

**WELL-BEING@WORK**



# Play Your Way Offer Programs Training

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# Introduction Activity

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1. Share your Name, Department, Role (Champion or Dept. Lead), how long you've been in your role
2. And you're favorite way to move more at work?

# Today's Training

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1. Well-Being@Work Updates
2. Flu Prevention & OE Campaign
3. Hosting Onsite Activities
4. Department Led Activities

The logo features the text "PLAY YOUR WAY" in a bold, white, sans-serif font, arranged in three lines. Each letter of the text is partially replaced by a white silhouette of a person in a dynamic, active pose, such as running or jumping. The entire logo is set against a solid magenta square background.

**PLAY  
YOUR  
WAY**

# Well-Being@Work

## Reminders & Updates

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- **Keep America Active Updates**
  - 1325 participants (95% employees, 88% departments)
  - Take down your promotional posters
- **Submit Spotlights**
  - Announcements in November
- **Grants**
  - Notifications by the beginning of October
- **Take Time to RECHARGE Challenge**
  - Attend the webinar training in November
  - 6-week Challenge starts December 2
- **Check-in Meeting #2 – November**

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# Flu Prevention Campaign

*Don't let the flu bring you down*

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

# FLU MYTHS

VS.

# FLU FACTS

**MYTH**

THE FLU SHOT  
CAN GIVE ME  
THE FLU

**MYTH**

VACCINES ARE  
NOT PROVEN  
TO PREVENT  
THE FLU

**MYTH**

I SHOULD WAIT TO  
GET VACCINATED SO  
THAT I'M COVERED  
THROUGH THE END  
OF THE SEASON

**MYTH**

IT IS BETTER TO  
GET THE FLU THAN TO  
GET A FLU VACCINE

For more flu myths  
and facts, go to  
[www.cdc.gov/flu/season/facts.htm](http://www.cdc.gov/flu/season/facts.htm)  
or [www.cdc.gov/flu/about/qa/misconceptions.htm](http://www.cdc.gov/flu/about/qa/misconceptions.htm)



<https://www.cdc.gov/flu/pdf/freeresources/general/strong-defense-against-flu.pdf>



# Flu Prevention Campaign Overview

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Encourage and facilitate flu vaccinations for CCSF employees through

1. Education
2. Onsite clinics
3. Information about how to access flu shots through the health plans.



# Promote: Flu Resources

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## Champion Resources for Flu

- ✓ Educational Poster
- ✓ Onsite Flu Clinic Posters
- ✓ Events Calendar
- ✓ Email templates
- ✓ Flu Shot Clinic FAQs



**GET YOUR FREE FLU SHOT**

**Don't let the flu bring you down.**

**We're all in this together.**  
Did you know that getting a flu shot protects not only you, but helps protect your family, friends, and co-workers, too?  
Protect Each Other!

**Everybody needs a flu shot. Every year.**  
No matter your age and health, the flu can affect you! You can't get flu from a flu shot. The flu shot takes 2 weeks to reach full effectiveness, so get yours soon!  
Get Vaccinated!

**Wash your hands frequently.**  
While a seasonal vaccine is your best defense against the flu, it's also important to wash your hands often.  
Wash Up!

**Prevent the spread. Do your part.**  
Sleeves, Not Hands! Cover your sneeze!  
Sleeves, Not Hands!

**Better Every Day.** SAN FRANCISCO HEALTH SERVICE SYSTEM

Find more information visit: [sfhss.org/well-being](https://sfhss.org/well-being)



# Calendar

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## 2019 Events

- 27 Flu Clinics
  - Closed vs. Open clinics
- 19 Open Enrollment Events
- 9 Health/Benefits Fairs
- High Dose Availability \*

