

**WELL-BEING@WORK**



# **RECHARGE**

## **Offer Programs Training**

Well-Being Program Coordinators: Irene Umipig, Lisa Ocampo

Well-Being Program Interns: Raida Aldosari, Tiffani Tom

# 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 destress 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



# 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

- ✓ 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> SFFD HQ Open Enrollment & Flu Shot Clinic 8am-12pm 698 2nd St.	<b>3</b> SFFD HQ Open Enrollment & Flu Shot Clinic 8am-4pm 1245 3rd St. Room 1025	<b>4</b> SFUSD HEALTH FAIR* Open Enrollment & Flu Shot Clinic 4pm-8pm James Lick Middle School 1220 Noe St.
<b>7</b> 1650 MISSION ST. Open Enrollment & Flu Shot Clinic 8am-4pm 5th Floor Atrium	<b>8</b> PUC HQ* Open Enrollment & Flu Shot Clinic 8am-3pm 525 Golden Gate O'Shaughnessy Room	<b>9</b> RECCSF HEALTH FAIR* Open Enrollment & Flu Shot Clinic 10am-12pm Scottish Rite Masonic Center 2850 19th Ave.	<b>10</b> SFO HEALTH FAIR Open Enrollment 11am-1pm Aviation Museum International Terminal  SFO AFTER-HOURS HEALTH FAIR Open Enrollment 10pm-12am Aviation Museum International Terminal	<b>11</b> PUC NEWCOMB Flu Shot Clinic 7am-11am 1990 Newcomb Ave. Bldg. 1 CDD Wellness Center
<b>14</b> Indigenous Peoples' Day <b>SFSSS CLOSED</b>	<b>15</b> PUC HETCH HETCHY* Open Enrollment & Flu Shot Clinic 7:30am-12pm 1 Lakeshore Dr. Moccasin, CA  HALL OF JUSTICE* Flu Shot Clinic 8am-4pm 850 Bryant St. Room 551	<b>16</b> PUC SUNOL VALLEY WATER TREATMENT PLANT Flu Shot Clinic 8am-12pm 8653 Calaveras Rd. Sunol, CA Large Conference Room	<b>17</b> REC & PARKS HEALTH FAIR* Open Enrollment & Flu Shot Clinic 10am-2pm 1199 9th Ave. County Fair Building Golden Gate Park	<b>18</b> SF MAIN PUBLIC LIBRARY* Open Enrollment & Flu Shot Clinic 9am-12pm 1000 Larkin St. Korot Atrium
<b>21</b> PUC MILLBRAE* Flu Shot Clinic 8am-1pm 1000 El Camino Real  ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL Open Enrollment 9am-4pm 1001 Potrero Ave. 251G California Room	<b>22</b> ONE SOUTH VAN NESS BENEFITS FAIR* Open Enrollment & Flu Shot Clinic 9am-4pm 2nd Floor Atrium	<b>23</b>	<b>24</b> CITY HALL BENEFITS FAIR* Open Enrollment & Flu Shot Clinic 9am-3:30pm 1 Dr. Carlton B. Goodlett Pl. South Light Court	<b>25</b> PUC PHELPS Flu Shot Clinic 8am-12pm 750 Phelps St. Administrative Bldg.  LAGUNA HONDA HOSPITAL Open Enrollment 9am-4pm 375 Laguna Honda Blvd. Conference Room 2 - P1191
<b>28</b> SFSSS BENEFITS FAIR* Open Enrollment & Flu Shot Clinic 8am-5pm 1145 Market St., Suite 100 Wellness Center	<b>29</b> SFSSS BENEFITS FAIR Open Enrollment 8am-5pm 1145 Market St., Suite 100 Wellness Center  HSA 1235 MISSION ST. Flu Shot Clinic 9am-1pm Bob Becker Room, 3rd Floor  PRT PIER 1 Flu Shot Clinic 7am-2pm Embarcadero, Bayside 3	<b>30</b> SFSSS BENEFITS FAIR Open Enrollment 8am-5pm 1145 Market St., Suite 100 Wellness Center  MTA FLYNN 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> 30 VAN NESS Flu Shot Clinic 10am-3pm Public Works University 3rd Floor
<b>Nov. 4</b> WAR MEMORIAL Flu Shot Clinic 10am-2pm 401 Van Ness Ave. Room 302	<p>Free flu shot events are for adults only and are first come, first serve basis. Supplies are limited. *High Dose Flu vaccines available at selected locations. 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.</p>			

# 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

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

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# RECHARGE

## Campaign Goals

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

# Talk to Your Group:

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## DISCUSS:

