

## Key Player Create a Culture Checklist:

Champions and Department Leads for Well-Being meet to discuss the Create a Culture Checklist. **Use the Checklist to help guide the discussion.**

1. Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice.
2. Consider realistic consistency and determine a timeline for when this should be implemented– identify months in fiscal year 2020-21 as a benchmark.

Ideas for Departments	Who Needs to be Involved?	Timeline
<b>Lead by Example: Involve Department Leaders</b> <i>Discuss and consider policies that support stress management at the workplace with department leaders and decision makers.</i> <ul style="list-style-type: none"> <li>✓ Highlight stress management resources during new employee orientation</li> <li>✓ Make RECHARGE Breaks part of every meeting</li> <li>✓ Support well-being with DHR policies</li> <li>✓ Facilitate staff development and team building</li> <li>✓ Make employee recognition a best practice</li> </ul>		
<b>Make a Commitment: Promote RECHARGE Reminders</b> <i>Send communication at least 7 times in a 12-month span using a department platform accessible to everyone.</i> <ul style="list-style-type: none"> <li>✓ Communicate Consistently Department-Wide</li> <li>✓ Refresh Visual Cues</li> <li>✓ Promote City Sponsored Benefits</li> <li>✓ Encourage Use of Environmental Supports</li> </ul>		
<b>Make a Commitment: Establish Recurring Programming</b> <i>Provide opportunities for engagement in stress management at least 6 times in a 12-month span to keep stress management top of mind and to make break times accessible to employees.</i> <ul style="list-style-type: none"> <li>✓ Establish Instant Recess</li> <li>✓ Request Onsite Activities or host Department led Activities</li> <li>✓ Host Behavior Change Program</li> </ul>		
<b>Celebrate Progress: Highlight Department Efforts that Support Stress Management</b> <i>Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.</i> <ul style="list-style-type: none"> <li>✓ Celebrate and recognize stress management at work</li> <li>✓ Spotlight RECHARGE activities at work</li> </ul>		

## Create a RECHARGE Culture

### Goals

1. Encourage employees to utilize their break time to breathe and/or stretch.
2. Facilitate RECHARGE breaks during the day at the workplace.

### Champion Department Lead Next Steps:

1. Review and discuss the Create a Culture ideas below and determine which are most suitable for your workplace.
2. Use the Checklist to help guide the discussion.
  - a. Place a check mark next to any items you agree to implement.
  - b. Identify who will take the lead on implementing the idea.
  - c. Determine a timeline for implementing the Create a Culture ideas selected.

## Ideas to Create a RECHARGE Culture

### Lead by Example: Involve Department Leaders

*Discuss and consider policies that support movement at the workplace with department leaders and decision makers.*

#### 1. Highlight RECHARGE During New Employee Onboarding (NEO)

Including information about RECHARGE in new hire processes demonstrates your department's commitment to its employees.

Examples of how to include RECHARGE in your onboarding procedures:

- Make sure to highlight well-being in your presentation and call out the Champions that exist in your building, as well as the activities that are coming up or available ongoing.
- Include a [RECHARGE Energizer Activity](#) in a New Hire Orientation meeting.
- Orient new hires to accessible stress management resources in or near the office, such as the Time for Wellness policy, City-sponsored benefits, and environmental supports.
- Provide the [RECHARGE Pocket Guide](#) as a part of the welcome packet.

#### 2. Make RECHARGE Part of Every Meeting

Allow staff to be creative in how they incorporate breathing and stretching breaks into the workday:

- Use [RECHARGE Meeting Energizers Activity Guide](#) for meetings that last 60 minutes or longer. Use the instant recess breaks ideas provided for NEOs.
- Invite employees to change from sitting to standing positions during meetings
- Encourage mutually agreed to [walking meetings](#) when appropriate
- Involve employees in this activity and invite them to share the role of leading these activities
- Contact [well-being@sfgov.org](mailto:well-being@sfgov.org) and request for a meeting stretch break (10-, 15-, or 30- minutes stretch breaks or chair yoga demonstrations can be requested with a 6-8 week lead time.)