### OCT. 1-31, 2019 OPEN ENROLLMENT EVENTS & FLU CLINICS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b> <b>Open Enrollment Starts</b>	<b>2</b> <b>SFFD HQ</b> Open Enrollment & Flu Shot Clinic 8am-12pm 696 2nd St.	<b>3</b> <b>SFFD HQ</b> Open Enrollment & Flu Shot Clinic 9am-4pm 1245 3rd St. Room 1025	<b>4</b> <b>SFUSD HEALTH FAIR*</b> Open Enrollment & Flu Shot Clinic 4pm-8pm James Lick Middle School 1220 Ness St.
<b>7</b> <b>1650 MISSION ST.</b> Open Enrollment & Flu Shot Clinic 9am-4pm 5th Floor Atrium	<b>8</b> <b>PUC HQ*</b> Open Enrollment & Flu Shot Clinic 8am-3pm 525 Golden Gate O'Shaughnessy Room	<b>9</b> <b>RECCSF HEALTH FAIR*</b> Open Enrollment & Flu Shot Clinic 10am-12pm Scottish Rite Masonic Center 2850 19th Ave.	<b>10</b> <b>SFO HEALTH FAIR</b> Open Enrollment 11am-1pm Aviation Museum International Terminal <b>SFO AFTER-HOURS HEALTH FAIR</b> Open Enrollment 10pm-12am Aviation Museum International Terminal	<b>11</b> <b>PUC NEWCOMB</b> Flu Shot Clinic 7am-11am 1990 Newcomb Ave. Bldg. 1 CDO Wellness Center
<b>14</b> Indigenous Peoples' Day <b>SFSSS CLOSED</b>	<b>15</b> <b>PUC HETCH HETCHY*</b> Open Enrollment & Flu Shot Clinic 7:30am-12pm 1 Lakshoro Dr. Menlo Park, CA <b>HALL OF JUSTICE*</b> Flu Shot Clinic 9am-4pm 850 Bryant St. Room 551	<b>16</b> <b>PUC SUNOL VALLEY WATER TREATMENT PLANT</b> Flu Shot Clinic 8am-12pm 8653 Calaveras Rd. Sunnyvale, CA Large Conference Room	<b>17</b> <b>REC &amp; PARKS HEALTH FAIR*</b> Open Enrollment & Flu Shot Clinic 10am-2pm 1199 9th Ave. County Fair Building Golden Gate Park	<b>18</b> <b>SF MAIN PUBLIC LIBRARY*</b> Open Enrollment & Flu Shot Clinic 9am-12pm 100 Larkin St. Kord Atrium
<b>21</b> <b>PUC MILLBRAE*</b> Flu Shot Clinic 8am-1pm 1000 El Camino Road <b>ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL</b> Open Enrollment 9am-4pm 1001 Polkton Ave. J5FC Calateria Room	<b>22</b> <b>ONE SOUTH VAN NESS BENEFITS FAIR*</b> Open Enrollment & Flu Shot Clinic 9am-4pm 2nd Floor Atrium	<b>23</b>	<b>24</b> <b>CITY HALL BENEFITS FAIR*</b> Open Enrollment & Flu Shot Clinic 9am-3:30pm 1 Dr. Carlton B. Goodlett Pl. South Light Court	<b>25</b> <b>PUC PHELPS</b> Flu Shot Clinic 8am-12pm 750 Phelps St. Administrative Bldg. <b>LAGUNA HONDA HOSPITAL</b> Open Enrollment 9am-4pm 375 Laguna Honda Blvd. Conference Room 2 - P1191
<b>28</b> <b>SFSSS BENEFITS FAIR*</b> Open Enrollment & Flu Shot Clinic 8am-5pm 1145 Market St., Suite 100 Wellness Center	<b>29</b> <b>SFSSS BENEFITS FAIR</b> Open Enrollment 8am-5pm 1145 Market St., Suite 100 Wellness Center <b>HSA 1235 MISSION ST.</b> Flu Shot Clinic 9am-1pm Bob Backer Room, 3rd Floor <b>PRT PIER 1</b> Flu Shot Clinic 7am-3pm Embarcadero, Bayside 3	<b>30</b> <b>SFSSS BENEFITS FAIR</b> Open Enrollment 8am-5pm 1145 Market St., Suite 100 Wellness Center <b>MTA FLYNN</b> Flu Shot Clinic 10am-3pm 1940 Harrison St.	<b>31</b> <b>Open Enrollment applications due today by 5:00pm, PST.</b>	<b>Nov. 1</b> <b>30 VAN NESS</b> Flu Shot Clinic 10am-3pm Public Works University 3rd Floor
<b>Nov. 4</b> <b>WAR MEMORIAL</b> Flu Shot Clinic 10am-2pm 421 Van Ness Ave. Room 302	<b>0</b> Free flu shot events are for adults only and are first come, first served. Supplies are limited. <b>* High Dose Flu vaccines available at selected locations.</b> Health/Benefits Fair - Meet with vendors and Benefits Analysts to learn about plans and get help making benefit elections. Open Enrollment Events - Talk to a Benefits Analyst and get assistance with making your benefit elections. Flu Shot Clinic - Get a FREE flu shot onsite.			

