

WELL-BEING@WORK



RECHARGE

Create a Culture Training

Irene Umipig and Lisa Ocampo, Well-Being Program Coordinator

Introduction Activity

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1. Share your Name, Department, Role (Champion or Dept. Lead), how long you've been in your role

Today's Training

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1. Well-Being@Work Updates
2. RECHARGE Create a Culture Resources



Well-Being@Work

Reminders & 2020 Updates

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- Take Time to RECHARGE Challenge
 - Remove promotional posters
 - 1437 participants, 58 departments represented
- Live, Feel, & Be Better
 - Remove promotional posters
 - 18 citywide Biometric Health Screenings & 3 Healthy Weight Programs
 - 887 employees participated in screenings
- Overview Trainings in April
- Check-in #3 – Meet with your Coordinators in March-April

Campaign

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Talk to Your Group:

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DISCUSS:

What did you do to
OFFER PROGRAMS
for Stress Management
at your workplace?

Focus Area	Targets and Timelines	Annual Plan	Notes/Next Steps
Offer Programs	October	Department Led Activity (Volunteer): Champions to volunteer 1 hour at flu clinic	City Hall/SFHSS Flu Clinic
Offer Programs		Host (or Co-Host) at least 3 Onsite activity: Identify date to host onsite activity	Date, 30 minute GEX activity (identify series of 3-4 offerings, consider Yoga/Chair Yoga)
Offer Programs		Host (or Co-Host) at least 3 Onsite activity: Identify date to host onsite activity	Date, 30 minute GEX activity (identify series of 3-4 offerings, consider Tai Chi)
Offer Programs		Host (or Co-Host) at least 3 Onsite activity: Identify date to host onsite activity	Date, 30 minute GEX activity (identify series of 3-4 offerings, consider Meditation)
Offer Programs		Department Led Activity: Host a Kick Off/Celebration Party for Challenge	Date, RECHARGE Kick-Off/Celebration Party
Offer Programs		Department Led Activity: Use SFHSS Toolkit from September training	Date(s), Virtual 5k Run
Offer Programs		Department Led Activity: Use SFHSS Toolkit from September training	Date(s), Insert Toolkit Activity Name

- ✓ Host at least **3** onsite activities
- ✓ Facilitate at least **1** department-led activity
- ✓ Host a kick-off or celebration associated with Take Time to RECHARGE

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

Timeline Overview for Annual Planning

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Fiscal Year 2019-2020



Fiscal Year 2020-2021



March- June Develop Sustainability Plan

- Annual Plans will be due July 10

April-June Develop 2020-21 Annual Plan

- Attend 2020-21 Well-Being@Work Overview Training
- Annual Planning meeting with Coordinator July 6-31



Create a Culture: Tools for Today

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TAKE TIME TO RECHARGE

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

- Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice.
- 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
<p>Lead by Example: Involve Department Leaders <i>Discuss and consider policies that support stress management at the workplace with department leaders and decision makers.</i></p> <ul style="list-style-type: none"> ✓ Highlight stress management resources during new employee orientation ✓ Make Movement part of every meeting ✓ Support well-being with DHR policies ✓ Facilitate staff development and team building ✓ Make employee recognition a best practice 		
<p>Make a Commitment: Promote RECHARGE Reminders <i>Send communication at least 7 times in a 12-month span using a department platform accessible to everyone.</i></p> <ul style="list-style-type: none"> ✓ Communicate Consistently Department-Wide ✓ Refresh Visual Cues ✓ Promote City Sponsored Benefits ✓ Encourage Use of Environmental Supports 		
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<p>Celebrate Progress: Highlight Department Efforts that Support Stress Management <i>Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.</i></p> <ul style="list-style-type: none"> ✓ Celebrate and recognize stress management at work ✓ Spotlight RECHARGE activities at work 		

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Develop Timeline for
Create a Culture Next Steps

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Lead by Example:
Support well-being with existing policy

Organizational Commitment		Actively Promote Well-Being Oriented Policy: Lactation Policy	<i>Date:</i> Send the Lactation benefit handout which highlights the DHR policy
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Telecommuting and/or Flex Schedules	<i>Date:</i> Review DHR policy with leadership to address opportunities to establish or enhance telecommuting and flex schedules within the department. <i>Complete the DHR policy survey.</i>
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Time for Wellness	<i>Date:</i> Email time for wellness memo to department to encourage participation in well-being activities
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Injury and Illness Prevention	<i>Date:</i> Highlight department efforts to promote injury and illness prevention in conjunction with DHR policy. (ie. Ergonomic assessment/setups, safety trainings)

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Prepare to Complete Fields in your
Annual Plan

Stress Management: WHY?

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Breaks increase productivity

- NIOSH reports strategic rest can reduce musculoskeletal problems without impact to productivity
- Movement breaks have even greater benefits



- (1) <https://www.cdc.gov/niosh/updates/restbrks.html>
- (2) <https://www.ncbi.nlm.nih.gov/pubmed/24749966#>
- (3) <https://www.psychologytoday.com/us/blog/the-athletes-way/201705/diaphragmatic-breathing-exercises-and-your-vagus-nerve>
- (4) <https://link.springer.com/article/10.1007%2Fs10072-016-2790-8>
- (5) <https://www.acefitness.org/education-and-resources/professional/expert-articles/6387/10-reasons-why-you-should-be-stretching>

Stress Management: WHY?