What did you do to  
**RAISE AWARENESS**  
 for Stress Management  
 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 Stress Management

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1. **Lead by example.** When organization leaders support and model stress management, it makes a powerful statement. Promote, attend and role model healthy behaviors at the workplace.
2. **Provide a variety of resources** about stress . Help employees access programs, activities, and services that promote stress management.
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

## CPC – Chair Yoga

The Planning Department hosted a Chair Yoga activity. An instructor came onsite to teach Chair Yoga to staff. This activity was highly requested by CPC staff, since Chair Yoga or Gentle Yoga is a great way to do some well-needed stretches during the day and reminded staff to take their breaks and to step away from their desks. The class had such a positive response from attendees that CPC is looking to have ongoing Chair Yoga classes.



# DPH: Healthy Food Demo

The Champion at 101 Grove hosted a Healthy Food Demo for the first time in the building.

Through this interactive demo, staff were able to learn ways to incorporate simple and healthy ingredients into everyday meals. The best part was tasting some of the fun and easy recipes, like a Banana Berry Pudding with Chia seeds!

The event provided an opportunity to engage staff, encourage healthy eating, and promote a culture of health at this DPH location.



# PUC – Move More Scavenger Hunt

A 5-week long scavenger hunt activity was created to help encourage Hetch Hetchy employees and their friends/families to get outdoors and move more. Each week a clue/riddle was associated with the different locations. Maps were provided and participants who answered the clues/riddles were eligible to enter into the drawings for raffle prizes. At the end of the scavenger hunt activity participants were invited to a celebratory get together.



Join the fun in our MoveMore Scavenger Hunt. Using our par course (maps will be provided), each week 3 locations will be selected. Each location will contain a clue to a riddle. Collect all 3 clues, solve the riddle and enter your name in the weekly prize drawing. Rules on back. New Prizes in yellow.

Week 1: 1 Pedometer, 2 fanny packs, 4 water bottles, 2 coloring books, 2 Sudoku, 2 movie passes \$20

Week 2: 1 Pedometer, 2 fanny packs, 4 water bottles, 2 coloring books, 2 Sudoku, Amazon Gift Card \$30

Week 3: 1 Pedometer, 2 fanny packs, 4 water bottles, 2 coloring books, 2 Sudoku, 2 movie passes \$20

Week 4: 1 Pedometer, 2 fanny packs, 4 water bottles, 2 coloring books, 2 Sudoku, Amazon Gift Card \$30

Week 5: 1 Pedometer, 2 fanny packs, 4 water bottles, 2 coloring books, 2 Sudoku, 2 movie passes \$20

End of Event drawing: Big Five Gift Card \$40, 1-month free membership to Power Fitness in Sonoma, 3 Yoga mats, 1 Gym Bag, 2 canvas tote bags, 2 backpacks, 1 plush lap blanket

FOR MORE INFORMATION GO TO:

Digital Display Board>Menu>Wellness Program>Scavenger Hunt button

Moccasin Connections>Moccasin Information and Announcements>Wellness Program>Move More Scavenger Hunt.pdf



Department Led Activity Organized by Champions

# Community Wellness Department

ZSFG- Community Wellness Dept.

In an effort to create awareness around and momentum for the citywide HHS Wellness Program, the Community Wellness Team applied for and received an HHS grant that allotted us monies to provide a Wellness Starter kit to new HHS Wellness recruits. We spread the word to our staff events, word of mouth and our monthly newsletter.

After distributing Newsletter in May, we've had a great number of interested staff and Departments, total of 7 in the first week alone!

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### Spotlight

Wellness Kits for new HHS  
Wellness Champions!



### EDITION HIGHLIGHTS

- **Spotlight:**  
Wellness kit for  
new department  
champion!
- Community and  
Wellness Events
- Staff  
opportunities

This month we are giving the first 10 Departments that join the HHS Wellness Champion program a welcome bag. This bag include lots of great equipment and exercise videos to help ZSFG departments get started on their Wellness Journeys!  
If you or your department is

# Meeting Energizers

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

## TAKE TIME TO RECHARGE

### RECHARGE Meeting Energizers

#### What are Meeting Energizers?

Meeting energizers are short activities, usually in the form of icebreakers or relaxing movement breaks. They are a great way to release tension during meetings 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, relaxing, and focus on team-building</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.

#### How to Implement Meeting Energizers?

Meeting energizers are simple. Get permission from meeting organizer. Then, find the right activity considering the time and space of the meeting. Finally, ask the meeting organizer to lead the activity! Remember: the most important component of meeting energizers is incorporating a mindful way to de-stress and break up the meetings.

