

**WELL-BEING@WORK**



# Spotlights

## FY 2022-2023

## ADM-311: Movement Day

The SF-311 Health + Wellness team facilitated a Movement Day for 311 staff working at the office and working from home. Every 30 minutes between 11 am to 3 pm, we led staff in a simple exercise or movement. Our goal was to move our bodies throughout the day. The movements we chose were do-able sitting or standing. All of our exercise descriptions included modifications for different ranges of motion, balance needs, and strengths. Our job tends to be very sedentary and this was a fun way to incorporate motion into our day!

We received a lot of positive feedback from staff about the physical and mental effects. We plan on leading another Movement Day soon!



1130 am... Keep it going!

**NECK STRETCHES**

1. Stand or sit with your feet hip-width apart. Line up your knees, hips, shoulders, and ears with your lower back; if you feel strain, tighten your abs.
2. Tilt your head toward the shoulder.
3. Place your hand on your head and gently pull until you feel the stretch in your neck.
4. Hold for 10 to 15 seconds and repeat on the other side.

12 pm... Three times makes it a habit.

**SHOULDER ROLLS**

1. Stand or sit straight with your arms by your sides and with your feet shoulder-width apart. Have arm rests, make sure they aren't causing your shoulders to lift up too much.
2. Slowly rotate your shoulders forward, making big circles.
3. Repeat the movement backward until the set is complete.

1230 pm... Mid-day stretch!

**ARM SWINGS**

1. Stand or sit up straight with your knees slightly bent, your feet shoulder-width apart and stretched horizontally to the sides. If you're seated, make sure your feet are flat on the floor or a stable foot rest.
2. Cross your arms at the front and then quickly bring them back as far as you can. Your range of motion may limit this movement. Listen to your shoulders, arms, and back!

## ADM-311: Trivia Bowl Night

Mission Bowling Club 3176 17<sup>th</sup> St SF  
May 19, 2023

The 311 Wellness Committee in partnership with our Fun Committee organized a fun evening of bowling and trivia at the Mission Bowling Club. Our goal was to encourage employees to venture out of the workplace to exercise their minds and bodies, decompress and most of all have fun! We played a game of bowling and competed in a trivia contest which we believe we (unofficially) won (; Overall a really fun and active event!

It was great to socialize with our peers in a relaxed setting while keeping our bodies moving and our minds active. Most of us had not been bowling in quite some time so we definitely felt it afterwards! We all felt a positive impact on our well-being, laughing, enjoying good food and drinks and challenging our bodies and minds which carried over in to the workplace. Hopefully the 311 Wellness Team can make this type of activity a monthly event.



## ADM-RED: Holiday Party

49 Van Ness Avenue December 15, 2022  
12noon to 2pm.

The annual luncheon is organized and given by the management team. It is a way to thank the staff and have everyone enjoy each other's company. All RED employees are invited, including custodial staff, engineering department and administrative staff. Because of COVID, the party was not held for a couple of years and it was a welcome return for all.

This annual event gives a chance for many people who don't see each other often or work in different capacity a chance to mingle and to get to know each other. It also emphasizes that all are appreciated.



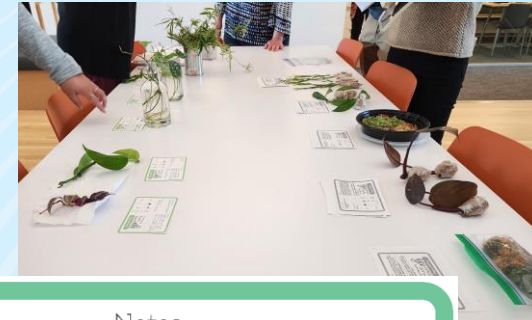
## CPC: Walk to Work Day

To celebrate "Walk to Work Day", the Planning Department offered healthy snacks courtesy of the Fruit Guys on Thursday, April 6th. The Department also organized a morning walking break around 49 South Van Ness and 14 people participated. This gave everyone an opportunity to get some extra steps in as part of Walk to Work Day. Attendees appreciated the opportunity for fresh air and suggested doing this more often.



## CPC: Plant Swap

The Department hosted a second Plant Swap after such a successful event in 2022. The event was held on April 11th and there were approximately 20 participants. Event organizers designed and printed plant care information cards for people to complete and leave with their cuttings. Participants brought cuttings in to share and were free to come and go. The Department raffled off macrame plant hangers to attendees!