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The relaxation response brings your system back into balance by reducing stress, slowing down heart rate and blood pressure, and relaxing your muscles.

To release the effects of workday stress by practicing to breathe and stretch regularly.







BENEFITS OF BREATHING

-  DECREASE ANXIETY AND DEPRESSION
-  INCREASE FOCUS
-  DECREASE TOXINS
-  IMPROVE SLEEP



BENEFITS OF STRETCHING

-  GREATER FLEXIBILITY
-  INCREASE CIRCULATION
-  REDUCE RISK OF INJURY
-  INCREASE EXERCISE PERFORMANCE

Talk to Your Group:

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DISCUSS:

Since implementing your well-being communications (raise awareness) and engagement activities (offer programs)

What culture shifts have you noticed at your workplace?

For Example:

- ✓ Increased leadership support
- ✓ Increased healthy behaviors
- ✓ Environmental supports



Creating a Culture for Stress Management

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- **Lead by example.** Discuss policies that support stress management at work with department leaders and decision makers.
- **Make a Commitment.** Consider timeline and consistency to establish environmental supports that encourage managing stress at work.
- **Celebrate Progress.** Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.

Create a Culture: Key Player Checklist

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Key Player Checklist:

- ✓ Consider realistic consistency for incorporating this best practice into 2020-21 Fiscal Year
- ✓ Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice
- ✓ Determine a timeline for when this should be implemented– identify months as a benchmark.

TAKE TIME TO

Key Player 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
<p>Lead by Example: Involve Department Leaders <i>Discuss and consider policies that support stress management at the workplace with department leaders and decision makers.</i></p> <ul style="list-style-type: none"> ✓ Highlight stress management resources during new employee orientation ✓ Make Movement part of every meeting ✓ Support well-being with DHR policies ✓ Facilitate staff development and team building ✓ Make employee recognition a best practice 		
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Lead by Example:

Discuss best practices and policies that support stress management at work with department leaders and decision makers.

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Lead by Example:

Highlight stress management activities/resources when employees are onboarded

Organizational Commitment		Department Led Activity: Offer well-being information in NEO	Date, Describe how your department promotes well-being during all new hire orientations
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Organizational Commitment: Incorporate RECHARGE

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Highlight RECHARGE During New Employee Onboarding

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

Examples of how to include RECHARGE in your onboarding procedures:

- Include a stretch/deep breathing break in a New Hire Orientation meeting (refer to the [RECHARGE meeting energizers](#)).
- Provide the [RECHARGE Pocket Guide](#) as a part of the welcome packet.
- Orient new hires to different opportunities for stress management around the office, such as the Time for Wellness policy, City-sponsored benefits, and environmental supports.
- (Refer to tools used in Create a Culture ideas 3-6 and use them accordingly)

RPD: New Employee Orientations

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NEW EMPLOYEE ORIENTATION

San Francisco Recreation and Parks Department

1



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San Francisco Health Service System
Well-Being: Better Every Day

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CHAMPION BIO

Tom Borawski

SFRPD | McLaren Annex (2nd Floor)



My name is Tom Borawski and I work in HR. I live to hike and backpack...I don't always enjoy the journey of walking up a vertical slope to the top of a mountain...but I always enjoy the sense of accomplishment I get from reaching the top. Being in nature always gives me perspective - it's a big, beautiful world out there.

I bike for my commute, make sure to take an activity break while I'm at work, and try to stretch my old tired bones whenever I get a chance. I'm also a proud vegan, so watch out for me during the Colorful Choices Campaign!

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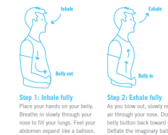


Feel Good



Stress Management:

- ✓ RECHARGE Campaign
- ✓ Videos:
 - [Take Time to Breathe](#)
 - [Take Time to Stretch](#)
- ✓ Employee Assistance Program



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Organizational Commitment: Incorporate RECHARGE@Work

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Make RECHARGE Part of Every Meeting

- Allow staff to be creative in how to incorporate mindfulness and stress management breaks into the workday:
- Use [RECHARGE Meeting Energizers Activity Guide](#) (found below) for meetings that last 60 minutes or longer
- Invite employees to change from sitting to standing positions during meetings
- Encourage mutually agreed to [walking meetings](#) when appropriate

Meeting Energizers List

1-5 minutes

- Positive Snowballs
- Silent Contemplation
- Knock-Knock
- One Word Mood
- Funny Work Situation
- Team-Win

5-10 minutes

- Comic Strip Chaos
- Gratitude Pictionary
- Guided Meditation



CSS

Workplace Meditation

The CSS Department Lead developed a program called Workplace Meditation, which takes place every Thursday.

Every Thursday, CSS invites employees for a morning session of Workplace Meditation.

While listening to sounds of the ocean, employees focus on breathing calmly and deeply for 10 minutes.

The Workplace Meditation was created to promote a sense of unity, manage stress, improve focus, and decrease anxiety. Employees have noticed feeling more calm and relaxed after a session.



