity

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- **Lead by example.** Discuss policies that support stress movement at work with department leaders and decision makers.
- **Make a Commitment.** Consider timeline and consistency to establish environmental supports that encourage movement at work.
- **Celebrate Progress.** Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.

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Lead by Example:

Discuss policies that support movement at work with department leaders and decision makers.

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Lead by Example:

Highlight physical activity when employees are onboarded

Organizational Commitment		Department Led Activity: Offer well-being information in NEO	Date, Describe how your department promotes well-being during all new hire orientations
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Organizational Commitment: Incorporate Play@Work

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Highlight Play During New Employee Onboarding

- Including information about physical activity in new hire processes demonstrates your department's commitment to its employees.

Examples of how to include Play Your Way in your onboarding procedures:

- Include a movement break in a New Hire Orientation meeting (refer to the Play Your Way meeting energizer).
- Provide the [Play Your Way BINGO card](#) in your welcome packet.
- Orient new hires to different opportunities for physical activity around the office, such as the Time for Wellness policy, City-sponsored benefits, and environmental supports.



RPD: New Employee Orientations



NEW EMPLOYEE ORIENTATION

San Francisco Recreation and Parks Department

1

CHAMPION BIO



Tom Borawski

SFRPD | McLaren Annex (2nd Floor)

My name is Tom Borawski and I work in HR. I live to hike and backpack...I don't always enjoy the journey of walking up a vertical slope to the top of a mountain...but I always enjoy the sense of accomplishment I get from reaching the top. Being in nature always gives me perspective - it's a big, beautiful world out there.

I bike for my commute, make sure to take an activity break while I'm a work, and try to stretch my old tired bones whenever I get a chance. I'm also a proud vegan, so watch out for me during the Colorful Choices Campaign!

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San Francisco Health Service System
Well-Being: Better Every Day

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Live Healthy

Physical activity

- ✓ Play Your Way Campaign
 - Keep America Active Challenge (Summer)
- ✓ Fitness discounts
<https://sfhss.org/UsingYourBenefits/Employees/FitnessResources/Discounts>
- ✓ Free group exercise classes <https://sfhss.org/events>
- ✓ Health Plan discounts, classes and programs
<https://sfhss.org/Using-Your-Benefits/using-your-benefits-employees>

Healthy Eating

- ✓ Eat Better, Feel Better Campaign
 - Colorful Choices Challenge (Spring)
- ✓ Health Plan resources

Weight Management

- ✓ Healthy Weight Program
- ✓ Diabetes Prevention Program



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Organizational Commitment: Incorporate Play@Work

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Make Movement Part of Every Meeting

- Allow staff to be creative in how the incorporate movement into the workday:
- Use [Play Your Way Meeting Energizers Activity Guide](#) (found below) for meetings that last 60 minutes or longer
- Invite employees to change from sitting to standing positions during meetings
- Encourage mutually agreed to walking meetings when appropriate

Meeting Energizers List

1-5 minutes

- Standing Meeting
- Word Association Wave
- Hot Meeting Agenda
- Play Your Way Cube

5-10 minutes

- Assemble the Quote
- Move 3 and 7
- Stretch it Out
- Musical Chairs

10-20 minutes

- Charade
- Someone like me
- Hopscotch challenge
- BINGO



DPH-CM

Thrive Thursdays

DPH employees at the Castro Mission have created a Thrive Thursday program. During Thrive Thursday meetings are held with incorporated active agenda items:

1. Squats during staff meeting
2. Shoulder rolls during afternoon staff huddle

Employees enjoy taking this active break together!

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Lead by Example: *Support well-being with existing policy*

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Organizational Commitment		Actively Promote Well-Being Oriented Policy: Injury and Illness Prevention	<i>Date</i> , Highlight department efforts to promote injury and illness prevention in conjunction with DHR policy. (ie. Ergonomic assessment/setups, safety trainings)

Organizational Commitment: Support Well-Being with Policy

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Review/Promote Well-Being Policies:

1. Time for Wellness
2. Telecommuting/ Flex-Schedule Policy
**Availability based on department job function*
3. Injury and Illness Prevention Policies
4. Lactation Policy

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Lead by Example:

Support and provide staff development opportunities

Organizational Commitment		Department Led Activity: Provide opportunities for team building	<i>Date,</i> Describe team building activities/events
Organizational Commitment		Department Led Activity: Provide professional development opportunities for staff	<i>Date,</i> Provide detail for professional development opportunities offered to staff

Organizational Commitment: Staff Development

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Departments are encouraged to provide professional development and team building opportunities for staff.

- Increase collective knowledge of your team
- Boost employee job satisfaction
- Promote building healthy relationships
- Offers social engagement and builds community
- Assures staff are keeping up with industry's changing trends
- Promotes team support and individual motivation

CON – Personal Safety & Awareness Trainings

October 2, 2019

CON Well-being Champions started to host quarterly Personal Safety & Awareness Trainings.

SF SAFE and SF Police Captain Fabbri provided an onsite training to raise awareness and address safety concerns for CON Staff at 1155 Market Street and City Hall locations. The training raised staff awareness of their surroundings provided tips on how to stay safe when commuting to and from work. The CON Wellness Champions will continue to host similar trainings to ensure staff remain safe. Also incorporate the SF Safe Personal Safety Guide for all new hires.