# Champion Roles

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Flu Shot Clinic Hosts	Champion at Flu Shot Location	ALL CHAMPIONS
1. Reserve location for flu shot clinic	1. Promote Flu Clinic to employees in the building	1. Raise awareness about the flu
2. Attend planning call and coordinate logistics with Provider	2. Consider volunteering 1 hour for Flu Clinic Champion support	2. Promote upcoming flu clinics or flu shots through health plans
3. Greet provider team on day of flu shot clinic and be available as onsite support contact	3. If you volunteer, bring material to promote upcoming onsite events	
4. Promote Flu Clinic to employees in the building		

# Flu Communications from HSS

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## Citywide Email

- 9/30: OE & flu clinics is coming
- 10/15: OE & flu clinics have started
- 10/28: OE is ending & few flu clinics left

# Flu Prevention Campaign

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## Next Steps

1. Schedule and attend planning call if you're hosting a flu shot clinic
2. Materials will be interofficed week of 9/9
3. Post materials starting 9/23
4. Send promo emails and make announcements

# Physical Activity Campaign

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# 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



# Talk to Your Group:

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## DISCUSS:

What did you do to  
**RAISE AWARENESS**  
for Physical Activity at  
your workplace?

Focus Area	Targets and Timelines	Annual Plan	Notes/Next Steps
Raise Awareness	June	Best Practice- Promote City-Wide Challenge: Posters, deskdrops and email templates to be provided by SFHSS	Keep America Active Challenge
Raise Awareness	November	Best Practice- Promote City-Wide Challenge: Posters, deskdrops and email templates to be provided by SFHSS	RECHARGE Challenge
Raise Awareness	2020	Best Practice- Promote City-Wide Challenge: Posters, deskdrops and email templates to be provided by SFHSS	Colorful Choices Challenge
Raise Awareness	October/November	Best Practice- Promote City-Wide Challenge: Posters, deskdrops and email templates to be provided by SFHSS	Flu Prevention Campaign
Raise Awareness		Promote: Select a month to highlight this resource	Date(s), Identify Nearby resource/activity
Raise Awareness		Schedule and Implement at least 7 Communication Efforts: Choose tool during June Raise Awareness training, identify a month to promote this tool	Date, Identify department-wide communication #1
Raise Awareness		Schedule and Implement at least 7 Communication Efforts: Choose tool during June Raise Awareness training, identify a month to promote this tool	Date, Identify department-wide communication #2
Raise Awareness		Schedule and Implement at least 7 Communication Efforts: Choose tool during June Raise Awareness training, identify a month to promote this tool	Date, Identify department-wide communication #3
Raise Awareness		Schedule and Implement at least 7 Communication Efforts: Choose tool during June Raise Awareness training, identify a month to promote this tool	Date, Identify department-wide communication #4
Raise Awareness		Schedule and Implement at least 7 Communication Efforts: Choose tool during June Raise Awareness training, identify a month to promote this tool	Date, Identify department-wide communication #5
Raise Awareness		Schedule and Implement at least 7 Communication Efforts: Choose tool during June Raise Awareness training, identify a month to promote this tool	Date, Identify department-wide communication #6
Raise Awareness		Schedule and Implement at least 7 Communication Efforts: Choose tool during June Raise Awareness training, identify a month to promote this tool	Date, Identify department-wide communication #7
Raise Awareness		Department Led Activity: Organize community pledge activity	Date, Community pledge activity