#### Instructions

##### Consider Logistics:

- **Ask for leadership support:** if you are not organizing the meeting, then use this [email template](#) to ask department leads for their permission to do the activity.
- **Consider space:** make sure that there is enough space for everyone to perform the activity of choice.

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# Meeting Energizers

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## Discuss:

1. Review the RECHARGE Meeting Energizers and choose two to do as a group
2. Discuss how you would implement the activities at your workplace

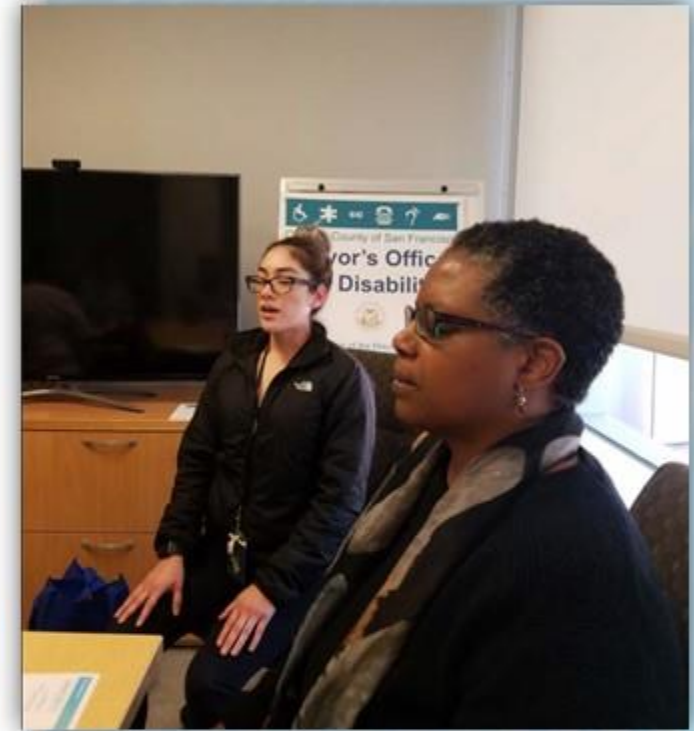


# MOD: Breathing Exercises

On June 26, 2018 the Mayor's Office on Disability incorporated a 15 minute breathing exercise into their regular staff meeting.

The SFHSS Well-being team guided staff through a simple yet impactful breathing exercise that staff can use anytime they need to relax and reset themselves. Utilizing time in the staff meeting for a breathing exercise showed staff that our organization is committed to their well-being

Staff shared their experiences with the exercise and reported feeling calmer and relaxed. MOD's Director Nicole Bohn shared a story about how she uses breathing exercises in-between meetings so she can reset herself and be fully present for her next task. It was a practical example of how a person can utilize a breathing exercise even when they are on the go and have limited time.



# SFPD: CISU Swing Shift RECHARGE Break

Members of the SFPD Crime Information Services Unit Swing Shift completed a six week RECHARGE routine between June 25 and August 5.

At 8:15pm every work night, the staff did breathing and/or stretching exercises for at least one minute (often more). Led by Wellness Champion Mark Antonio, the group varied and added new exercises over the weeks to keep it interesting. They focused on exercises which would alleviate the stresses of doing clerical work at a desk all day.

Overall the staff that participated enjoyed the daily RECHARGE activity. Some employees said it helped to awaken their energy and get them through the rest of their shift. It was something fun they all could do together and the group plans on continuing to do a daily RECHARGE break as part of their everyday routine.



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# Provide a Variety of Resources:

Help employees access programs, activities, and services that promote stress management

# Offer Programs: Employee Assistance Program

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EAP offers workshops and trainings for your development.  
Contact EAP at [eap@sfgov.org](mailto:eap@sfgov.org) to schedule

Topics include:

- Making Work, Work Series
  - Managing Stress
  - Effective Communication
  - Dealing with Difficult People
- Anger Management
- Non-Violent Crisis Intervention Training
- Leadership in Action (for Managers and Supervisors)

WE'RE HERE *For You*

# Offer Programs: Standard Offerings

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Promote the following offerings:

- Healthy Mind, Healthy Body: Managing Stress Seminar
- Getting Healthy Sleep
- Healthy Habits
- Getting Ready to Quit Tobacco
- Wellness Coaching
- Know Your Numbers Health Screening
- Exercises at Work

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*.

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

**PARTICIPATION SHEET**

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.
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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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# 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](http://myhss.org/well-being)



# 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](http://myhss.org/well-being)

# Offer Programs: Group Exercise Classes

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- Qi Gong
- Tai Chi
- Yoga
- Chair Yoga
- Gentle Yoga\*
- Feldenkrais\*
- Meditation\*

\*Limited availability



# Department Led Activities

## RECHARGE Toolkits:

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### Gardening @Work

A community-building activity that promotes mindfulness. Gather employees to host a fun and relaxing community Gardening Day.