ADM-OCA Team Pictionary

ADM-OCA hosted a team building event at City Hall on March 20 & June 12, 2019.

With time dwindling down, teams of two work together to solve a set of pictures related to certain policies & regulations.

The game allowed Purchasers to pair with coworkers they normally wouldn't work with, as our team is spread throughout San Francisco.

As a result of this program, communication has improved and we've been able to boost our internal relationships.



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Lead by Example:

Establish employee recognition and staff appreciation programs

Organizational Commitment		Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	<i>Date,</i> Describe how the department recognizes/appreciates staff
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Organizational Commitment: Department Recognition

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Establish employee recognition and staff appreciation events/activities

- *City Attorney's Office - Ice Cream Social*
- *Public Works - Health & Safety Ceremony recognizes Well-Being Champion*
- *Recreation & Parks Department- Monthly Employee Values & Vision Awards Ceremony*
- *Public Library- Annual Staff Recognition Breakfast to highlight years of service and staff awards (committee for recognition)*
- *Public Utilities Commission - Employee Appreciation Picnics*
- *Health Service System - Birthday Road Walks with Director*

SFUSD: Teacher Appreciation Week

12 SFUSD schools, May 3rd – 10th

San Francisco Unified's Student Nutrition Services appreciated our teachers for their dedication and healthy role modeling to students. A large fruit box was gifted to the Teachers Lounge, decorated with a large Thank You banner and included resources for how to participate in the meal program and link healthy practices in the classroom. Free breakfasts also offered in select schools.

This effort:

- added positivity and gratitude to the workplace for teachers
- provided healthy snacks in a stressful time of year for teachers.
- expressed our shared commitments to students through a kind gesture of thanks from SNS department.



2019 SFPUC Employee Appreciation Picnics

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At 2019 SFPUC First Annual Employee Appreciation Picnics at four different locations from San Francisco to Moccasin, we gathered together with our teams, families, and even fur babies (aka “dogs”) to enjoy foods, fun activities, face painting for kids and adults alike, music, fun games, fun photo booth, and getting to know others at SFPUC. It was a huge success. All attendees received a T-Shirt and 300 plus volunteers get a special SFPUC cap. Total participants including family members and guests were about 2,000 plus.

As a result of this event and other recognition efforts, the following 2019 SFPUC Employee Engagement Survey in December showed a 6.8% increase for employee recognition of their work, and valued by SFPUC management – a big increase on employee wellbeing. The picnics were spearheaded by SFPUC’s General Manager’s Office and SFPUC’s Communication Division. A lot of employees were grateful for such a great event and look forward to next year picnics. SFPUC is striving to be an employer of choice and recognition focus is one of the factors toward successes.



Talk to Your Group:

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DISCUSS:

- Who are the decision makers that need to be involved in committing to these best practices?
- Which best practices will you implement?
 - Include RECHARGE resources in your NEO
 - Make RECHARGE Breaks/Energizers a part of every meeting
 - Promote well-being policies
 - Provide professional development and team building activities
 - Establish employee recognition/staff recognition events

Write down a tentative timeline for planning and implementation



Key-Player Create a Culture Checklist:

Champions and Department Leads for Well-Being meet to discuss the Create a Culture Checklist. Use the Checklist to help guide the discussion.

1. Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice.
2. Consider realistic consistency and determine a timeline for when this should be implemented—identify months in fiscal year 2020-21 as a benchmark.

Best Practice	Who Needs to be Involved?	Timeline
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Make a Commitment:

Consider timeline and consistency to establish environmental supports that encourage physical activity at work.

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Make a Commitment:

Promote play your way reminders to raise awareness

Create a Culture		Establish Consistent (recurring/regular) communications to promote well-being to your employees	<i>Communications must be recurring at least 7 times over a 12 month span</i>
Create a Culture		Promote Environmental Supports: Checklist will be provided at June Raise Awareness Training-- Keep this top of mind all-year	

Create a Culture: Play Your Way Reminders

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Communicate Consistently Department-Wide

- Send a department-wide email
- Highlight physical activity in the department newsletter
- Make an announcement about the importance of physical activity and the benefits of moving throughout the day

Refresh Visual Cues

- Identify your highly visible areas including stairwells, elevator lobbies, and break rooms (legal posting areas)
- Post Play Your Way Posters on bulletin boards and virtual displays
- Set up an annual office-wide game of BINGO Scavenger Hunt

Create a Culture: Play Your Way Reminders

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Promote City Sponsored Benefits

Raise awareness of City-sponsored benefits to provide opportunities for employees to utilize the resources that can help establish healthy movement habits.

Highlight one or all of the following benefits in an upcoming newsletter, email, or all-staff announcement (see descriptions and program website links below):

- **City Cycle Program**
- **Bay Wheels Bike Share Program**
- **Commuter Benefits**
- **Fitness Center Discounts**
- **Catherine Dodd Wellness Center (Ideal for workplaces near the Civic Center)**

CPC – Wellness Newsletter

In an effort to bring wellness news and related articles to staff, the CPC Wellness Team created a department wide monthly Wellness Newsletter. Contents include: announcements for upcoming events, exercise class schedules, themes for the Recess Breaks, and interesting articles related to wellness. The initial issue was first published in August 2018. The newsletter continues to evolve with better graphics and packed with exciting information.

