

RECHARGE Space Toolkit

What is a RECHARGE Space?

A **RECHARGE Space** is a dedicated space for employees to take a break to stretch and/or breathe. It can be done in any slow traffic area and can be customized to fit employees' relaxation needs. This space should be in a general area and accessible to everyone. If employees are working remotely, a RECHARGE Space can be created in any room, corner, or quiet space in their home. The RECHARGE Space should also be accessible, comfortable, peaceful and accommodating to one's needs.

Background:

Stress at work can have negative impacts on our mind, body, and overall well-being, but there are simple strategies to help employees cope. Implementing a RECHARGE Space or a space to take a break, allows employees to unwind and step away from work stress. The RECHARGE Space provides a time for employees to practice self-care, check-in with themselves, and connect with others. Additionally, research has shown that employees who take regular breaks throughout the workday are more productive, focused and have greater job satisfaction.

How to Create a RECHARGE Space

- **Designate a space.** The space should feel calm, comfortable, and uncluttered with the purpose of helping people to relax and destress.
- **Include relaxation items.** This can include visual reminders of how to destress such as posters and handouts. Also consider activities that help people to destress such as books, puzzles, coloring books, and a Bluetooth speaker for relaxing music. Other things to consider

are comfortable chairs, flameless candles, rugs, string lights, and green plants.

- **Utilize this list for remote employees.** An additional [list](#) is created providing ideas about how to create a RECHARGE space at home. This list will also be attached in the promotional email template.

Instructions

Consider Logistics

- **Identify a space that is accommodating and safe.**
 - **For onsite employees,** set up the RECHARGE Space in a relatively slow traffic area so that it is easy to relax and unwind without much noise or distraction. Make an existing space multi-purpose, such as an empty cube or office, the lactation room, or even the corner of a conference room. Make sure there is a comfortable place to sit, and that the space is inclusive and accessible to everyone. Since RECHARGE Space is a shared space, please be sure to adhere to [health and safety guidelines](#).
 - **For remote workers,** encourage employees to create a space in their home. The space should be convenient, comfortable, and calming.
- **Reserve the space in advance.** Schedule the room and block out time to include setup and breakdown time. For example, if the RECHARGE Space is from 12-1pm, block out 11:45-12 for setup and 1-1:15 for breakdown of the space.
- **Prepare the space for relaxation.** Brainstorm and ask co-workers for ideas on how to create a place that serves employees well. Check out these RECHARGE posters for inspirations. Here are some ideas and tools to help you create the best RECHARGE Space!
 - **RECHARGE Posters/Handouts** - View and download [here](#).

- **Activities (in-person):** Activities can include relaxing activities such as puzzles, magazines, coloring books, yoga mats for stretching and exercise, and more. Additionally, these activities may help make the space more appealing to employees.
 - **Affirmation post-its wall:** Provide post-it notes (colorful or heart shaped post-its may be more visually pleasing) for employees to write down affirmations, encouraging quotes, or positive advice that they would like to share. Designate a wall or bulletin board for employees to post and share. Employees are welcome to add more post-its when they visit the room; invite them to take a post-it that they really enjoy or found helpful.
- **Activities (remote):** Activities can include virtual online games, icebreakers, show and tell, and stretching together. Download this [document](#), for a detailed list of ideas. Additionally, consider this idea to help employees feel more connected while taking a break from the computer screen:
 - **Connect by sending cards:** Employees can show their appreciation to one another by writing a letter/note by hand. Send the letter/note by mail or electronically using an online ecard platform.
- **Decorations:** Consider plants and flowers to set the tone to relax. Small pillows, comfy chairs, and rugs can help make the room feel cozy and inviting. Remote employees can virtually share their at-home RECHARGE Space with the others.
- **Lighting:** Consider a space with natural sunlight, if not possible use a lamp or flameless candles instead of florescent lighting. Adding string lights can create a calming and relaxing effect to the space.

- **Music:** Have a Bluetooth speaker that employees can use to listen to calming music or play music from a computer. Hang the [Calming Playlist](#) poster next to it.

*Items can be requested from SFHSS Well-Being, email well-being@sfgov.org for more information.

Start RECHARGE Space!

- **Room set up (in-person):** Think about what materials and activities you will need for this space. Set up the room 10-15 minutes before the start of the RECHARGE Space. Present activities on the tables and roll out yoga mats if available. If there is a projector or speaker, play songs from the [Calming Playlist](#) or other relaxing music.
- **Room breakdown (in-person):** Return the room back to original set up (chairs, tables, furniture, equipment) 10-15 minutes before the end of the RECHARGE Space.
- **(Remote):** Encourage employees to gather materials they will need or would like to have with them that will help them unwind during RECHARGE Space time. This can include pillows, candles, humidifiers, plants, paper and pens, and a refreshing drink.

Advertise & Promote

- **Send promotional email.** Once the space is set up, it is time to let employees know about it. Use this [template promotional email](#) to encourage them to use this space & make it their own by contributing to it.
- **Hang flyers.** Share about the RECHARGE Space, by hanging promotional [flyers](#) around the building in visible areas that are approved by management. If working remotely please attach the flyer with the template email.

Tips to Encourage Participation (in-person)

- **Send emails.** Send an invitation email with the location and time the RECHARGE Space is going to be available. Consider sending [reminder](#) emails to employees.
- **Get employees involved.** Let employees suggest ways to set up the tables/chairs, decorate, and pick activities that they would like to do. Employees are more likely to show up if the space fits their needs.
- **Facilitating.** Employees can also take turns choosing and/or leading an activity of their choice that the group will participate in.
- **Make it social.** Relaxation does not have to be in isolation. Encourage people to organize a small group to do a stretch break, play games, or a mindfulness activity together. Making it social helps build connection and comradery among employees. Employees working remotely are still able to meet virtually and engage in online activities and games together during RECHARGE Space time.

Need additional support? Contact well-being@sfgov.org