- ✓ Choose at least 3 resources to promote topic
- ✓ Outline at least 7 department wide communications
- ✓ Host a pledge day

# Offer Programs for Physical Activity

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1. **Lead by example.** When organization leaders support and model physical activity, it makes a powerful statement. Promote, attend and role model healthy behaviors at the workplace.
2. **Provide a variety of resources** about physical activity. Help employees access programs, activities, and services that promote physical activity.
3. **Make a commitment.** Offer programs all year long.
4. **Celebrate Progress.** Recognize employees, supervisors and managers that step up as leaders in promoting healthier choices.

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## Lead by Example:

Promote, attend and role model healthy behaviors  
at the workplace

# Your Role

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## Champion Role:

- ✓ Request & plan activities
- ✓ Coordinate logistics & attend planning call
- ✓ Customize to fit workplace
- ✓ Promote creatively
- ✓ Attend and support day of
- ✓ Provide feedback to Well-Being

## Department Lead Role:

- ✓ Help brainstorm activities
- ✓ Support Champions
- ✓ Promote widely
- ✓ Encourage attendance of leadership
- ✓ Attend

# Onsite Activity Organized by Champions

## **DPA: Exercise @ Work**

DPA organized a fun exercise band workout at the monthly DPA staff meeting where the 32 DPA staff members engaged in movement exercises from one of the HSS Staff members.

Due to the positive response, staff members have requested exercise bands so they can be more active at work and perform the exercises at their desk. Staff members enjoyed the workout and the opportunity to move throughout their workday.



# Department Led Activity Organized by Champions

## HSA: Know Your Numbers Walk

To promote 'Know Your Numbers', HSA: IT & HR Wellness Champions coordinate a monthly lunch time walk to SFMTA, for staff to measure their Blood Pressure and BMI. As an encouragement, a monthly email reminder and an Outlook invite is sent. A second reminder is emailed the day before the group walk.

The group walk has been a success as several staff members took it upon themselves to either have a physical check-up in March 2018, individually walked over to HSS Wellness Office, 311 or SFMTA offices, and/or joined the monthly group walk to SFMTA offices to check their Blood Pressure and BMI numbers.

Due to the success, several staff members indicated that they wish to continue to participate in the monthly walks to 'know their numbers'.





# Department Led Activity Organized by Champions

## ACC: Hula Challenge

San Francisco Animal Care and Control (SFACC) provided fruits as sweet treats for Howloween! As a closing to “Play Your Way”, a fun activity was hosted with a hula hoop and jump rope competition.



**Jump Rope Winners:**  
Maria and Diana

**Hula Hoop Winners:**  
Andrea and Bing

# Department Led Activity Organized by Champions

## AIR: Morning Stretch

In June 2018 we launched “MORNING STRETCH” for employees in our Facilities division.

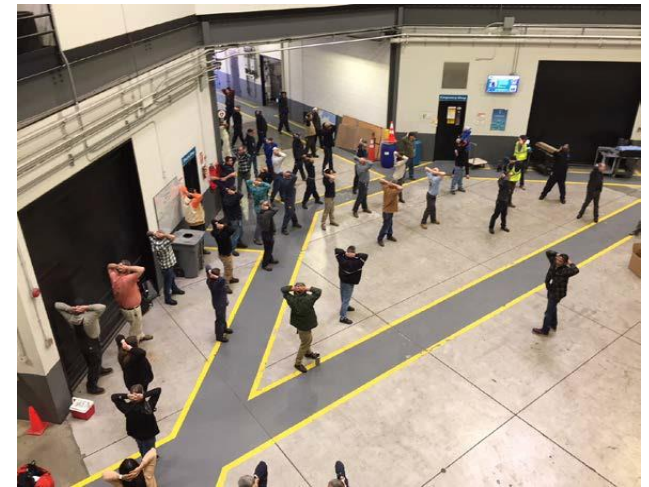
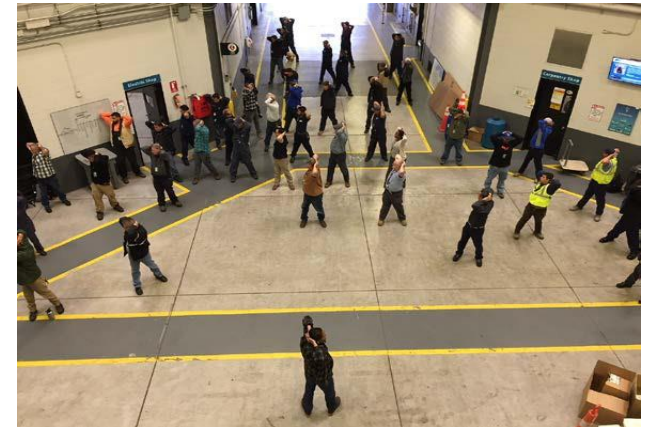
Employees from various crafts were welcomed to start their day with warming up before work. Stretching brings many benefits such as: improving muscle flexibility and range of motion, decreasing the risk of injuries and allowing muscles to work more effectively.

