

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 virtually any slow traffic area and can be customized to fit employees' relaxation needs. This space should be accessible to everyone and inclusive.

Background:

Stress at work feels inescapable, but it doesn't have to be that way. Setting time to care for yourself will lead to a smoother workflow and increased productivity. Research has shown that employees who take regular breaks from their work are more relaxed, focused and less stressed during the day.

How to Create a RECHARGE Space

Create a RECHARGE space by designating an area in the workplace for breaks. This space can include visual reminders of how to destress including posters and handouts. Include activities that help people to destress such as books, puzzles, coloring books, and a Bluetooth speaker for relaxing music.

Instructions

Consider Logistics

- **Identify a Space.** Set up the RECHARGE Station 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.
- **Prepare the Space for relaxation.** Brainstorm with co-workers on how to better create a place that serves them well. Check out these [RECHARGE spaces](#) for inspirations. Here are some ideas and tools to help you create the best RECHARGE space!
 - **Posters/Handouts:**
 - [“Have You Taken a Break Today to RECHARGE Break”](#) poster
 - [EAP flyer](#)
 - [Take Time to Breathe/Stretch Handout](#)
 - [Take Time to Breathe Keyboard Card](#)
 - RECHARGE Pocket Guide *
 - [Relaxing Songs List](#)
 - [Inspirational Quotes](#)
 - **Activities:** provide relaxing activities such as puzzles, magazines, coloring books *, Yoga mats *, Stress balls*, Hot tea, infused spa water, etc.
 - **Decorations:** Consider plants and flowers to set the tone to relax. Pillows and blankets help make the space cozier.

- Check the lighting – can you provide a lamp instead of florescent lighting? String lights could also set the mood for relaxation.
- **Music:** Have a Bluetooth speaker that employees can use to listen to calming music. Hang the [Relaxing Songs](#) posters next to it.

* This can be requested from SFHSS Well-being while supplies last at well-being@sfgov.org.

Advertise & Promote

- **Send promotional email.** Once the space is set up, it is time to let employees know about it. Use this [template email](#) to encourage them to use this space & make it their own by contributing to it.
- Hang [RECHARGE Space promotional poster](#) around the building.

Start RECHARGE Space!

- **Room set up:** 10-15 minutes before RECHARGE space time start, set up the tables, chairs, activities on the tables, roll out yoga mats if available. If you are providing hot tea, then prepare hot water and tea bags. If a projector or speaker is available, then you can play a song from the provided calming songs playlist.
- **Room breakdown:** if the room is going to be used for another purpose, then start returning tables, chairs, and store tools and resources 10 minutes before end time.

Tips to Encourage Participation

- **Send a [reminder email](#).** Send an email with location and time the morning of the day when RECHARGE space is going to be available. Some employees may need a reminder email to show up.
- **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.
- **Make it social.** Relaxation does not have to be in isolation. Encourage people to organize a small group to do a meditation video or yoga together. Making it social also eliminates the stigma surrounding mental health and encourages a healthy mindset around relaxation and taking breaks.