### 3. Support Well-Being with SF Department of Human Resources Policies

Review your employee handbook and explore current practices in promoting the following SF DHR policies. If the policies exist, and it is appropriate to do so, have a discussion with department leadership to promote the policy to employees as a way to support employee well-being:

- [Time for Wellness Memo](#)
- [Injury and Illness Prevention](#)
- [Lactation](#)
- [Telecommuting/Flex-Schedule Policy](#)

### 4. Facilitate Staff Development Opportunities

Departments are encouraged to provide professional development and team building opportunities for staff. These activities can be incorporated into all-staff meetings or existing team meetings that offer benefits at an individual and social level:

- ✓ Increase collective knowledge of your team
- ✓ Boost employee morale and job satisfaction
- ✓ Promote building healthy relationships
- ✓ Offers social engagement and builds community
- ✓ Keeps staff abreast with industry trends
- ✓ Promotes team support and individual motivation

*Not sure where to start?* Check out the [classes and trainings offered by DHR](#).

### 5. Make Employee Recognition a Best Practice

Work with department leadership to coordinate at least 1-2 department wide employee recognition/staff appreciation activities. Explore the recognition/appreciation activities that work best for your department. Here are some ideas to get you started:

- ✓ Staff Potlucks
- ✓ Holiday Celebrations
- ✓ Highlight Birthdays and/or Work Anniversaries
- ✓ Cultural Celebrations
- ✓ Employee of the Month
- ✓ Staff recognition for the completion of a project

Request fruit for your staff appreciation activity! Contact [well-being@sfgov.org](mailto:well-being@sfgov.org) to learn how.

### Make a Commitment: Promote RECHARGE Reminders

*Send communication at least 7 times over a 12-month span using a department platform accessible to everyone.*

### 6. Establish Communicate Consistently Department-Wide

Consider a department-wide email, highlight stress management activities or resources in the department newsletter, or use your all-staff meeting to make an announcement about the importance of managing stress and the benefits of taking a break throughout the day. Include RECHARGE resources.

- Use [RECHARGE Communications Templates](#) to help you plan out your communications efforts.

## 7. Refresh Visual Cues

Keep RECHARGE top of mind by placing up reminders at the workplace. Identify your highly visible areas including stairwells, elevator lobbies and break rooms (request permission as appropriate). Refresh promotional tools by rotating stress management visual tools.

- Post the RECHARGE [Breathe](#) and [Stretch](#) posters as a reminder to take time to reset, refresh, and RECHARGE throughout the day--- try sharing it on bulletin boards and virtual displays.
- Post the [EAP – We're Here for You](#) posters
- Use the [Break Reminder](#) signs to help remind employees to take RECHARGE breaks throughout the workday.

## 8. Promote City Sponsored RECHARGE Benefits

Raise awareness of City-sponsored benefits to provide opportunities for employees to utilize the resources that can help establish healthy movement habits. Use the [RECHARGE Benefits Guide](#) to highlight one or all of the following benefits in an upcoming newsletter, email, or all-staff announcement:

- Employee Assistance Program (EAP)
- Using your health plan benefits
- Commuter Benefits
- Employee Fitness Resources and Discounts
- Catherine Dodd Wellness Center (Ideal for workplaces near the Civic Center)

## Make a Commitment: Inventory Environmental Supports

*Each year conduct a well-being inventory of the current state of availability of resources that can support stress management at the workplace.*

## 9. Encourage Use of Environmental Supports

Review the [Stress Management Well-Being Inventory](#) and reflect on what environmental supports exist and which the department can prioritize highlighting OR if a support does not exist—consider if it is something the department can set a goal to establish for employees.