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VOLUME 1, ISSUE 1 | OCTOBER 2018

Thank you for reading the Wellness Team newsletter! Here you can find all the Wellness information regarding classes, seminars, events, etc. We hope you will enjoy reading this informative newsletter!

Planning Wellness Team news...

It's that time of year again for **Open Enrollment**-make any necessary changes between October 1-31. HSS representatives will be on site to answer your questions during our **Fru Clinic on October 9th from 9am to 4pm in the 5th Floor Atrium.**

Don't forget to register for the **Keep America Active Challenge** - there are still two weeks left! To Register click on this link: <http://sfhss.org/well-being/playourway.html>. Enter in the weekly contests and complete the evaluation at the end of the program for a chance to win prizes.

Upcoming Events in October

Healthy Food Demonstration on October 10th in Room 431. Come learn how to prepare healthy foods using simple ingredients that will help you make healthy meals on your own. Attendees will get to try some samples, but registration is required as space is limited. Register here: <https://www.eventbrite.com/e/healthy-food-demonstration-tickets-50511173279>

There will be a **Healthy Harvest Potluck** on Wednesday, October 24th. Join us at the 5th Floor Atrium at Noon and bring healthy treats to share. Sign-up sheets will be sent out shortly.

Wednesdays at Planning

Have any ideas

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WELLNESS NEWSLETTER

Planning Department Wellness intranet page: <http://planetportal.cityplanning.sfgov.org/Wellness/SitePages/home.aspx>

VOLUME 1, ISSUE 1 | M A R C H 2 0 1 9

Planning Wellness news...

March is Women's History Month! In honor of Women's History Month, check out this article on women who have had a meaningful impact on healthcare. Whether through scientific or policy-driven contributions, these women have improved wellness in the workplace for all to enjoy.

EAT BETTER, FEEL BETTER

Introducing the first Wellness Campaign for 2019: **Colorful Choices**. Similar to previous years, find out more at the HSS campaign webpage and track all of the colorful things you eat. You can form teams to keep each other accountable and also win individual and team prizes. The campaign runs from April 1st to May 12th. The Planning Wellness Team will be hosting a kick-off event on March 14 and HSS will be hosting an Activity Fair on March 19.

- Try to feature at least three different colors on your plate.
- Eat seasonally. Vary your fruits and produce according to what's in season.

WEEKLY/MONTHLY CLASSES

- **YOGA** MONDAYS AT 12 P.M. ROOM 431 / TUESDAYS & THURSDAYS AT 12:15 P.M. 1440 PROSPECT ST. (DR). 2ND FLOOR / FRIDAYS AT 12 P.M. GOLDEN GATE ROOM
- **TOTAL BODY CONDITIONING** TUESDAYS AT 12:15 P.M. ROOM 431
- **STRETCH BREAKS** MONDAYS AT 9:30 A.M. THURSDAYS AT 9:30 A.M. 5TH FLOOR ATRIUM
- **TAI CHI** THURSDAYS & FRIDAYS AT 12 P.M. ROOM 431

If you have any questions,

Fitness Equipment for In-Office Use

Use the **Equipment Reservation Calendar** to check out equipment. Be sure to review guidelines and submit a waiver available on the Wellness page Resource Library beforehand.

Upcoming Events...

- **Colorful Choices Campaign Kick-Off** on March 14, 9:30A.M. @ 5th Floor Atrium
- **Colorful Choices Activity Fair** on March 19, 12PM at HSS Wellness Center
- **Joint Wellness Potluck with HSA** on March 20, 12 PM. @ 5th Floor Atrium - Sign up [here](#). Bring recipes to share!

Wednesdays at Planning...

- **Chair Yoga** on March 6 at 12:00 PM in Rm 431

Call for recipes!

PUC: Well-Being @Work Intranet

ALL SFPUC, launching 11/1/19

We've created an SFPUC Well-Being @Work intranet for all SFPUC employees. This is a one-stop shop for all things well-being. It includes City & County of SF links, SFPUC resources, Well-Being Champions info (who we are and recruitment material), an SFPUC well-being events calendar, and news articles. We even created two employees collaboration pieces to get more employees involved – an Activity Group and an Employees Cookbook. Activity Groups are to engage other colleagues to join groups that have been formed throughout SFPUC. Employees Cookbook is for employees to share their favorite recipes with others. This can impact all employees who have access to the intranet.

This has not been widely launched yet, so changes have yet to be observed, but it has been shared with the HRS department as well as Well-Being Champions, and have received a lot of positive feedback. Employees are especially excited about the Activity Groups and Employees Cookbook. We are hoping to bring more well-being awareness to all SFPUC employees, and to provide them a tool (the intranet) for them to easily access the well-being resources available, and consequently have more happier and healthier employees.