Plant Name	Notes
_____	_____
_____	_____
Donated by	_____
_____	_____
Light	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Water	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>SF Planning</b> <b>PLANT SWAP</b> <i>happy planting!</i>	



# CPC: Guided Meditation

By staff request, the Department hosted a Guided Meditation on March 9th with instructor Lane Kennedy. There was so much interest in the event that we also offered a virtual option for other folks to join. There were a total of 13 attendees. Based on interest, we plan on hosting other similar events in the future for more staff to be able to join.

## WELL-BEING@WORK



This Mindfulness and Meditation session offers stress-relieving, and moments of clarity for the modern-day overstretched mind.

You will gain access to energizing breathing exercises, guided meditations, mindful stretching, and breath-focused practices.

Session is led by meditation instructor, Lane Kennedy

Space is Limited, [RSVP Today!](#)

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**  
Better Every Day



**Thursday, March 9**

12:10-12:30PM

**In-person**

49 South Van Ness Ave  
Suite 1400

**Questions? Contact**

[cpc.wellness@sfgov.org](mailto:cpc.wellness@sfgov.org)

[www.sfhss.org/well-being](http://www.sfhss.org/well-being)



# CPC: Clothing Swap

On May 2nd, the Planning Department held a Spring Clothing Swap. Employees were encouraged to bring clean clothes and shoes during the month of April. Volunteers categorized the clothes and organized them according to size, including children's clothing. DJ V8 played some music during the lunch hour to kick off the clothing swap. All remaining unclaimed items were donated to Goodwill.





## CPC: Bike to Wherever Day

On May 18th, the Planning Department celebrated Bike to Wherever Day by publicizing the organized “energizer stations” and hosting an afternoon break complete with snacks courtesy of Fruit Guys and a Smoothie Bike to make banana-spinach smoothies. We awarded prizes for individual categories such as Longest or Shortest Commutes, biking with kids, and a friendly competition between the 13th, 14th, and 15th floors. Approximately 40 staff members attended and we raffled out a mini-blender to participants. Everyone loved the smoothie bike!



## CPC: April Challenge Card

The Department hosted a Challenge Card competition with a grand prize of a Kindle. Planning Department staff are challenged to complete as many Physical Activity, Healthy Eating, Stress Management, and general Wellbeing tasks as they could. There were a total of 11 participants and other consolation raffle prizes were also awarded in addition to the Kindle.



### San Francisco Planning April 2023 Challenge

Name: \_\_\_\_\_

Complete as many challenges as you can and put a 'X' in the blank box as you complete the challenges. Email your completed form to [CPC.Wellness@sfgov.org](mailto:CPC.Wellness@sfgov.org) by **May 1, 2023** for a chance to win a Kindle and other prizes! Some challenges will require you to fill in the blank and some have hyperlinks to access the challenge.

STRESS MANAGEMENT	<input type="checkbox"/> Participate in the CPC Plant Swap	<input type="checkbox"/> Visit the Quiet Room	<input type="checkbox"/> Meditate	<input type="checkbox"/> Get at least 7 hours of sleep	<input type="checkbox"/> Do a yoga session (by yourself or attend a class)
MOVEMENT	<input type="checkbox"/> Go for a lunchtime walk	<input type="checkbox"/> Attend a CPC Stretch Break	<input type="checkbox"/> Take a walking meeting	<input type="checkbox"/> Plank Challenge	<input type="checkbox"/> Try a new workout!
HEALTHY EATING	<input type="checkbox"/> Drink at least 8 glasses of water	<input type="checkbox"/> Use a healthy substitute in a recipe: _____	<input type="checkbox"/> Reach for a healthy snack alternative: _____	<input type="checkbox"/> Pack a lunch!	<input type="checkbox"/> Eat plant-based meals for a day
GO THE EXTRA MILE	<input type="checkbox"/> List a service that EAP offers: _____	<input type="checkbox"/> Find a wellness benefit with your health plan: _____	<input type="checkbox"/> Update or create your emergency kit	<input type="checkbox"/> Take the 30 minute Ergonomics Training	<input type="checkbox"/> Share a wellness goal: _____

## DAS: Ping Pong Tournament

5/9/23 – 5/11/23 and 5/16/23 – 5/18/23  
1650 Mission Street, 3<sup>rd</sup> Floor

The 3<sup>rd</sup> Golden Paddle Ping Pong Tournament of Champions brought together 50+ staff participants, 19 volunteers, and many spectators from 17 different programs.