Consider the following:

- Are the supports in need of maintenance? I.e. Are the walking paths clean? Are bike racks rusted—do they need new paint?
- How can you promote the use of this support? I.e. Highlight a walking path or local park and highlight using these resources for an active break
- Do you have a space that can be used for “drop-in” wellness activities? I.e. Can a conference room be booked from 12pm-1pm and setup as an open space for people to stretch, quiet room, or do a movement break on their own or together?

Promote the resources that are easily accessible in or around the workplace:

- ✓ Walking paths
- ✓ Bike racks
- ✓ Local fitness centers
- ✓ Recreation and Parks Department Services (Local parks, community centers, programs such as Zumba in the park)
- ✓ Designated exercise space at workplace

## **Make a Commitment: Establish Recurring Programming**

*Provide opportunities for engagement in physical activity at least 6 times in a 12-month span to keep stress management top of mind and to make resources accessible to employees.*

**10. Establish Instant Recess.** Brief breaks throughout the day result in benefits of both productivity and creativity. Having active breaks that include deep breathing and stretching can also improve focus and better circulation. Encourage employees to take brief breaks during the workday by hosting a routine RECHARGE break and inviting everyone to join at their leisure.

- a. Refer to the [Instant Recess Toolkit](#) for more information.

**11. Request Onsite Activities.** Help employees access a variety of programs, activities, and services that promote stress management.

- a. Refer to the [Activities Request Form](#) for more information.
- b. Host department led activities: [Gardening@Work](#), create a [RECHARGE Space](#), or start a [Walking Group](#).

**12. Host Behavior Change Program.** Consider bringing a program that will provide more sustained support for employees by providing one of the following options:

- a. Meditation & Mindfulness (6-weeks)
- b. Healthy Weight Program (7-weeks)
- c. Diabetes Prevention Program (26- weeks over the course of 1 year)
- d. Refer to [Activities Description List](#) for program details

## **Celebrate Progress: Highlight Department Efforts that Support Stress Management**

*Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.*

### **13. Celebrate and Recognize RECHARGE at Work**

After you've implemented some of the above items,

- ✓ Recap all the ways the team/department has worked to incorporate RECHARGE into the workday.
- ✓ Ask specific teams or individuals to share what they are doing to RECHARGE more throughout the day and how it has helped them.
- ✓ Post this question "How does taking a minute to RECHARGE help you?" on a whiteboard or large piece of paper for employees to answer anonymously on the way into a staff meeting.
- ✓ Post stories around the office to highlight what employees are doing.

### **14. Spotlight Play Your Way at Work**

Recognize your department's efforts to promote and support physical activity at the workplace. Submit a spotlight to SFHSS Better Every Day and have your story celebrated at the Annual Well-Being@Work Awards ceremony. [Spotlight a Well-Being@Work program](#).





## Stress Management Well-Being Inventory

This Well-Being Inventory provides direction for departments to identify the environmental supports (resources) that exist within the workplace. Complete the worksheet below by placing a checkmark next to the appropriate response for each question.

	Yes	Considering	Unsure	N/A
<b>Emotional &amp; Mental Well-Being</b>				
Are seminars available to help employees learn more about emotional well-being?				
Do you communicate (newsletter, portal, staff announcements etc.) about Employee Assistance Program (EAP) on an ongoing basis?				
Do you have the EAP We're Here for You posters displayed at your workplace?				
Have you provided a stress management workshop for employees to participate in?				
Are employees able to utilize flexible time for wellness activities at work?				
Are employee appreciation activities/events organized and offered?				
Does the department offer opportunities for employee recognition?				
Are there opportunities for your workplace to get involved in community outreach or community service (as a team)?				
Does your workplace provide breathe and stretch guides (RECHARGE) for employees to practice for stress management?				
Is it convenient and safe for employees to walk/ride a bicycle to work? Any walking paths or parks nearby?				
Does your workplace provide physical activity or exercise messages to employees such as posters or brochures?				
List any other resources that support stress management at work:				