The stretching is led by different employees throughout the Facilities division.

When: Monday through Friday

Where: Rotunda area at Facilities.

A stretching brochure was provided to all employees and a large poster was placed in each of the shops.



# Meeting Energizers

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Meeting Energizers are quick (5-15 minute) movement activities that can be incorporated into an existing meeting.



## Movement Meeting Energizers

### What are Meeting Energizers?

Meeting energizers are short activities, usually in the form of icebreakers or movement breaks. They are a great way to engage participants and build a culture of wellbeing.

Meeting Energizers are:	Meeting Energizers do NOT:
<ul style="list-style-type: none"><li>• Voluntary</li><li>• 1-20 minutes in length</li><li>• Fun and energizing</li><li>• An easy way to start or end a meeting on a positive note</li><li>• An interactive way to break up longer meetings</li></ul>	<ul style="list-style-type: none"><li>• Require any special equipment or a professional leader</li><li>• Cause stress or pain</li></ul>

### Background

Using meeting energizers can increase the attentiveness and involvement of participants in meetings. These energizers can also help with team building and are a great way to help people connect while helping to build a culture of well-being in the workplace. Using movement as a meeting energizer is also a great way to incorporate physical activity into the workday and allow employees to move.

# Meeting Energizers

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## Discuss:

1. Review the Play Your Way Meeting Energizer Deck and choose ONE (5 minutes or less) and try it as a group.
2. Discuss how can you use meeting energizers at your workplace?





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## Provide a Variety of Resources:

Help employees to easily access programs, activities, and services that promote physical activity

# Offer Programs: Standard Offerings

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Promote the following offerings:

- Exercises at Work
- Get Moving
- Healthy Habits
- Your Strong and Healthy Back
- Health Screening: Basic or Advanced
- Wellness Coaching: 1:1 or Group

Use [Activity Description List](#) to explore options.



# Online Registration Tool: Eventbrite

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Request for online registration tool on Request Form.  
*Managed by SFHSS and a list is provided before event.*

## Eventbrite Benefits:

- Know expected participants
- Promotional push as-needed
- Accountability with scheduled reminders

### Required for:

- Advanced Screenings
- Coaching

### Recommended for:

- Food Demos

# Day-Of Support: Sign-In Requirements

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## SFHSS Policy:

ALL participants will be required to sign-in by providing their *health plan information*.

**PARTICIPATION SHEET**

Internal Purposes  
Total KP: \_\_\_\_\_  
Total BSC: \_\_\_\_\_  
Total UHC: \_\_\_\_\_  
Total Waived Coverage: \_\_\_\_\_

Event Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

As a part of your participation in today's event, we request that you please provide use with the information below including your health plan provider. Providing your health plan information will help SFHSS work with the health plan providers to offer more well-being services for members. SFHSS will only be collecting health plan aggregate data.