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The screenshot shows the SFPUC Well-Being @Work intranet homepage. At the top, there's a navigation bar with 'SFPUC HOME' and various menu items like 'HRS @ SFPUC', 'Enterprise Workforce Planning', 'Health & Safety', and 'Recognition'. Below the navigation bar, there's a header section with 'Well-Being @Work' and a sub-header 'About Us'. The main content area is divided into several sections: 'SFPUC Resources' with various resource cards (e.g., '\$2500 Bicycle Storage', 'Activity Groups', 'Employees Cookbook'), 'City & County of SF Links' with links to 'SFPUC CCAF Job Opportunities', 'SFPUC Deferred Compensation Plan (DPCP)', 'SFPUC Benefit Easy Day', and 'SFPUC Wellness Center'. Below this, there are three columns: 'Well-Being @Work Spotlight' with items like 'Move More Scavenger Hunt', 'Healthy Salad Dressing Demo', and 'Healthy Food Demo'; 'SFPUC Employees Collaboration' with 'Share your favorite recipe!' and 'Tell us about your Activity Group!'; and 'Meet your Well-Being Champions!' with 'Well-Being Champions' and 'Become a Well-Being Champion!'. At the bottom, there are 'Well-Being Events' and 'Well-Being News' sections. The 'Well-Being Events' section shows a calendar with events like 'Healthy Eating for Stress Reduction with Chef Scott' (Nov 13), 'Gentle Yoga' (Dec 12), 'Tai Chi' (Jan 22), 'Biometric Screening' (Feb 5), 'Craft - Card Making' (Feb 12), and 'Healthy Weight Program' (Feb 12). The 'Well-Being News' section features a 'Program | Employees Encouraged to Blossom and Grow through our Well-Being Program' and a 'Don't Let the Flu Bring You Down, Get Your Shot' article with a 'FLU SEASON AHEAD' warning sign.

Create a Culture: Environmental Supports

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Encourage Use of Environmental Supports

- Promote the resources that are easily accessible in or around the workplace:
- Bike racks
- Stairwells
- Walking paths
- Local fitness centers
- Recreation and Parks Department Services (Local parks, community centers, programs such as Zumba in the park)
- Designated exercise space at workplace



Physical Activity Well-Being Inventory

This Well-Being Inventory provides direction for departments to identify the environmental supports (resources) that exist within the workplace. Complete the worksheet below by placing a checkmark next to the appropriate response for each question.

	Yes	Considering	Unsure	N/A
Physical Activity Environment				
Do you provide educational seminars about ways to incorporate physical activity into employee's daily routine?				
Does your workplace encourage stair use?				
Is it convenient and safe for employees to walk/ride a bicycle to work?				
Are there designated areas to store personal bicycles?				
Do you have access to fitness equipment or classes at or near your workplace?				
Are there opportunities for employees to participate in an organized weekly walk?				
Do you promote negotiated discounts for employees who wish to exercise at an offsite fitness facility?				
Does your workplace encourage or host "active" breaks (stretch breaks) beyond the regular lunch break?				
Are there safe and accessible walking paths or trails near your worksite?				
Do you have areas mapped, indoors and/or outdoors, to encourage walking and physical activity at your workplace?				
Does your workplace provide physical activity or exercise messages to employees such as posters or brochures?				
Are walking meetings or standing meetings encouraged?				
Do workstations provide ergonomic flexibility for movement during the work day? (ie. Stand-sit desks, treadmill/bicycle workstations)				
Does your workplace have recreation equipment to encourage physical activity? (ie. Table tennis table, basketball courts, outdoor activities.)				
List any other resources that support physical activity at work:				

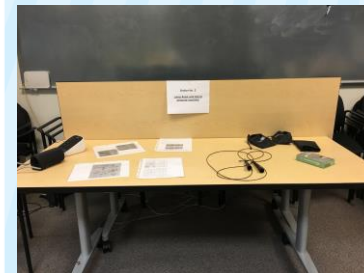
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CPC – Exercise Space Open House

The Well-Being@Work Grants helped CPC purchase exercise equipment for their conference room space. This helped the CPC Wellness Team to continue their efforts to promote the importance of physical activity by providing easy access to employees at work. Staff were invited to the Open House to checkout the new equipment and got an hands-on experience to learn how to properly use the equipment.

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Talk to Your Group:

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DISCUSS:

- What communication platform has been most useful to employees?
- Which communication tools (posters, email templates, handouts) have been most relevant for employees?
- Discuss ideas for resources/environmental supports that you might request grant funding for.

Write down who needs to be involved in next steps and a tentative timeline for planning and implementation



Key-Player Create a Culture Checklist:

Champions and Department Leads for Well-Being meet to discuss the Create a Culture Checklist. Use the Checklist to help guide the discussion.

1. Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice.
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Ideas for Departments	Who Needs to be Involved?	Timeline
<p>Lead by Example: Involve Department Leaders Discuss and consider policies that support movement at the workplace with department leaders and decision makers.</p> <ul style="list-style-type: none"> ✓ Highlight physical activity resources during new employee orientation ✓ Make Movement part of every meeting ✓ Support well-being with DHR policies ✓ Facilitate team development and team building ✓ Make employee recognition a best practice 		
<p>Make a Commitment: Promote Play Your Way Reminders Send communication at least 7 times in a 12-month span using a department platform accessible to everyone.</p> <ul style="list-style-type: none"> ✓ Communicate Consistently Department-Wide ✓ Refresh Visual Cues ✓ Promote City Sponsored Benefits ✓ Encourage Use of Environmental Supports 		
<p>Make a Commitment: Establish Recurring Programming Provide opportunities for engagement in physical activity at least 6 times in a 12-month span to keep physical activity top of mind and to make movement accessible to employees.</p> <ul style="list-style-type: none"> ✓ Establish Instant Recess ✓ Request Onsite Activities ✓ Host Behavior Change Program 		
<p>Celebrate Progress: Highlight Department Efforts that Support Movement Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.</p> <ul style="list-style-type: none"> ✓ Celebrate and Recognize Physical Activity at Work ✓ Spotlight Play Your Way at Work 		

