

Guide: Reintegrating to Work



Better Every Day.

For Employees

The pandemic has affected each one of us in many different ways. As you engage with co-workers, take on new work or readjust to getting back in the office, you may experience diverse emotions such as stress, anxiety and even excitement. It's important to remember that these feelings are normal in these circumstances. Here are tips and resources to help you.

1 TAKE CARE OF YOURSELF

Start a practice of self-care. Use your breaks throughout the day to engage in that practice that matters most to you.

- ✔ It's easy to forget about ourselves and take care of others, however if you completely forget about your own self care it may be difficult to focus on helping those we care for most. Take time to focus on taking care of yourself and **engage in daily practice of self care**. Get started by visiting: <https://sfhss.org/crediblemind>.
- ✔ Find an activity that resonates most with you. Check out **FREE** activities available to you, at <https://sfhss.org/events>.

2 TALK ABOUT YOUR EXPERIENCE

Talking about our experiences, challenges and difficulties throughout the pandemic can right size our feelings. Talk with people you trust about your feelings and experiences about what you've learned, work-life balance, re-integrating back to your regular work or going back into the workplace.

- ✔ Support one another. Engage in conversations using [R.A.S.A.](#) (receive, appreciate, summarize and ask), a skill that can help when others are sharing their experiences with you.

3 DON'T WAIT, SEEK OUT SUPPORT

Take good care of yourself and utilize available services to support you— seek out help to navigate steps you need to take to ensure you manage stressors you may be experiencing.

- ✔ **Talk to a therapist** about finding ways to better understand yourself and identify strategies to discuss any concerns you may have. Start by calling **24/7 EAP** at [800-652-4600](tel:800-652-4600).
- ✔ Find support that is meaningful and useful to your needs. All SFHSS negotiated health plans provide **FREE mental health benefits** to support your emotional well-being. Explore your benefits and identify the support that matters most to you.

Guide: Reintegrating to Work



In our "Safer Return Together" from the COVID-19 pandemic, our essential workers continue to be essential, some of our activated DSW's have shifted back to regular work whereas others continue their DSW assignment, and telecommuters return to the worksite. Supporting the health and well-being of employees is critical. Proper planning and providing continued support to our workforce will strengthen working relationships, reduce anxiety, and facilitate a positive working atmosphere.

For Supervisors/Manager/Leaders

To support employees supervisors, managers and leaders must focus on relational practices to help cultivate staff cohesion and community in the workplace.

1

CREATE A SPACE AND FOCUS ON COMMUNITY BUILDING & CONNECTION

Create a safe space and focus on bringing everyone together to re-establish the work community with an emphasis on being present and supportive to one another.

- ✓ Establish [icebreakers and team building](#) activities for employees to reconnect with one another. Implement a morning huddle to share stories or create a well-being moment into your all staff meetings.
- ✓ Communicate often regarding [health & safety policies](#) and changes to work flow-- Ensure a climate where employees can be open about their experience, feelings, and key learnings.

2

ACKNOWLEDGE, APPRECIATE & RECOGNIZE EMPLOYEES

Assess staff well-being needs and use the information gathered to guide your efforts in acknowledge employee emotions and recognize their work accomplishments.

- ✓ Create a supportive environment that fosters a community of caring for each other. Offer a [Stress First Aid](#) training to help employees identify stress in themselves and their colleagues and learn how to reach out for support. Contact well-being@sfgov.org for more information.
- ✓ Identify at least one recognition leadership practice and one peer-to-peer practice to implement for your team. Download the [SFHSS Recognition & Appreciation Guide](#) and get started.

3

LEAD THROUGH CHANGE & UNCERTAINTY

During this time, we will continue to experience disruption and change. Create opportunity to reinforce messages that give permission to practice self-care and share well-being resources.

- ✓ Assess employees concerns, fears, and hopes about reintegrating to work. [Listen with R.A.S.A.](#) and use the information gathered and make a plan to support your employees.
- ✓ Transition or change can be challenging. [Engage in an organizational consultation](#) with SFHSS EAP to help you find a solution that is tailored to your unique work environment. Contact our EAP team at eap@sfgov.org.