**Place a check in a numbered box under your CURRENT HEALTH PLAN.**

Kaiser Permanente								Blue Shield of CA								United Healthcare (City Plan)			Waived Coverage from SFHSS	
1.	2.	3.	4.	5.	6.	7.	8.	1.	2.	3.	4.	5.	6.	7.	8.	1.	2.	3.	1.	2.
9.	10.	11.	12.	13.	14.	15.	16.	9.	10.	11.	12.	13.	14.	15.	16.	4.	5.	6.	3.	4.
17.	18.	19.	20.	21.	22.	23.	24.	17.	18.	19.	20.	21.	22.	23.	24.	7.	8.	9.	5.	6.
25.	26.	27.	28.	29.	30.	31.	32.	25.	26.	27.	28.	29.	30.	31.	32.	10.	11.	12.	7.	8.
33.	34.	35.	36.	37.	38.	39.	40.	33.	34.	35.	36.	37.	38.	39.	40.	13.	14.	15.	9.	10.
41.	42.	43.	44.	45.	46.	47.	48.	41.	42.	43.	44.	45.	46.	47.	48.	16.	17.	18.	11.	12.
49.	50.	51.	52.	53.	54.	55.	56.	49.	50.	51.	52.	53.	54.	55.	56.	19.	20.	21.	13.	14.
57.	58.	59.	60.	61.	62.	63.	64.	57.	58.	59.	60.	61.	62.	63.	64.	22.	23.	24.	15.	16.
65.	66.	67.	68.	69.	70.	71.	72.	65.	66.	67.	68.	69.	70.	71.	72.	25.	26.	27.	17.	18.
73.	74.	75.	76.	77.	78.	79.	80.	73.	74.	75.	76.	77.	78.	79.	80.	28.	29.	30.	19.	20.
81.	82.	83.	84.	85.	86.	87.	88.	81.	82.	83.	84.	85.	86.	87.	88.	31.	32.	33.	21.	22.
89.	90.	91.	92.	93.	94.	95.	96.	89.	90.	91.	92.	93.	94.	95.	96.	34.	35.	36.	23.	24.
97.	98.	99.	100.	101.	102.	103.	104.	97.	98.	99.	100.	101.	102.	103.	104.	37.	38.	39.	25.	26.
105.	106.	107.	108.	109.	110.	111.	112.	105.	106.	107.	108.	109.	110.	111.	112.	40.	41.	42.	27.	28.
113.	114.	115.	116.	117.	118.	119.	120.	113.	114.	115.	116.	117.	118.	119.	120.	43.	44.	45.	29.	30.
121.	122.	123.	124.	125.	126.	127.	128.	121.	122.	123.	124.	125.	126.	127.	128.	46.	47.	48.	31.	32.
129.	130.	131.	132.	133.	134.	135.	136.	129.	130.	131.	132.	133.	134.	135.	136.	49.	50.	51.	33.	34.
137.	138.	139.	140.	141.	142.	143.	144.	137.	138.	139.	140.	141.	142.	143.	144.	52.	53.	54.	35.	36.
145.	146.	147.	148.	149.	150.	151.	152.	145.	146.	147.	148.	149.	150.	151.	152.	55.	56.	57.	37.	38.
153.	154.	155.	156.	157.	158.	159.	160.	153.	154.	155.	156.	157.	158.	159.	160.	58.	59.	60.	39.	40.

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Visit [sfhss.org/well-being](http://sfhss.org/well-being)

# Offer Programs: Ongoing Programs

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## Healthy Weight Program

7-weeks

Supported by *Wellness Coach*

### Topics covered:

*healthy eating, physical activity, sleep, stress management*

### HEALTHY WEIGHT PROGRAM

Begins **June 7, 2018** | 12:00 – 1:00pm



**LOCATION:**

1145 Market St, SF 94103  
Wellness Center, Suite 100

**MEETINGS:**

Thursdays from 12pm-1pm

**QUESTIONS? CONTACT:**

[Well-being@sfgov.org](mailto:Well-being@sfgov.org)  
(415) 554-0643

**Your weight is more than a number on a scale. It's how you feel every day, inside and out.**

In this 7-week program, we'll help you tackle day-to-day issues that make weight loss difficult, such as stress, lack of sleep, easy access to unhealthy food, and finding time to exercise.