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Make a Commitment:

Establish recurring programming to promote engagement

Create a Culture		Host Onsite Activity/Department Led Activity: Reoccurring/regular onsite activity #1	<i>Activities recurring 6 times over a 12 month span HOSTED by department</i>
Create a Culture		Host Onsite Activity/Department Led Activity: Reoccurring/regular onsite activity #2	<i>Activities recurring 6 times over a 12 month span HOSTED by department</i>

Create a Culture:

Establish Recurring Programming

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Consider Instant Recess.

- Brief breaks throughout the work day result in benefits of both productivity and physical health. Having active breaks that include physical activity can also improve creativity.
- Encourage employees to take brief movement breaks (3-5 minutes) during the work day by hosting a routine break and inviting everyone to join at their leisure.

- **DIY Instant Recess:** Establish Play Your Way corner in community areas
- **Coordinate active breaks:** Find a 3-5 minute window during the workday to gather employees
- **Start Your Day with a Stretch:** Gather everyone for a quick stretch break to start the day and encourage stretching throughout the day.

SFPL: Walk the Steps

Employees at the main library are invited to join in on a stair walk at 10:30am on Fridays.

This activity is led by the Main Library Champions to encourage movement during the workday and help to highlight how stairs can be a positive part of your day.

Employees that enjoy, look forward to this stair walk and employees have a fun time catching up and moving together.



Create a Culture:

Establish Recurring Programming

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Requesting Onsite Activities:

- **Group Exercise Classes**
 - Start with a series of 4-6
 - Consider planning 1x each month
- **Seminars and Coaching**
 - Consider planning for 1x each quarter
- **Screenings**
 - Consider planning for 1x each year

Create a Culture: Host Behavior Change Programs

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- **Meditation & Mindfulness Series:** 6-week program supported by an instructor to practice meditation and mindfulness through guided reflection discussions and deep breathing.
- **Healthy Weight Program:** 7-week program supported by a Wellness Coach to support lifestyle habits that promote healthy living.
- **Diabetes Prevention Program:** 1-year program supported by a CDC Certified Lifestyle Coach to prevent and reduce risk of diabetes and to support behavior change for nutrition and physical activity.

DPH- Outdoor Fitness at ZSFG

The Wellness Center at ZSFG was closed for fiscal year maintenance and a group of regular attendees created an outdoor training circuit to support everyone's exercise habits.

Diana Arcega hosted and led the circuit activities including jump ropes, yoga mats, dumbbells, through a 20-minute workout.

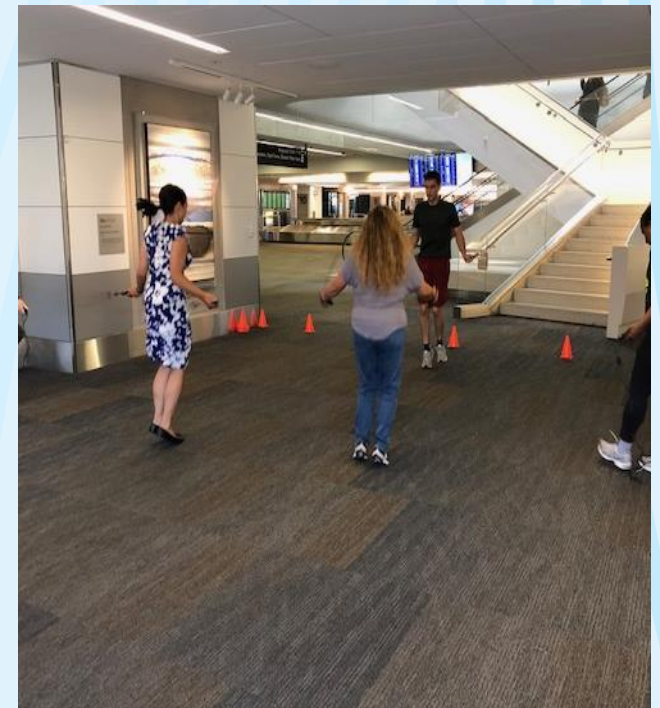


AIR: Learn How to Jump Rope

AIR Wellness Champions offered two sessions: August 6 and August 12, 2019.

The summer high school intern assigned with the Airport created a program to teach employees about the jump rope. Tyler, loves to jump rope as part of his fitness routine and developed a program to teach how to jump rope efficiently and understand the overall benefits it has for a healthy lifestyle.

Employees appreciated this program and AIR has made sure to offer the use of jump ropes in their satellite fitness centers so employees can jump rope as part of their well-being.



Talk to Your Group:

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DISCUSS:

- What activities were successful at your workplace?
- How can you implement Instant Recess?