### RECHARGE Instant Recess

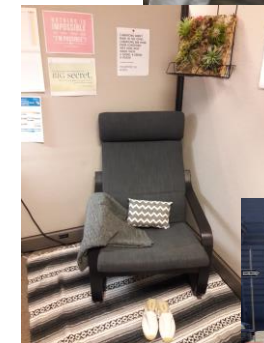
A relaxing, short (5 to 10 minutes), and organized break build into the workday. It can be done anywhere, at any time, and is a great way to slow down and destress.

### RECHARGE Space

Create a dedicated space for employees to take a break to stretch and/or breathe. It can be done in virtually any slow traffic area and can be customized to fit employees' relaxation needs.

### Walking to RECHARGE

Organized group that meets routinely to take short and mindful walks during the workday.



# 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?

# Grow Your Lunch

4<sup>th</sup> Floor Deck, SF Main Library, 100 Larkin street, SF 94102,  
April 3 & 4, 2019

Employees plus one retiree went to the Library's 4<sup>th</sup> floor deck to plant seeds/pits they (and I) had from their (my) lunches.

Being able to grow vegetables/fruits/beans from everyday food is not always obvious to many people. This creative program, growing plants from our lunches, is a way to become aware of where our food comes from and appreciate what it means to choose healthy foods. Becoming lunch gardeners has enabled staff to grow their own healthy foods, look forward to eating and sharing, while realizing eating well at our workplace— has special rewards for their well-being.

As a result of this wellness program, staff are watching plants grow, have a special interest in eating green and are thinking their healthy crops will make them healthy. This program is a real team builder. Staff are talking more to each other especially about foods and planting strategies.



# SFPW Stretch and Flex

Employees gather together daily for a morning stretch/workout routine. They begin their full-body routine by concentrating on stretching techniques that begin at the neck and work their way down until they end at their calves. The group performs special stretches targeted for computer users by focusing on their wrists, forearms, and shoulders.

Employees who participate have found that stretching is a great way to start the day because it increases the blood flow throughout the body and, improves our mood and energy to begin the day. Those who have regularly participated have even noticed a decrease in body aches and pains. This stretch and flex break help employees feel better while doing something great for themselves!



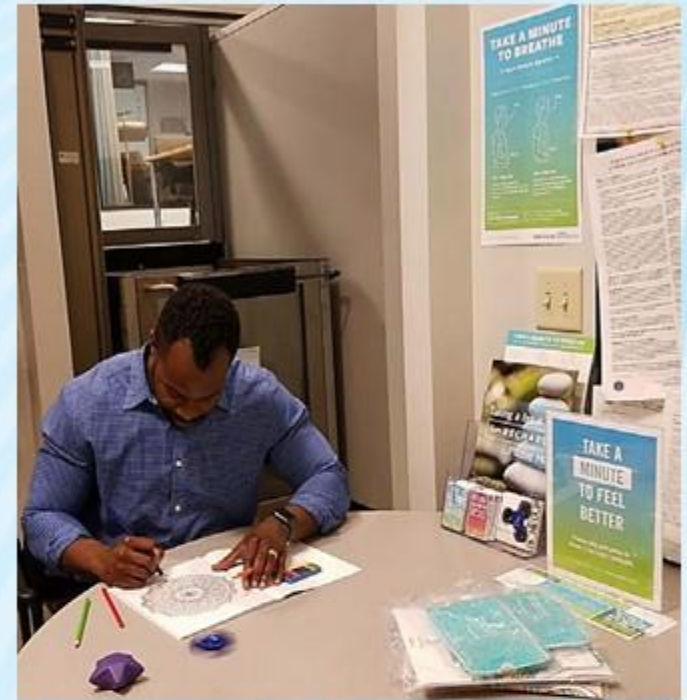
# MOD: Relaxation Stations

To promote RECHARGE 2018 at the Mayor's Office on Disability, the Champion created several relaxation stations in high use areas of the office. The relaxation stations serve as a reminder for staff to take a minute to feel better.

The station located in the kitchen has RECHARGE materials and stress relieving items such as an adult coloring book, Sudoku, fidget spinner, and hot & cold packs. Another station near the printer has informational materials about the Wellness Center and the Employee Assistance Program. There are also free giveaways such as stress relief balls and massagers offered.