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Lead by Example: *Support well-being with existing policy*

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Organizational Commitment: Support Well-Being with Policy

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Review/Promote Well-Being Policies:

1. Time for Wellness
2. Telecommuting/ Flex-Schedule Policy
**Availability based on department job function*
3. Injury and Illness Prevention Policies
4. Lactation Policy

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Lead by Example:

Support and provide staff development opportunities

Organizational Commitment		Department Led Activity: Provide opportunities for team building	<i>Date,</i> Describe team building activities/events
Organizational Commitment		Department Led Activity: Provide professional development opportunities for staff	<i>Date,</i> Provide detail for professional development opportunities offered to staff

Organizational Commitment: Staff Development

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Departments are encouraged to provide professional development and team building opportunities for staff.

- Increase collective knowledge of your team
- Boost employee job satisfaction
- Promote building healthy relationships
- Offers social engagement and builds community
- Assures staff are keeping up with industry's changing trends
- Promotes team support and individual motivation

CON – Personal Safety & Awareness Trainings

October 2, 2019

CON Well-being Champions started to host quarterly Personal Safety & Awareness Trainings.

SF SAFE and SF Police Captain Fabbri provided an onsite training to raise awareness and address safety concerns for CON Staff at 1155 Market Street and City Hall locations. The training raised staff awareness of their surroundings provided tips on how to stay safe when commuting to and from work. The CON Wellness Champions will continue to host similar trainings to ensure staff remain safe. Also incorporate the SF Safe Personal Safety Guide for all new hires.



PUC: HRS Holiday Teambuilding Event with Stress-Reducing Activities

SFPUC Headquarters - 525 Golden Gate Avenue, SF
December 17, 2019

SFPUC HRS Chief People Officer, Justine Hinderliter, and Well-Being @Work Department Lead, Angie Dip, planned a fun holiday breakfast that focused on stress-reduction activities. Staff also enjoyed fruit provided by Health Service System.

Staff had a great time making lavender sachets, writing holiday cards to Carlos Rolan (a 6-year-old child waiting for a heart transplant at the Boston Children's Hospital), and doing a variety of puzzles, such as sudoku, word search, and mazes. As a result of teamwork, the staff also completed a 300-piece jigsaw puzzle!



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Lead by Example:

Establish employee recognition and staff appreciation programs

Organizational Commitment		Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	<i>Date,</i> Describe how the department recognizes/appreciates staff
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Organizational Commitment: Department Recognition

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Establish employee recognition and staff appreciation events/activities

- *City Attorney's Office - Ice Cream Social*
- *Public Works - Health & Safety Ceremony recognizes Well-Being Champion*
- *Recreation & Parks Department- Monthly Employee Values & Vision Awards Ceremony*
- *Public Library- Annual Staff Recognition Breakfast to highlight years of service and staff awards (committee for recognition)*
- *Public Utilities Commission - Employee Appreciation Picnics*
- *Health Service System - Birthday Road Walks with Director*

SFUSD: Teacher Appreciation Week

12 SFUSD schools, May 3rd – 10th

San Francisco Unified's Student Nutrition Services appreciated SFUSD teachers for their dedication and healthy role modeling to students. A large fruit box was gifted to the Teachers Lounge, decorated with a large Thank You banner and included resources for how to participate in the meal program and link healthy practices in the classroom. Free breakfasts also offered in select schools.

This effort:

- added positivity and gratitude to the workplace for teachers
- provided healthy snacks in a stressful time of year for teachers.
- expressed our shared commitments to students through a kind gesture of thanks from SNS department.



SF RPD: Values & Vision Awards

Every month, either the Values Awards (peer-to-peer) or the Vision Award (given by an Executive) are passed on to a staff member that exhibits RPD's Values (Respect, Resilience, Relationships, Responsiveness, or Results) or Vision (Inspire, Connect, Play). Awardees are told how they exhibit RPD's Values or Vision and they receive a pin, perpetual R trophy or engraved clock, and a gift card. The event allows staff to connect and hear about the good work of others throughout RPD.

A new appreciation for the work of distant colleagues is formed when staff hear about their good work, which would otherwise go unnoticed by the larger organization. This new found appreciation adds meaning and relevance to the work that we all do together.

Employee Recognition Events have occurred every 2nd Thursday of the month since July 2016 in the McLaren Lodge Lobby.



Talk to Your Group:

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DISCUSS:

- Who are the decision makers that need to be involved in committing to these best practices?
- Which best practices will you implement?

Write down who needs to be involved in next steps and a tentative timeline for planning and implementation:

TAKE TIME TO RECHARGE

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Make a Commitment:

Consider timeline and consistency to establish environmental supports that encourage stress management at work.

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Make a Commitment:

Promote RECHARGE reminders to raise awareness

Create a Culture		Establish Consistent (recurring/regular) communications to promote well-being to your employees	<i>Communications must be recurring at least 7 times over a 12 month span</i>
Create a Culture		Promote Environmental Supports: Checklist will be provided at June Raise Awareness Training-- Keep this top of mind all-year	

Create a Culture: RECHARGE Reminders

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Communicate Consistently Department-Wide

- Send a department-wide email
- Highlight stress management in the department newsletter
- Make an announcement about the importance of managing stress and the benefits of taking breaks throughout the day

Refresh Visual Cues

- Identify your highly visible areas including stairwells, elevator lobbies, and break rooms (legal posting areas)
- Use the bulletin boards and virtual displays to highlight information/resources/videos
- Post up the Take Time to [Breathe](#), [Stretch](#), and [Break Reminder](#) posters as a reminder to take breaks and practice selfcare throughout the day

Create a Culture: RECHARGE Reminders

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Promote City Sponsored Benefits

Raise awareness of City-sponsored benefits to provide opportunities for employees to utilize the resources that can help establish healthy movement habits.