Write down who needs to be involved in next steps and a tentative timeline for planning and implementation:

At least 2 activities recurring 6 times in a fiscal year



Key-Player Create a Culture Checklist:

Champions and Department Leads for Well-Being meet to discuss the Create a Culture Checklist. *Use the Checklist to help guide the discussion.*

1. Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice.
2. Consider realistic consistency and determine a timeline for when this should be implemented—identify months in fiscal year 2020-21 as a benchmark.

Ideas for Departments	Who Needs to be Involved?	Timeline
<p>Lead by Example: Involve Department Leaders <i>Discuss and consider policies that support movement at the workplace with department leaders and decision makers.</i></p> <ul style="list-style-type: none"> ✓ Highlight physical activity resources during new employee orientation ✓ Make Movement part of every meeting ✓ Support well-being with DHR policies ✓ Facilitate staff development and team building ✓ Make employee recognition a best practice 		
<p>Make a Commitment: Promote Play Your Way Reminders <i>Send communication at least 7 times in a 12-month span using a department platform accessible to everyone.</i></p> <ul style="list-style-type: none"> ✓ Communicate Consistently Department-Wide ✓ Refresh Visual Cues ✓ Promote City Sponsored Benefits ✓ Encourage Use of Environmental Supports 		
<p>Make a Commitment: Establish Recurring Programming <i>Provide opportunities for engagement in physical activity at least 6 times in a 12-month span to keep physical activity top of mind and to make movement accessible to employees.</i></p> <ul style="list-style-type: none"> ✓ Establish Instant Recess ✓ Request Onsite Activities ✓ Host Behavior Change Program 		
<p>Celebrate Progress: Highlight Department Efforts that Support Movement <i>Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.</i></p> <ul style="list-style-type: none"> ✓ Celebrate and Recognize Physical Activity at Work ✓ Spotlight Play Your Way at Work 		

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Celebrate Progress:

Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.

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Celebrate and Recognize:

Highlight department efforts that support movement at the workplace

Create a Culture

Department Led Activity: Recognize and Celebrate well-being participation

At least twice a year: Host Challenge kick-off and/or celebration, collect stories with templates, distribute thank you cards to recognize and celebrate well-being at the department

Organizational Commitment: Celebration Ideas

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Celebrate and Recognize Physical Activity at Work

- Ask specific teams or individuals to share what they are doing to move more throughout the day and how it has helped them.
- Use the [PYW Stories Template](#) and [PYW Selfie Template](#) as a way to recognize and celebrate employees and teams that have made an effort to move more. *Post stories or selfies around the office to highlight what employees are doing.*

PYW Stories Template

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Customize and send out quarterly!



Insert SQUARE Photo
(drop into box)

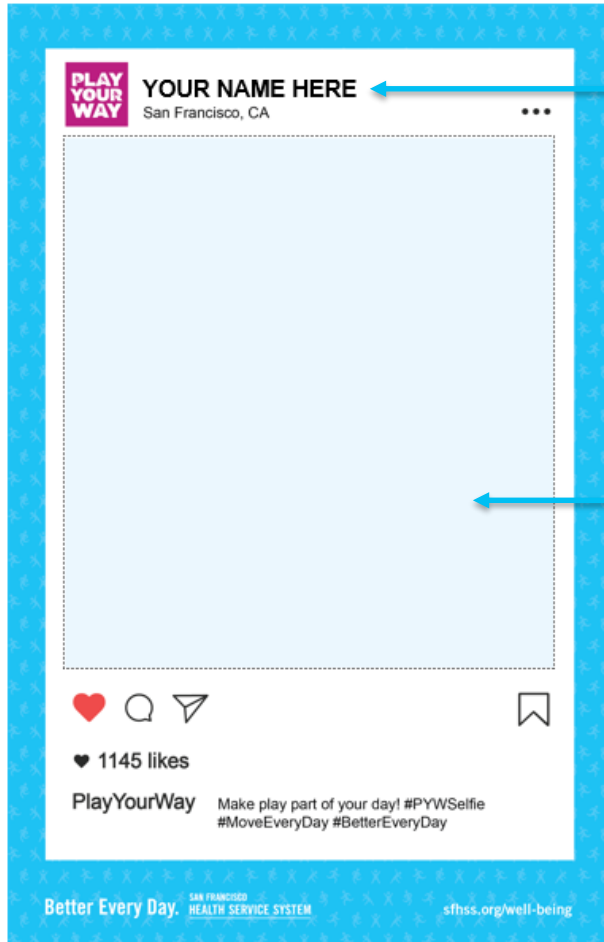
Type Employee Name

Type description of why
employee is being
recognized

PYW Selfie Template

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Customize and highlight well-being activities at the workplace!