Staff morale greatly improved during the 2-week period, as the mini-tournaments resulted in more smiles and laughter in the building. Staff from various programs organically introduced themselves while picking fruit, watching and/or playing in the mini-tournaments. As a result of this event, the Ping Pong Society was formed. Now more staff are taking breaks at the ping pong area rather than at their desk.



# DAS: Play Your Way (PYW) BINGO

4/11/23 – 4/26/23

1650 Mission Street & 2 Gough Street

118 staff from over 20 programs participated in the annual Play Your Way BINGO activity.

BINGO activity cards were distributed as raffle cards during the fruit distribution. Staff were encouraged to complete 5 physical activities on their own and submit the BINGO card as a raffle ticket to win a wellness prize.

During the 2-week period, staff were seen doing lunges in the hallway, shoulder shrugs at virtual meetings, and taking breaks away from their desk. Staff excitedly asked when in-person group exercises would start up again, as they were encouraged to join the Tai Chi scheduled on 6/6/23.

## WELL-BEING@WORK



# DBI: Well Traveled Kick Off Event

DBI's Well Traveled Kick-Off Event took place on May 3, 2023 at 49 South Van Ness Avenue.

The Department of Building Inspection held our Well Traveled Kick Off event in order to encourage staff participation in the Well Traveled Challenge. It was a great morale booster, and we were excited at the number of people that showed up and showed interest in joining! Well-Being Champions, Monique, Terry, and Sonya were on-hand to explain the challenge to everyone and answer any questions.

At the event we had a laptop available for registration, and also handouts and QR codes were distributed so people could either register right then or later that day. There was also fruit provided for employees who stopped by the event, and many even stayed to play our Fruit Trivia game.

The positive change that I've seen is that staff seem to be excited about the Well Traveled challenge, and by creating teams we've sparked some friendly competition. In conclusion, the best benefit is that the Kick-Off Event and Challenge have gotten people moving and exercising more, which is definitely a huge plus!



## LIB: Excelsior Branch 5k

Monday, Juneteenth @ Excelsior Branch, 4400 Mission street SF, 94112

Staff from Excelsior branch library ended the well traveled challenge with a fun 5k, there were some serious walkers and joggers. The route started at Cayuga park reaching their half-way destination point at the Library. It was a great way to keep active while enjoying a stroll through the neighborhood.



# SFMTA: Financial Planning Workshops and 1:1 Consultations

April is Financial Literacy Month, which is dedicated to helping educate people on key aspects of financial health and help them work toward better financial decisions.

In recognition of Financial Retirement Month, the SFMTA Wellness Program partnered with the SF Deferred Compensation Program (SFDCP) to present “Your Path to Retirement” Brown Bag Seminar.

The in-person event was a definite success, with attendees filling up the large conference room. It was especially notable with how participants were much more engaged, energetic and interactive, as compared to online meetings.

With so many questions left, we then organized a series of one-on-one in-person consultations with our Deferred Comp counselor Michael Wade. Appointment slots filled up within two hours of an all-staff email announcement.

Based on staff response, we plan to continue with events and activities promoting financial health, recognizing its importance as a vital aspect of our overall well-being.

# WELL-BEING@WORK

Wellness 


**"Your Path to Retirement" Brown Bag Seminar**  
Imagine your best retirement. What did you see? Do you know how you'll get there? How much is enough to achieve your financial retirement goals? How much you may need may surprise you, which is why contributing to the San Francisco Deferred Compensation Plan (SFDCP) is so important! You'll learn why enrolling in the SFDCP is such a vital part of your best retirement, and why starting to save even a little now can have a big impact on your future. Plan today for your tomorrow with the SFDCP!

We hope you can join us! Feel free to bring your lunch!

**WHERE:** 1SVN, Candlestick & Corona Rooms  
6th floor #6052-6053  
**WHEN:** Tuesday, April 25, 2023  
**TIME:** 12 noon to 1:00 p.m.

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**Road to Fitness** **CARE Program** **PEER Program**

Wellness 



**Achieve your financial retirement goals**

The San Francisco Deferred Compensation Plan (SFDCP) provides SFMTA employees with a convenient way to automatically save for retirement. It's a voluntary plan, so once you enroll and start saving you can make changes to your deductions at any time.



**Schedule Your One-on-One Meeting**  
Join Michael Wade, SFMTA's SFDCP counselor, for a one-on-one in-person meeting to help with your retirement planning and saving strategy.