Highlight one or all of the following benefits in an upcoming newsletter, email, or all-staff announcement (see descriptions and program website links below):

- [RECHARGE Resources](#) (Breath & Stretch Videos)
- [Employee Assistance Program](#) (EAP)
- [Mental health benefits](#) (through your health plan)
- [Advance Directives](#)
- [Free citywide exercise classes](#)
- [SFHSS Wellness Center](#) (ideal for workplaces near the Civic Center)

PUC: Well-Being @Work Intranet

ALL SFPUC, launching 11/1/19

We've created an SFPUC Well-Being @Work intranet for all SFPUC employees. This is a one-stop shop for all things well-being. It includes City & County of SF links, SFPUC resources, Well-Being Champions info (who we are and recruitment material), an SFPUC well-being events calendar, and news articles. We even created two employees collaboration pieces to get more employees involved – an Activity Group and an Employees Cookbook. Activity Groups are to engage other colleagues to join groups that have been formed throughout SFPUC. Employees Cookbook is for employees to share their favorite recipes with others. This can impact all employees who have access to the intranet.

This has not been widely launched yet, so changes have yet to be observed, but it has been shared with the HRS department as well as Well-Being Champions, and have received a lot of positive feedback. Employees are especially excited about the Activity Groups and Employees Cookbook. We are hoping to bring more well-being awareness to all SFPUC employees, and to provide them a tool (the intranet) for them to easily access the well-being resources available, and consequently have more happier and healthier employees.

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The screenshot shows the SFPUC Well-Being @Work intranet homepage. At the top, there's a navigation bar with 'SFPUC HOME' and various menu items like 'HRS @ SFPUC', 'Enterprise Workforce Planning', 'Health & Safety', and 'Recognition'. Below the navigation bar, there's a header section with 'Well-Being @Work' and a sub-header 'About Us'. The main content area is divided into several sections: 'SFPUC Resources' with various resource cards like '\$2500 Bicycle Storage', 'Activity Groups', 'Employees Cookbook', 'Explore SFPUC!', 'Flex Work Options', 'Health & Safety', 'Jobs @SFPUC', 'Lactation in the Workplace', 'Learning & Development', 'Recognition', and 'Time for Vacation?'; 'City & County of SF Links' with links to 'SFPUC CCAF Job Opportunities', 'SFPUC Deferred Compensation Plan (DPCP)', 'SFPUC Benefit Easy Day', and 'SFPUC Wellness Center'; 'Well-Being @Work Spotlight' with cards for 'Move More Scavenger Hunt', 'Healthy Salad Dressing Demo', and 'Healthy Food Demo'; 'SFPUC Employees Collaboration' with cards for 'Share your favorite recipe!' and 'Tell us about your Activity Group!'; 'Meet your Well-Being Champions!' with cards for 'Well-Being Champions' and 'Become a Well-Being Champion!'; 'Well-Being Events' with a calendar view showing events like 'Healthy Eating for Stress Reduction with Chef Scott' (Nov 13), 'Gentle Yoga' (Dec 12), 'Tai Chi' (Jan 22), 'Biometric Screening' (Feb 5), 'Craft - Card Making' (Feb 12), and 'Healthy Weight Program' (Feb 12); and 'Well-Being News' with a card for 'Program | Employees Encouraged to Blossom and Grow through our Well-Being Program' and another for 'Don't Let the Flu Bring You Down, Get Your Shot'.

SFMTA: RECHARGE

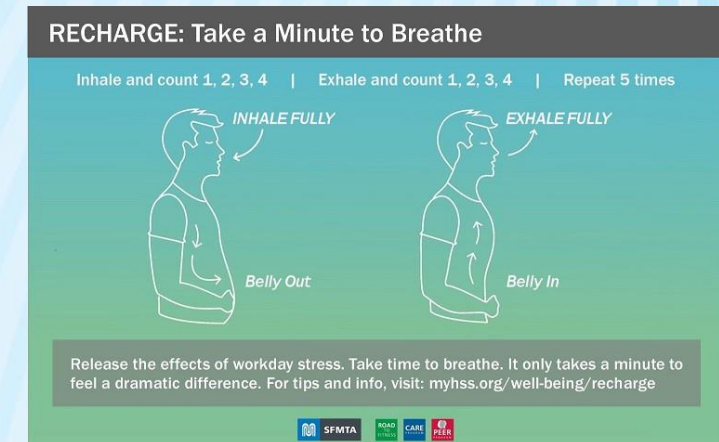
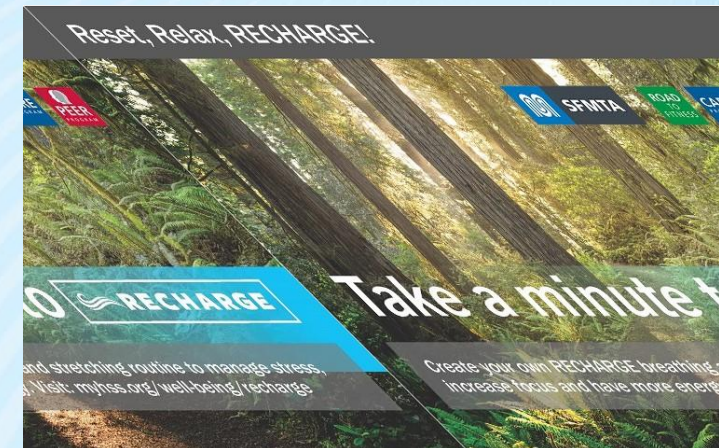
Digital Screen Promotion