Type Employee Name

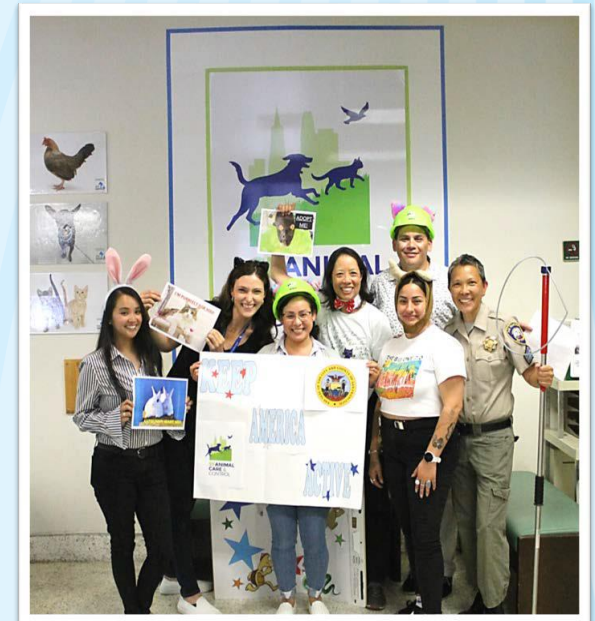
Insert SQUARE Photo
(drop into box)

SFACC: Keep America Active Celebration

20% of San Francisco Animal Care and Control (SFACC) staff participated in the Keep America Active challenge.

The “Chasing Animals” team ranked number 85 in the challenge and collected 115 points!

This brought the group together toward a common goal so that everyone could support one another to add more activity into each day.



Play Your Way: Celebration Ideas

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Spotlight physical activity efforts at work

Recognize your department's efforts to promote and support stress management at the workplace.

[Submit a spotlight](#) to SFHSS Better Every Day and have your story celebrated at the Annual Well-Being@Work Awards ceremony.

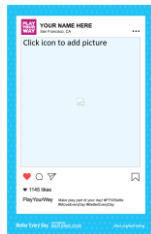
Talk to Your Group:

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DISCUSS:

- How have you celebrated your department's progress with Play Your Way?
- Do you use any tools or incentives to highlight progress or participation?



Write down who needs to be involved in next steps and a tentative timeline for planning and implementation:
At least 2 recognition efforts in a fiscal year

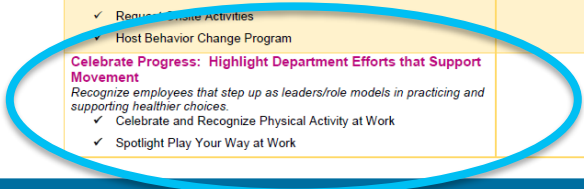


Key-Player Create a Culture Checklist:

Champions and Department Leads for Well-Being meet to discuss the Create a Culture Checklist. Use the Checklist to help guide the discussion.

1. Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice.
2. Consider realistic consistency and determine a timeline for when this should be implemented—identify months in fiscal year 2020-21 as a benchmark.

Ideas for Departments	Who Needs to be Involved?	Timeline
<p>Lead by Example: Involve Department Leaders Discuss and consider policies that support movement at the workplace with department leaders and decision makers.</p> <ul style="list-style-type: none"> ✓ Highlight physical activity resources during new employee orientation ✓ Make Movement part of every meeting ✓ Support well-being with DHR policies ✓ Facilitate staff development and team building ✓ Make employee recognition a best practice 		
<p>Make a Commitment: Promote Play Your Way Reminders Send communication at least 7 times in a 12-month span using a department platform accessible to everyone.</p> <ul style="list-style-type: none"> ✓ Communicate Consistently Department-Wide ✓ Refresh Visual Cues ✓ Promote City Sponsored Benefits ✓ Encourage Use of Environmental Supports 		
<p>Make a Commitment: Establish Recurring Programming Provide opportunities for engagement in physical activity at least 6 times in a 12-month span to keep physical activity top of mind and to make movement accessible to employees.</p> <ul style="list-style-type: none"> ✓ Establish Instant Recess ✓ Remove Barriers to Activities ✓ Host Behavior Change Program 		
<p>Celebrate Progress: Highlight Department Efforts that Support Movement Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.</p> <ul style="list-style-type: none"> ✓ Celebrate and Recognize Physical Activity at Work ✓ Spotlight Play Your Way at Work 		



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Next Steps

Create a Culture: Key Player Checklist

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Key Player Checklist:

1. Review the ideas
2. Discuss the checklist
 - ✓ Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice
 - ✓ Determine a timeline for when this should be implemented– identify months as a benchmark.
3. Bring Checklist to Planning meeting with Coordinator (March-April)

PLAY YOUR WAY

Key Player Checklist:

- Circle the objectives in each category, which all key-players agree to focus on implementing
- For make a commitment categories, decide on frequency for consistency
- Identify who will take the lead on implementing the idea
- Determine a timeline for implementing the Create a Culture ideas selected

Ideas for Departments	How Often?	Who Needs to be Involved?	Timeline
<p>Lead by Example: Involve Department Leaders Discuss and consider policies that support movement at the workplace with department leaders and decision makers:</p> <ul style="list-style-type: none"> ✓ Determine appropriate communication/support of Time for Wellness Policy ✓ Make Movement part of every meeting ✓ Highlight physical activity resources during new employee orientation 			
<p>Make a Commitment: Promote Play Your Way Reminders Send communication at least once a quarter using a department platform accessible to everyone.</p> <ul style="list-style-type: none"> ✓ Communicate Consistently Department-Wide ✓ Refresh Visual Cues ✓ Promote City Sponsored Benefits ✓ Encourage Use of Environmental Supports 			
<p>Make a Commitment: Establish Recurring Programming Provide opportunities for engagement in physical activity at least once a quarter to keep physical activity top of mind and to make movement accessible to employees.</p> <ul style="list-style-type: none"> ✓ Establish Instant Recess. ✓ Request Onsite Activities. ✓ Host Behavior Change Program. 			
<p>Celebrate Progress: Highlight Department Efforts that Support Movement Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.</p> <ul style="list-style-type: none"> ✓ Celebrate and Recognize Physical Activity at Work ✓ Spotlight Play Your Way at Work 			