You'll learn to adopt healthier behaviors and attitudes for long term weight loss. Over the course of 7 weeks, you'll work with a Wellness Coach and connect with others in your group to support one another in achieving a Healthy Weight.

**REGISTER TODAY:**

<https://hss1145markethealthyweight.eventbrite.com>

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[myhss.org/well-being](https://myhss.org/well-being)

# Offer Programs: Ongoing Programs

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## Diabetes Prevention Program

One-Year Program

25 sessions

Supported by *Lifestyle Coach*

Health behavior focus:

*healthy eating, physical activity*

### DIABETES PREVENTION PROGRAM

Begins August 15, 2019 | 12:00 – 12:50pm



#### Sign Up Today!

**LOCATION:**  
1145 Market Street  
Ground Floor, Suite 100

**Thursdays 12:00-12:50pm**

**Get Started by Contacting:**  
Emily Turpin  
(415) 281-6702  
eturpin@ymcasf.org  
Se habla español.

If you're at risk for type 2 diabetes, you can make small, measurable changes to reduce your risk and help you live a happier, healthier life.

**Change is tough—we can help.**

#### PROGRAM FEATURES

- 25 sessions delivered over 12 months
- A small group offering motivation and support
- Led by a trained Lifestyle Coach

To participate you must be an active employee and at high risk for developing type 2 diabetes.

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myhss.org/well-being

# Offer Programs: Group Exercise

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Promote the following as a **one-time, series, or ongoing** offering:

- Feldenkrais
- Tai Chi
- Qi Gong
- Yoga
  - Chair Yoga
  - Gentle Yoga
- Zumba



# Department Led Activities Play Your Way Toolkits:

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## Walking @Work

Establish a walking group at your workplace

## Instant Recess

Setup a recurring time and place for people to get together for a movement break

## BINGO Scavenger Hunt

Create momentum around a movement-based challenge

## Find Your 30

30-Day Challenge to help participants explore new activities and nearby physical activity resources



# Toolkit Activities

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## Discuss:

1. Review the toolkit
2. Discuss with your group:
  - How would you implement this activity at your department?
  - Have you tried this in the past? What worked and didn't work?
  - How can you customize this to fit for your department?

# Walk@Work Toolkit Example

## **RED: Walk Wednesdays**

Started by Marta Bayol and May Jaber, the Walk Wednesdays program is a great opportunity to get some fresh air and sunshine during the work day. The program has incorporated walks around the blocks surrounding our workplace, as well as to the Civic Center Farmer's Market.



Workers who participate in the walks find themselves feeling rejuvenated upon coming back to the office. The walks are the perfect chance to split up the day with a healthy portion of activity!

# Instant Recess Toolkit Example

## CPC: Recess

The City Planning Department kicked off “recess” with a Hula Hoop by sending out emails to inform employees about recess breaks and educating about the importance of taking a moment to take a break.

The recess break was to encourage employee to get away from their desk for a fun activity to support physical activity.

The Hula Hoops challenge encouraged individuals to hula for as long as they could. The “Cupid Shuffle,” was played to create a fun environment. Participants who lasted the longest were given swag.

The event was well received from employees. They provided positive feedback on how fun and engaging the activity was and learned that they have some “Hula Hoop Professionals” in the department.





# BINGO Scavenger Hunt Toolkit Example

## MOD: Bingo Scavenger Hunt

On October 30, 2018, MOD had an instant recess (15 minute break) which included a Bingo Scavenger Hunt.

Staff were split into two teams to complete the Bingo Activity Card. They were given riddles that led them to stations to complete a physical activity. Each station also had a fun fact that talked about the health benefits of physical activity. The first team to complete the Bingo Activity Card won; however, all participants were provided a wellness prize.

Staff were enthusiastic about the activity. They were moving and laughing. It was not only a fun way to sneak physical activity into the day but it was a great opportunity for team building.



# Find Your 30 Toolkit Example

## CON: Stair Climb

City Hall, everyday during afternoon break

Everyday at 3pm, a group of employees from the Office of the Controller climb City Hall steps. Their goal is 4 laps or 4 flights, plus a full lap of the building on the 4<sup>th</sup> floor. It's approximately 2,200 steps during this 15 minute break! This stair-climb creates camaraderie between colleagues and makes a great exercise session.