**1 SVN, South Beach Room, 6th floor #6042**

- Thursday, May 25, 2023, 8:30 a.m. to 12:30 p.m.
- Tuesday, May 30, 2023, 8:30 a.m. to 12:30 p.m.

Visit [csfdcp.timetap.com](https://csfdcp.timetap.com) or scan the QR Code above to schedule your in-person meeting. You can also schedule a virtual appointment to meet at a date and time that's convenient for you. *If bookings are full, stop by in case there's an opening!*

For more information, email: [wellness@sfmta.com](mailto:wellness@sfmta.com)

Information from registered SFDCP counselors is for educational purposes only and is not legal, tax or investment advice. SFDCP counselors are registered representatives of Fidelity Investments, Inc., member SIPC.

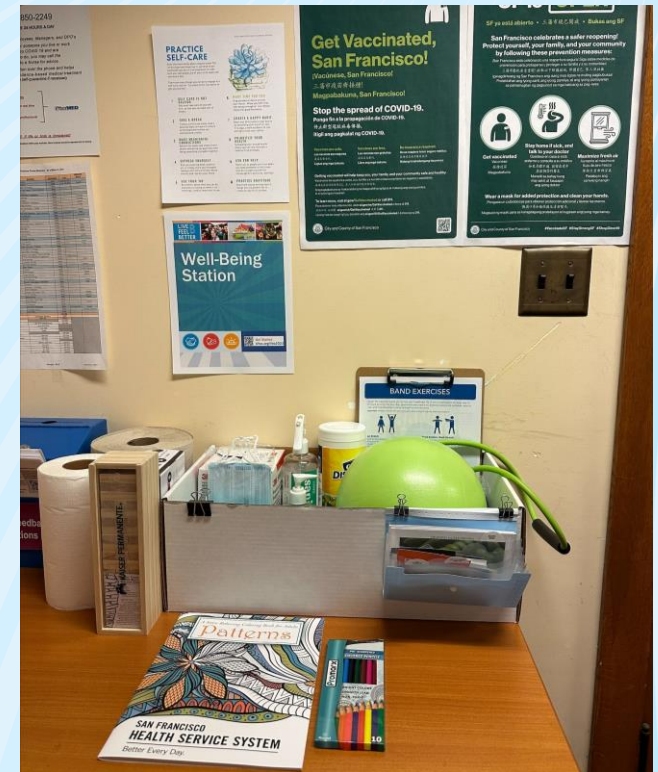
**Road to Fitness** **CARE Program** **PEER Program**

## REG: Well-Being Stations

The Well-Being Stations were set-up on April 25, 2023, at the Department of Elections' Office at City Hall and in the Warehouse at Pier 31.

Well-Being Stations have been placed in all divisional areas of the Department to encourage and support healthy choices and emotional well-being of all employees of the Department of Elections. These stations include exercise items and guides, self care tips, positive affirmations, recipe booklets, coloring books, and tower blocks similar to Jenga. During the launching of the Well-Being Stations, a Departmentwide email was sent explaining what can be found in these stations, and fruits were also offered to employees that day, as a way of promoting healthier eating habits. Majority of the contents of the Well-Being Stations, and the fruits, came from SFHSS.

The fruits, recipe books, positive affirmations, and tower blocks have been crowd favorites, and we hope staff continue to utilize the rest of the well-being items.





# SFPD: Emergency Preparedness Class

Thursday, April 20, 2023 from 10:00am to 11:30am  
SFPD – Police Headquarters  
1245–3rd Street, 1st floor conference room 1025  
San Francisco, CA 94158



The department was invited to attend an emergency preparedness class titled **“Map Your Neighborhood for First Responders: To teach their Families what to do with their neighbors when they have to Deploy”**. The class was organized and led by SFPD A.L.E.R.T. Member and SFFD NERT Coordinator, Ms. Sue Brown.

In this 90-minute class, we learned about the 9 steps to take together with our families and neighbors in the first 60 minutes after a disaster strikes.