In support of the RECHARGE campaign, the SFMTA Wellness Program designed digital screens encouraging employees to take a minute to RECHARGE, to Breathe and to Stretch.

Currently, there are 17 digital screens agency-wide, located in break rooms and high traffic areas.

Interspersed among other digital messages, the RECHARGE screens helped engage employees and continually promoted the message of breathing and stretching during breaks.

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Create a Culture: Environmental Supports

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Encourage Use of Environmental Supports

- Promote the resources that are easily accessible in or around the workplace:
- Breakrooms
- Stairwells
- Walking paths
- Local fitness centers
- [SF Recreation and Parks Department](#) (Local parks, community centers, classes and programs such as Zumba in the park)
- Designated RECHARGE space at work
- [SF Public Library](#)
- [SF Privately Owned Public Spaces](#) (POPOS)



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
Emotional & Mental Well-Being				
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?				
List any other resources that support physical activity at work:				

PRT: SF Whalers Whaleboat Crew

The Ports SFWhaler crew take strokes once a week along the Bay!

The goal of the whaleboat rowing program is to involve the SF Port employees and the surrounding community in a historical, vigorous, and fun sport the Port has to offer. As part of our Wellness Program, we invite staff to participate once a month in recreational rowing either in the early morning at 6 AM or at lunchtime at noon.

Having rowing as a part of the Wellness Program allows Port staff to participate in a unique and historic maritime activity in the San Francisco Bay. It's an opportunity to learn traditional maritime techniques, work as a cohesive team while strengthening your mind and body.

We encourage people to come join us and enjoy the beautiful views of the Bay!



Gardening at Work

SFRPD Nursery
(100 Martin Luther King Junior Drive
San Francisco, CA 94117, 12/5, 12/12, 12/19)

Inspired by HSS's Gardening@ Work Toolkit, Melissa Keesor setup a series of custom Gardening at Work Recharge sessions, taught by our very own horticultural experts at the SFRPD Nursery in GGP. After a tour of the nursery that really gave participants an idea of the immense scale of the Nursery's work (WOW!), they were given a hands-on planting lesson. This was potentially the most successful Wellness Event in SFRPD history, **everyone** walked away smiling, relaxed and ready to take on the world!

This series gave everyone an appreciation of the work their coworkers really accomplish, and how plants can really bring us all together. Everyone now has a resilient, quiet, stalwart desk companion that they can rely upon during a stressful workday.



Talk to Your Group:

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DISCUSS:

- What communication platform has been most useful to employees?
- Which communication tools (posters, email templates, handouts) have been most relevant for employees?
- Discuss ideas for resources/environmental supports that you might request grant funding for.

Write down who needs to be involved in next steps and a tentative timeline for planning and implementation:

At least 7 communications in a fiscal year

TAKE TIME TO RECHARGE

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

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Make a Commitment:

Establish recurring programming to promote engagement

Create a Culture		Host Onsite Activity/Department Led Activity: Reoccurring/regular onsite activity #1	<i>Activities recurring 6 times over a 12 month span HOSTED by department</i>
Create a Culture		Host Onsite Activity/Department Led Activity: Reoccurring/regular onsite activity #2	<i>Activities recurring 6 times over a 12 month span HOSTED by department</i>

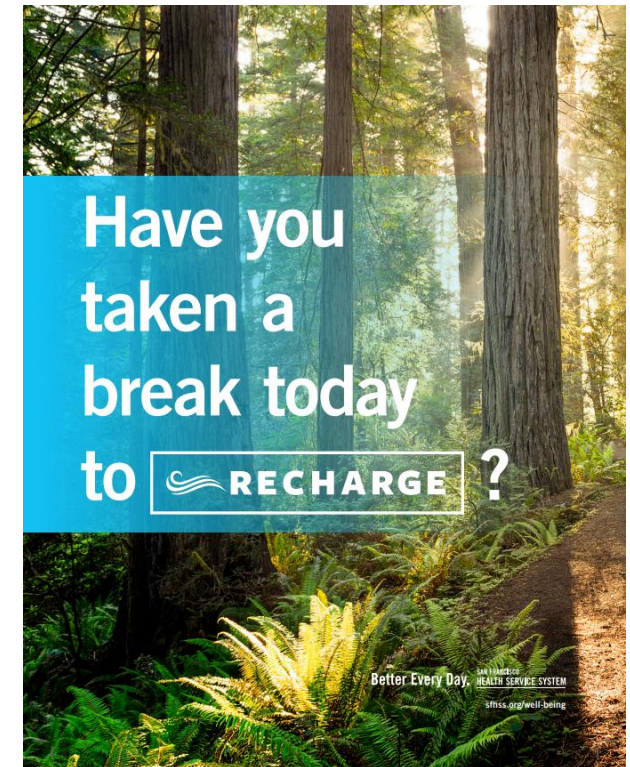
Create a Culture:

Establish Recurring Programming

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Consider RECHARGE Breaks.