Better Every Day. SAN FRANCISCO HEALTH SERVICE SYSTEM

Visit myhsa.org/well-being

Update and Complete Department Annual Plan

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Create a Culture:

- Establish consistency of communication
- Identify 2 consistency of recurring activities
- Review Environmental Support checklist
- Identify recognition opportunities

Organizational Commitment:

- Review and promote well-being policies (as appropriate)
- Capture department-wide staff recognition/appreciation efforts
- List all professional development opportunities promoted to employees
- Capture team building opportunities coordinated by Managers and Supervisors

Focus Area	Targets and Timelines	Annual Plan	Notes/Next Steps
Organizational Commitment	Mag	Identify Key Players: At least one Well-Being Champion for every 200 employees in department	Judy Choy
Organizational Commitment	Mag	Identify Key Players: Department Director to identify a Department Lead for Department Well-Being	Judy Choy
Organizational Commitment	Mag	Department Led Activity: Implement Well-Being Topic Survey and developed annual plan based on results	Survey responses from 2018 used for 2019 annual plan
Organizational Commitment	Mag	Schedule and Attend: Annual planning meeting	Mag 17, 2019: Judy Choy
Organizational Commitment	June	Register and Attend: Topic-Specific Raise Awareness Champion Training	Who attended?
Organizational Commitment	July	Schedule and Attend: Check in meeting #1 with SFHSS Well-Being coordinator	Identify date to meet in July
Organizational Commitment	September	Register and Attend: Topic-Specific Offer Programs Champion Training	Who attended?
Organizational Commitment	November	Schedule and Attend: Check in meeting #2 with SFHSS Well-Being coordinator	Identify date to meet in November
Organizational Commitment	2020	Register and Attend: Topic-Specific Create a Culture Champion Training	Who attended?
Organizational Commitment	2020	Schedule and Attend: Check in meeting #3 with SFHSS Well-Being coordinator	Identify date to meet in March
Organizational Commitment	Ongoing	Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	Animal Control Officer Appreciation Week
Organizational Commitment	Ongoing	Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	Animal Control Volunteer Appreciation Event
Organizational Commitment	Ongoing	Actively Promote Well-Being Oriented Policy: Lactation Policy	No new mothers at this time- reviewed to align with DHR policy to promote lactation resources as needed for new mothers
Organizational Commitment	Ongoing	Actively Promote Well-Being Oriented Policy: Telecommuting and/or Flex	Reviewed- not appropriate for the type of work required with most positions in the department.
Organizational Commitment	April	Department Led Activity: Provide professional development opportunities for staff	<i>Date:</i> CPR Training (hosted with fruit delivery from SFHSS)
Organizational Commitment	December	Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	<i>Date:</i> Holiday Party
Organizational Commitment		Department Led Activity: Provide opportunities for team building	<i>Date:</i> Organize a gardening activity to plant a vertical garden that allows staff to work together to grow healthy choices for the workplace
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Time for Wellness	<i>Date:</i> Email to department to encourage participation in well-being activities
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Injury and Illness Prevention	<i>Date:</i> Reviewed and consistently promoted through the safety and compliance checks outlined by GSA <i>Consider ergonomics using setup and go campaign (TECO) Promote ergonomic assessments for all employees at their request</i>
Organizational Commitment		Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	<i>Describe how the department recognizes/appreciates staff</i>
Organizational Commitment		Department Led Activity: Offer well-being information in NEO	<i>Describe how your department promotes well-being during all new-hire orientations</i>
Organizational Commitment		Department Led Activity: Provide opportunities for team building	<i>Date, Team Building</i>
Organizational Commitment		Department Led Activity: Provide professional development opportunities for staff	<i>Date, Professional Development Training</i>
Create a Culture		Establish Consistent (recurring/regular) communications to promote well-being to your employees	
Create a Culture		Host Onsite Activity/Department Led Activity: Recurring/regular onsite activity #1	
Create a Culture		Host Onsite Activity/Department Led Activity: Recurring/regular onsite activity #2	
Create a Culture		Department Led Activity: Establish(ed) space for healthy	
Create a Culture		Promote Environmental Supports: Checklist will be provided at June Raise Awareness Training- Keep this top of mind all year	
Create a Culture		Department Led Activity: Recognize and Celebrate	

NEXT STEPS:

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What will you do next?

1. Review and discuss the Create a Culture ideas and determine which are most suitable for your workplace.
2. Champions and Department Leads for Well-Being meet to discuss the Create a Culture Checklist. *Use the Checklist to help guide the discussion.*
 - ✓ Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice
 - ✓ Consider realistic consistency and determine a timeline for when this should be implemented—identify months for incorporating this best practice into 2020-21 Fiscal Year.
3. Complete and **submit annual plan by July 10**

