

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 		

Create a Play Your Way Culture

Goals

1. Encourage employees to move more throughout the day.
2. Facilitate times for movement during the day at the workplace.

Champion Department Lead Next Steps:

1. Review and discuss the Create a Play Your Way Culture ideas and determine which are most suitable for your workplace.
2. Use the Checklist below to help guide the discussion.
 - Place a check mark next to any items you agree to implement.
 - Identify who will take the lead on implementing the idea.
 - Determine a timeline for implementing the Create a Culture ideas selected.

Ideas to Create a Play Your Way Culture

Lead by Example: Involve Department Leaders

Discuss and consider policies that support movement at the workplace with department leaders and decision makers.

1. Highlight Play During New Employee Onboarding (NEO)

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:

- Make sure to highlight well-being in your presentation and call out the Champions that exist in your building, as well as the activities that are coming up or available ongoing.
- Include a **movement break** in a New Hire Orientation meeting.
- Orient new hires to accessible physical activity resources in or near the office, such as the Time for Wellness policy, City-sponsored benefits, and environmental supports.
- Provide the **Play Your Way BINGO card** as a part of the welcome packet.

2. Make Movement Part of Every Meeting

Allow staff to be creative in how they incorporate movement into the workday:

- Use **Play Your Way Meeting Energizers Activity Guide** for meetings that last 60 minutes or longer. Use the movement breaks ideas provided for NEOs.
- Invite employees to change from sitting to standing positions during meetings
- Encourage mutually agreed to walking meetings when appropriate
- Involve employees in this activity and invite them to share the role of leading these activities
- Contact well-being@sfgov.org and request for a meeting stretch break (10-, 15-, or 30-minute stretch breaks or chair yoga demonstrations can be requested with a 6-8 week lead time.)

3. Support Well-Being with SF Department of Human Resources Policies

Review your employee handbook and explore current practices in promoting the following SF DHR policies. If the policies exist, and it is appropriate to do so, have a discussion with department leadership to promote the policy to employees as a way to support employee well-being:

- Time for Wellness Memo
- Injury and Illness Prevention
- Telecommuting/Flex-Schedule Policy
- Lactation

4. Facilitate Staff Development Opportunities

Departments are encouraged to provide professional development and team building opportunities for staff. These activities can be incorporated into all-staff meetings or existing team meetings that offer benefits at an individual and social level:

- ✓ Increase collective knowledge of your team
- ✓ Boost employee morale and job satisfaction
- ✓ Promote building healthy relationships
- ✓ Offers social engagement and builds community
- ✓ Keeps staff abreast with industry trends
- ✓ Promotes team support and individual motivation

Not sure where to start? Check out the [classes and trainings offered by DHR](#).

5. Make Employee Recognition a Best Practice

Work with department leadership to coordinate at least 1-2 department wide employee recognition/staff appreciation activities. Explore the recognition/appreciation activities that work best for your department. Here are some ideas to get you started:

- ✓ Staff Potlucks
- ✓ Holiday Celebrations
- ✓ Highlight Birthdays and/or Work Anniversaries
- ✓ Cultural Celebrations
- ✓ Employee of the Month
- ✓ Staff recognition for the completion of a project

Request fruit for your staff appreciation activity! Contact well-being@sfgov.org to learn how.

Make a Commitment: Promote Play Your Way Reminders

Send communication at least 7 times over a 12-month span using a department platform accessible to everyone.

6. Establish Communicate Consistently Department-Wide

Consider a department-wide email, highlight physical activity in the department newsletter, or use your all-staff meeting to make an announcement about the importance of physical activity and the benefits of moving throughout the day. Include Play Your Way resources.

- Use [Play Your Way Communications Templates](#) to help you plan out your communications efforts.

7. Refresh Visual Cues

Keep Play Your Way top of mind by placing up reminders at the workplace. Identify your highly visible areas including stairwells, elevator lobbies and break rooms (request permission as appropriate). Refresh promotional tools by rotating physical activity visual tools.

- Post the **5 Ways to Exercise with a Coworker** Infographic as a reminder to move throughout the day--- try sharing it on bulletin boards and virtual displays.
- Set up an office-wide game of **BINGO Scavenger Hunt** or just use the **BINGO visuals** as movement reminders

8. Promote City Sponsored Movement Benefits

Raise awareness of City-sponsored benefits to provide opportunities for employees to utilize the resources that can help establish healthy movement habits. Use the **Play Your Way Benefits Guide** to highlight one or all of the following benefits in an upcoming newsletter, email, or all-staff announcement:

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

Make a Commitment: Inventory Environmental Supports

Each year, conduct a well-being inventory of the current state of availability of resources that can support movement at the workplace.

9. Encourage Use of Environmental Supports

Review the **Physical Activity Well-being Inventory** and reflect on what environmental supports exist and which the department can prioritize highlighting OR if a support does not exist—consider if it is something the department can set a goal to establish for employees. Consider the following:

- Are the supports in need of maintenance? I.e. Are stair wells well lit? Are bike racks rusted—do they need new paint?
- How can you promote the use of this support? I.e. Highlight a walking path, stair well, or local park and highlight using these resources for an active break
- Do you have a space that can be used for “drop-in” wellness activities? I.e. Can a conference room be booked from 1pm-2pm and setup as an open space for people to stretch, tone, or do a movement video on their own or together?

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

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.

10. Establish Instant Recess. Brief breaks throughout the 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 during the work day by hosting a routine break and inviting everyone to join at their leisure.

- Refer to the **Instant Recess Toolkit** for more information.

11. Request Onsite Activities. Having a variety of onsite activities at your workplace will help to encourage engagement and provide opportunities for employees to practice the healthy behaviors being promoted at the workplace. Aim to request activities that work best for your workplace and will be appealing to department employees.

- Refer to the **Activities Request Form** for more information.

12. Host Behavior Change Program. Consider bringing a program that will provide more sustained support for employees by providing one of the following options:

- Meditation & Mindfulness (6-weeks)
- Healthy Weight Program (7-weeks)
- Diabetes Prevention Program (26- weeks over the course of 1 year)
- Refer to **Activities Description List** for program details

Celebrate Progress: Highlight Department Efforts that Support Movement

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

13. Celebrate and Recognize Physical Activity at Work

After you've implemented some of the above items,

- ✓ Recap all the ways the team/department has worked to incorporate movement into the workday.
- ✓ 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.

14. Spotlight Play Your Way at Work

Recognize your department's efforts to promote and support physical activity at the workplace. Submit a spotlight to SFHSS Better Every Day and have your story celebrated at the Annual Well-Being@Work Awards ceremony. **Spotlight a Well-Being@Work program.**



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:				