- Brief breaks throughout the work day result in benefits of both productivity and physical health. Having active breaks that include stretches and deep breathing can also increase energy and improve creativity.
- Encourage employees to take brief RECHARGE breaks (3-5 minutes) during the work day by hosting a routine break and inviting everyone to join at their leisure.



- **RECHARGE Station/Room:** Establish a space where staff can go to reset, refresh, and RECHARGE
- **Coordinate active breaks:** Find a 3-5 minute window during the workday to gather employees for a break.
- **Start Your Day with a Stretch:** Gather everyone for a quick stretch break to start the day and encourage stretching throughout the day.

SFPL: Walk the Steps

Employees at the main library are invited to join in on a stair walk at 10:30am on Fridays.

This activity is led by the Main Library Champions to encourage movement during the workday and help to highlight how stairs can be a positive part of your day.

Employees that enjoy, look forward to this stair walk and employees have a fun time catching up and moving together.

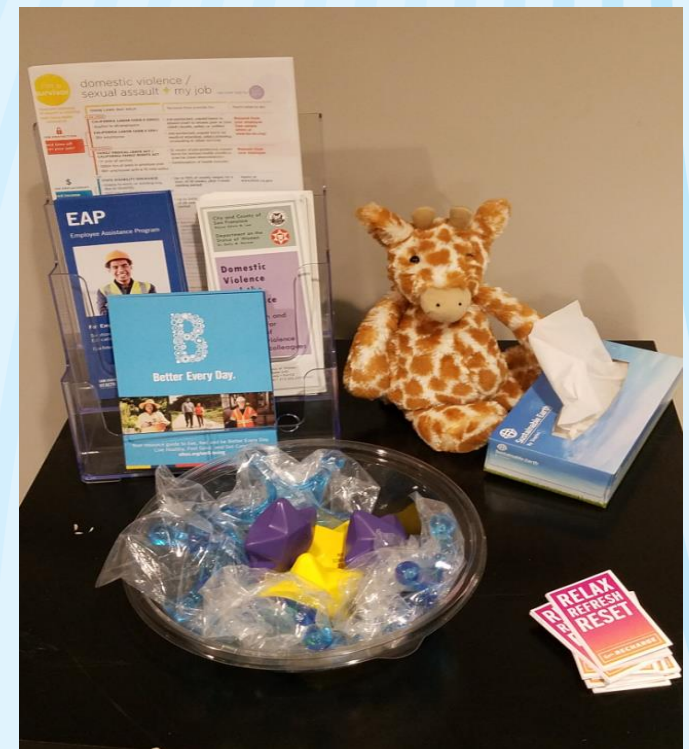
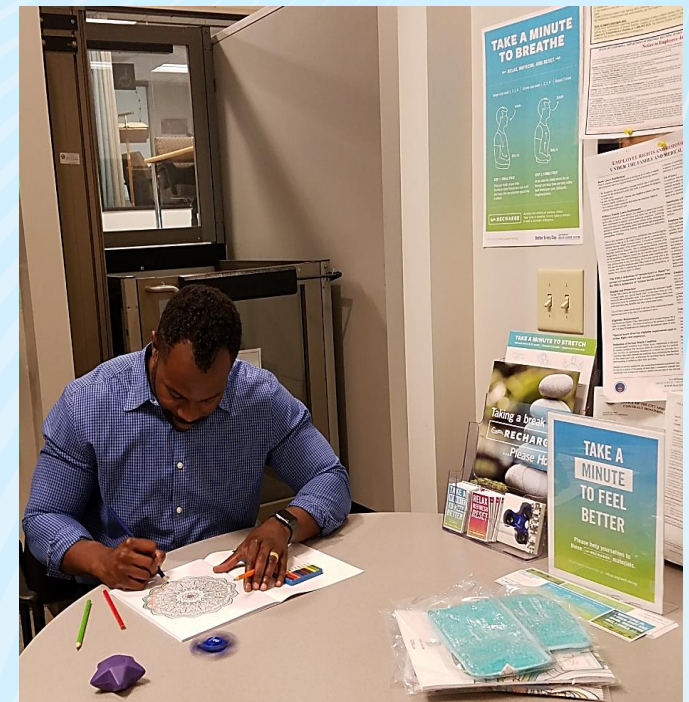


MOD: Relaxation Stations

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.