They spread happiness and positive energy throughout our stair climb. It's a great way to meet other colleagues and a chance to loosen the tension in our bodies.



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# Make a Commitment:

Decide on the consistency of programming



# Aim for 4

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Goals	Recommendations
<p>Choose a variety of activities</p> <ul style="list-style-type: none"><li>• 3 Onsite Activities</li><li>• 1 Department Led Activity</li></ul>	<p>Offer a group exercise class, seminars, coaching, and Instant Recess department lead activity</p>
<p>Strategically promote and timeline activities to build off of one another</p>	<p>Review the Well-Being Topic Interest Survey, vacations, holidays, business needs etc.</p>

# Plan Events

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Offer programs with these considerations:

- ✓ Review Well-Being Interest Survey
- ✓ When is a good time to promote programs?
- ✓ Does it coincide with high work flow time of year?
- ✓ Who needs to be involved?



## Offer Programs – Planning Worksheet

Please allow 6-8 weeks lead time to order an onsite activity for your workplace.

- To order an activity visit [sfhhs.org/well-being/onsite-activities](https://sfhhs.org/well-being/onsite-activities)
- For additional questions, email [Well-Being@sfgov.org](mailto:Well-Being@sfgov.org) or call (415) 354-0643

Onsite Activities:

Educational Offerings and Behavior Change Programs	Group Exercise Classes
<ul style="list-style-type: none"> <li><input type="radio"/> Get Moving</li> <li><input type="radio"/> Health Habits</li> <li><input type="radio"/> Your Strong and Healthy Back</li> <li><input type="radio"/> Exercises at Work</li> <li><input type="radio"/> Health Screening: Basic or Advanced</li> <li><input type="radio"/> Wellness Coaching: 1:1 or Group</li> <li><input type="radio"/> Healthy Weight Program 7-weeks</li> <li><input type="radio"/> Diabetes Prevention Program 1 year</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Feldenkrais</li> <li><input type="radio"/> Tai Chi</li> <li><input type="radio"/> Qi Gong</li> <li><input type="radio"/> Yoga                             <ul style="list-style-type: none"> <li><input type="radio"/> Chair Yoga</li> <li><input type="radio"/> Gentle Yoga*</li> </ul> </li> <li><input type="radio"/> Zumba</li> </ul>

\*Some activities have limited availability due to the number of instructors available for the class.

Are there any seminar health topics you'd like to see offered at the workplace? If so, please indicate:

Choose 3 Onsite Activities:	Month
1.	
2.	
3.	

Toolkits - Choose 1 Department Led Activity:	Month
<input type="radio"/> BINGO Scavenger Hunt	
<input type="radio"/> Walking @Work	
<input type="radio"/> Play Your Way Instant Recess	
<input type="radio"/> Find Your 30	

How will you use the Meeting Energizer Activity Guide? Think about existing meetings where a movement break can be included. Also, consider how you can share this with leadership:

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# Celebrate Progress:

*Recognize employees and leaders that help to promote healthy choices*

# Play Your Way: Celebration Ideas

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- Encourage sharing— have a stretch break roundup and gather employees to share their favorite stretch. Take pictures and share widely.
- Play Your Way Party
  - Ask SFHSS to attend and have an educational station
  - Prizes for party attendees

# Celebrate & Recognize Physical Activity Supports

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Order Fruit for your event (5-business day  
lead time)



# Celebrate & Recognize Physical Activity Supports

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Provide recognition prizes for those who support the promotional efforts for healthy eating at the workplace:





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# Next Steps

# Action Items

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## Next Steps After Training:

- 1. Promote Flu/OE**  
SFHSS will interoffice material for flu prevention and Flu Clinic/OE health fair information
- 2. Aim for 4**  
Choose at least 3 onsite activities and 1 Department Led Activity
- 3. Attend Challenge Webinar**  
Learn about Take Time to RECHARGE Challenge in November
- 4. Schedule check-in #2**  
Attend meeting #2 by November