The implementation of relaxation stations reinforces our organizational commitment to staffs' emotional well-being and creates a supportive environment for staff to unwind and manage their stress. Staff have commented on how they find coloring relaxing and have since been actively using this as a stress reduction technique.

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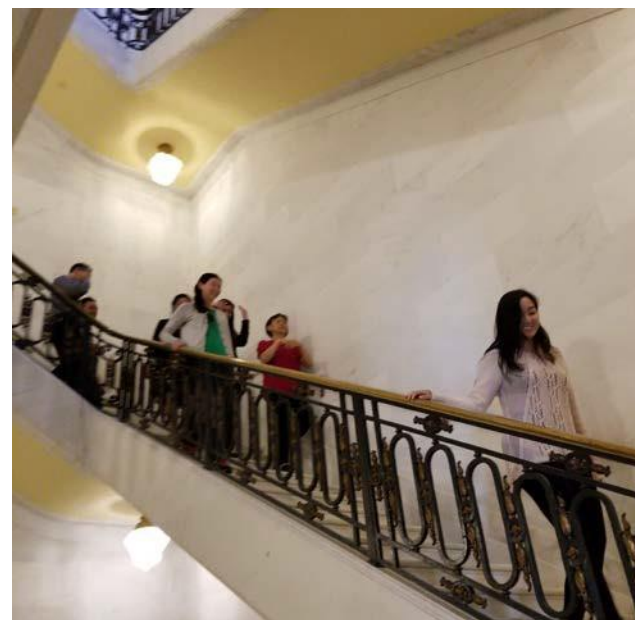


## CON: Stair Climb

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.





# Take Time to RECHARGE Challenge

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Six-week (12/2 – 1/12)  
challenge to promote  
consistency in breathing  
and stretching

- ✓ Tracking tools
- ✓ Social support
- ✓ Educational resources
- ✓ Learn more by  
attending the webinar

Register today to create your...



...routine!

Taking a minute to **RECHARGE** can:

- ✓ Relieve Stress
- ✓ Increase Focus
- ✓ Improve Energy
- ✓ Release Tension

Register at: [sfhss.org/well-being](https://sfhss.org/well-being)  
**RECHARGE** starts June 25th.

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# Take Time to RECHARGE

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How to promote Take Time to RECHARGE as a department

- ✓ Launch Party
- ✓ Create a team
- ✓ Develop internal goals or start an offline department challenge
- ✓ Send routine emails (use templates)



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**Make a Commitment:**  
Offer programs all year long

# 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?

## TAKE TIME TO RECHARGE

### Offer Programs – Planning Sheet

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

- Visit [sfhss.org/well-being/onsite-activities](http://sfhss.org/well-being/onsite-activities) to learn more about the events and how to request an event at your workplace
- For additional questions, email [Well-Being@sfgov.org](mailto:Well-Being@sfgov.org) or call (415) 554-0643

Onsite Activities:

Seminars	Group Exercise Classes
<ul style="list-style-type: none"> <li>○ Healthy Mind, Healthy Body: Managing Stress Seminar</li> <li>○ Getting Healthy Sleep</li> <li>○ Healthy Habits</li> <li>○ Getting Ready to Quit Tobacco</li> <li>○ Wellness Coaching</li> <li>○ Know Your Numbers Health Screening</li> <li>○ Making Work, Work Series: Managing Stress, Effective Communication, Dealing with Difficult People</li> <li>○ Time Management</li> <li>○ Non-Violent Crisis Intervention Training</li> <li>○ Leadership in Action (for Managers and Supervisors)</li> </ul>	<ul style="list-style-type: none"> <li>○ Qi Gong</li> <li>○ Tai Chi</li> <li>○ Yoga</li> <li>○ Chair Yoga</li> <li>○ Gentle Yoga*</li> <li>○ Feldenkrais*</li> <li>○ Meditation*</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
○ Gardening @Work	
○ RECHARGE Instant Recess	
○ RECHARGE Space	
○ Walking to RECHARGE	

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# Celebrate Progress:

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

# 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.
- Staff recognition and appreciation events
- Host a Take Time to RECHARGE celebration event



# Celebrate & Recognize Supports

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Order fruit for your event!  
Lead time - 5 Business Days

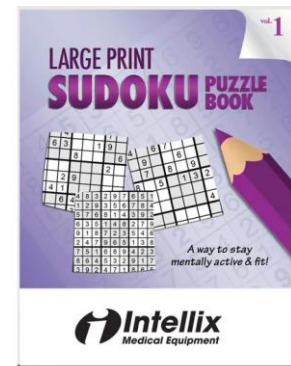




# Celebrate & Recognize Supports

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Provide recognition prizes for those who support the promotional efforts for stress management 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