Create a Culture:

Establish Recurring Programming

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Requesting Onsite Activities:

- **Group Exercise Classes**
 - Start with a series of 4-6
 - Consider planning 1x each month
- **Seminars and Coaching**
 - Consider planning for 1x each quarter
- **Screenings**
 - Consider planning for 1x each year

Create a Culture: Host Behavior Change Programs

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- **Meditation & Mindfulness Series:** 6-week program supported by an instructor to practice meditation and mindfulness through guided reflection discussions and deep breathing.
- **Healthy Weight Program:** 7-week program supported by a Wellness Coach to support lifestyle habits that promote healthy living.
- **Diabetes Prevention Program:** 1-year program supported by a CDC Certified Lifestyle Coach to prevent and reduce risk of diabetes and to support behavior change for nutrition and physical activity.

SFFD: Yoga at Headquarters

Yoga is held from 12pm-1pm on Wednesdays at SFFD Headquarters located at 698 2nd Street, SF, CA 94107

Weekly yoga sessions promote workplace well-being by reducing stress and tension. Yoga can also improve focus, concentration, posture, and flexibility.

Members who participate in yoga have stated that it is the highlight of their week and serves as a much needed mid-week recharge. After yoga, members report feeling relaxed and having a positive outlook for the day. All CCSF employees are welcome to attend.

Positive changes that we've seen in the workplace as a result of the yoga program include reduced stress, awareness of body mechanics, sense of comradery, and attendees appreciate the department offering wellness activities.



POL: Meditation Series at SOB (Special Operations Bureau)

May and June 2019
Wednesdays at the TAC Building
1700–17th Street, San Francisco, CA

Meditation Teacher Lane Levy of Rec & Park offered a series of meditation classes to sworn and civilian staff members located at the Tactical Building in the City.

It was such a wonderful experience as the meditation assisted with aligning the mind, body, and spirit which helped re-energize the brain during a busy work shift. The classes also allowed to help staff refocus by “changing their relationship with stress and to be able to sleep more ‘deeply’ at night.”

Participants have stated they felt physically and emotionally “lighter and very relaxed” after class. The benefits that came out of these classes were obtaining the tools to face daily challenges “with greater clarity and peace of mind.”



Talk to Your Group:

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DISCUSS:

- What activities were successful at your workplace?
- How can you implement Instant Recess?

Write down who needs to be involved in next steps and a tentative timeline for planning and implementation:

At least 2 activities recurring 6 times in a fiscal year

TAKE TIME TO RECHARGE

Key Player 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
<p>Lead by Example: Involve Department Leaders Discuss and consider policies that support stress management at the workplace with department leaders and decision makers.</p> <ul style="list-style-type: none"> ✓ Highlight stress management resources during new employee orientation ✓ Make Movement part of every meeting ✓ Support well-being with DHR policies ✓ Facilitate staff development and team building ✓ Make employee recognition a best practice 		
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<p>Celebrate Progress: Highlight Department Efforts that Support Stress Management Recognize employees that step up as leaders/role models in practicing and supporting healthier choices.</p> <ul style="list-style-type: none"> ✓ Celebrate and recognize stress management at work ✓ Spotlight RECHARGE activities at work 		

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Celebrate Progress:

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

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Celebrate and Recognize:

Highlight department efforts that support stress management at the workplace

Create a Culture

Department Led Activity: Recognize and Celebrate well-being participation

At least twice a year: Host Challenge kick-off and/or celebration, collect stories with templates, distribute thank you cards to recognize and celebrate well-being at the department

Organizational Commitment: Celebration Ideas

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- Celebrate your progress or any milestones at a staff meeting.
- Encourage sharing of stories out loud or anonymously. Post stories around the office.
- Restate the team/department's commitment to RECHARGE.
- Recap all the ways the team/department has worked to Create a RECHARGE Culture. If specific teams or individuals can share what they are doing to RECHARGE and how it has helped, ask them to contribute.

DAS: RECHARGE Campaign and Bridge Event

To get the Department of Disability and Aging Services (DAS) and HSA staff RECHARGED, the Wellness Committee planned a 2 hour multi-floor/building event that included art, gratitude, fruit, stretching, EAP, recycling, and healthy eating/drinking. We had over 100 staff attend and nearly 100 staff completed all 6 stations. We gave out plenty of prizes and staff had a great time!

There is an increase in talk about health and well-being. We have seen several meetings begin to include wellness moments and we're energized as a Wellness Committee.



CPC: Recharge Tea Station

July and August 2018

During REHCARGE, the Planning Department Champions installed Tea Stations at their 2 kitchens to invite staff to “take a minute and REHCARGE” by enjoying a variety of teas and honey to sweeten the moment. Wellness informational material was displayed at the stations to continue promoting the current exercise classes and programs.

Staff were quite grateful to have these stations since everyone enjoyed the teas but most importantly, the moment spent together with great conversation.

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RECHARGE: Celebration Ideas

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Spotlight RECHARGE at Work

Recognize your department's efforts to promote and support stress management at the workplace.

[Submit a spotlight](#) to SFHSS Better Every Day and have your story celebrated at the Annual Well-Being@Work Awards ceremony.

Talk to Your Group:

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DISCUSS:

- How have you celebrated your department's progress with RECHARGE?
- Do you use any tools or incentives to highlight progress or participation?

Write down who needs to be involved in next steps and a tentative timeline for planning and implementation:

At least 2 recognition efforts in a fiscal year

TAKE TIME TO RECHARGE

Key Player 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.
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Next Steps

Create a Culture: Key Player Checklist

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Key Player Checklist:

1. Review the ideas
2. Discuss the checklist
 - ✓ Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice
 - ✓ Determine a timeline for when this should be implemented– identify months as a benchmark.
3. Bring Checklist to Planning meeting with Coordinator (March-April)

TAKE TIME TO RECHARGE

Key Player 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.
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Update and Complete Department Annual Plan

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Create a Culture:

- Establish consistency of communication
- Identify 2 consistency of recurring activities
- Review Environmental Support checklist
- Identify recognition opportunities

Organizational Commitment:

- Review and promote well-being policies (as appropriate)
- Capture department-wide staff recognition/appreciation efforts
- List all professional development opportunities promoted to employees
- Capture team building opportunities coordinated by Managers and Supervisors

Focus Area	Targets and Timelines	Annual Plan	Notes/Next Steps
Organizational Commitment	May	Identify Key Players: At least one Well-Being Champion for every 200 employees in department	Judy Choy
Organizational Commitment	May	Identify Key Players: Department Director to identify a Department Lead for Department Well-Being	Judy Choy
Organizational Commitment	May	Department Led Activity: Implement Well-Being Topic Survey and developed annual plan based on results	Survey responses from 2018 used for 2019 annual plan
Organizational Commitment	May	Schedule and Attend: Annual planning meeting	May 17, 2019 - Judy Choy
Organizational Commitment	June	Register and Attend: Topic-Specific Raise Awareness Champion Training	Who attended?
Organizational Commitment	July	Schedule and Attend: Check in meeting #1 with SFHSS Well-Being coordinator	Identify date to meet in July
Organizational Commitment	September	Register and Attend: Topic-Specific Offer Programs Champion Training	Who attended?
Organizational Commitment	November	Schedule and Attend: Check in meeting #2 with SFHSS Well-Being coordinator	Identify date to meet in November
Organizational Commitment	2020	Register and Attend: Topic-Specific Create a Culture Champion Training	Who attended?
Organizational Commitment	2020	Schedule and Attend: Check in meeting #3 with SFHSS Well-Being coordinator	Identify date to meet in March
Organizational Commitment	Ongoing	Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	Animal Control Officer Appreciation Week
Organizational Commitment	Ongoing	Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	Animal Control Volunteer Appreciation Event
Organizational Commitment	Ongoing	Actively Promote Well-Being Oriented Policy: Lactation Policy	No new mothers at this time - reviewed to align with DHR policy to promote lactation resources as needed for new mothers
Organizational Commitment	Ongoing	Actively Promote Well-Being Oriented Policy: Telecommuting and/or Flex	Reviewed - not appropriate for the type of work required with most positions in the department.
Organizational Commitment	April	Department Led Activity: Provide professional development opportunities for staff	<i>Date:</i> CPR Training (hosted with fruit delivery from SFHSS)
Organizational Commitment	December	Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	<i>Date:</i> Holiday Party
Organizational Commitment		Department Led Activity: Provide opportunities for team building	<i>Date:</i> Organize a gardening activity to plant a vertical garden that allows staff to work together to grow healthy choices for the workplace
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Time for Wellness	<i>Date:</i> Email to department to encourage participation in well-being activities
Organizational Commitment		Actively Promote Well-Being Oriented Policy: Injury and Illness Prevention	<i>Date:</i> Reviewed and consistently promoted through the safety and compliance checks outlined by GSA <i>Consider ergonomics using setup and go campaign (TECO) *Promote ergonomic assessments for all employees at their request</i>
Organizational Commitment		Best Practice- Department Policy/Process: Establish employee recognition and/or staff appreciation events	<i>Describe how the department recognizes/appreciates staff</i>
Organizational Commitment		Department Led Activity: Offer well-being information in NEO	<i>Describe how your department promotes well-being during all new-hire orientations</i>
Organizational Commitment		Department Led Activity: Provide opportunities for team building	<i>Date, Team Building</i>
Organizational Commitment		Department Led Activity: Provide professional development opportunities for staff	<i>Date, Professional Development Training</i>
Create a Culture		Establish Consistent (recurring/regular) communications to promote well-being to your employees	
Create a Culture		Host Onsite Activity/Department Led Activity: Recurring/regular onsite activity #1	
Create a Culture		Host Onsite Activity/Department Led Activity: Recurring/regular onsite activity #2	
Create a Culture		Department Led Activity: Establish(ed) space for healthy	
Create a Culture		Promote Environmental Supports: Checklist will be provided at June Raise Awareness Training - Keep this top of mind all-year	
Create a Culture		Department Led Activity: Recognize and Celebrate	

NEXT STEPS:

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What will you do next?

1. Review and discuss the Create a Culture ideas and determine which are most suitable for your workplace.
2. Champions and Department Leads for Well-Being meet to discuss the Create a Culture Checklist. *Use the Checklist to help guide the discussion.*
 - ✓ Identify who needs to be involved to properly facilitate implementation and maintenance of this best practice
 - ✓ Consider realistic consistency and determine a timeline for when this should be implemented—identify months for incorporating this best practice into 2020-21 Fiscal Year.
3. Complete and **submit annual plan by July 10**