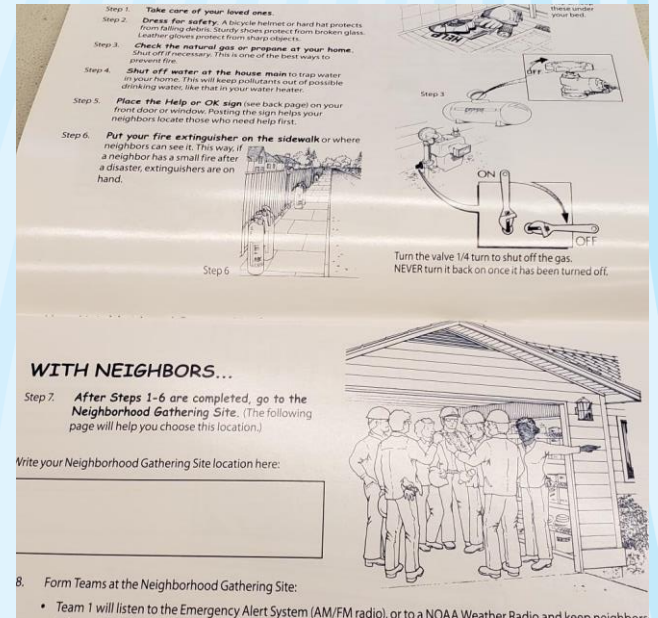
Disasters can be caused by not only earthquakes, but also by common occurrences such as power outages, fire, wind, flooding and water main breaks. When neighbors know each other and the equipment and skills they can provide, together, we can be more self-sufficient when the Police/Fire Departments and other first responders are unavailable to everyone.

Most of the first responders do not live in SF and will attend to doing the best for the most amount of people. Single-family residences will need to rely on one another.

This was an interactive session and participants received emergency preparedness booklets so that we can connect with those around us to get organized.

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

## WELL-BEING@WORK



# SFPD: Healthy Potluck



Wednesday, May 24, 2023 from 11:30am to 1:30pm  
SFPD Police Headquarters  
1245 – 3<sup>rd</sup> Street, 1<sup>st</sup> floor conference room 1025  
San Francisco, CA 94158

SFPD hosted a wellness event in support of the Well-Traveled 6-week Physical Activity Challenge by hosting a healthy potluck at PHQ.

The SFPD Wellness Team was excited to invite everyone to share a healthy meal together in support of the challenge. Healthy dishes comprised of acai bowls, berry & citrus salad, baked chicken, veggie platter, healthy turkey/ham wraps, a fruit platter and so much more!

This gave everyone a chance to take a break from their busy schedules to support our health and well-being with a little FUN and HEALTHY EATS!

They also took the opportunity to invite the attendees to participate in the challenge and register on the spot! It sure was a fun-filled day! 😊

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

## WELL-BEING@WORK



## SFPD: HOJ Health Screening

Thursday, May 25, 2023

SFPD – Hall of Justice

850 Bryant Street, 5<sup>th</sup> floor conference room 551

San Francisco, CA 94103

Well-Being Champion at HOJ, Madelyn McMillian, hosted a Biometric Health Screening event for the sworn and professional staff members housed at that location. It was a complete **SUCCESS** with 57 participants (with anticipation of 70) during the time frame of 10:00am to 3:00pm.

The Clinical Health Appraisals (CHA) medical staff along with a Health Net Wellness team member were **EXCELLENT** – very personable and professional. They were able to spend quality time of 15 minutes with each member to evaluate their baseline numbers for glucose, blood pressure, cholesterol, body mass index (BMI) and body fat percentage.

During the event, Health Net Wellness provided marker-sized hand sanitizer sprays, which many of the officers really enjoyed because it fit perfectly in the utility pockets of their uniform. The fruit bowl that Madelyn prepared was also a hit! Many participants were happy to receive a piece of fruit after their screening – especially those that fasted. The crowd seemed pleased with the privacy screenings, and the low wait-time (for walk-ins). Cheers to healthy living!



# SFPD: Walk MS Event in SF - *Walking the Beat*

Sunday, April 30, 2023 from 8:00am to 11:30am  
Embarcadero Plaza, Market & Steuart Streets  
San Francisco, CA 94105



## **TOGETHER WE ARE STRONGER**

The San Francisco Police Department participated in the 2023 Walk MS Event in San Francisco at the Embarcadero Plaza. The department's team is called "**SFPD Walking the Beat**" and it was their 7<sup>th</sup> year doing the walk in support of their very own Well-Being Champion Kristine "KK" Demafeliz. This year, the team comprised of about 40 members of sworn and civilian staff.

Walk MS brings together passionate people for a powerful purpose: **to end MS forever**. Feeling the support that can only come from a community whose steps fuel breakthroughs, solutions and a cure. SFPD Walking the Beat wants to help create a world free of MS! The department along with family and friends' goal is to spread MS awareness and raise valuable funds to support those living with MS.

## **WELL-BEING@WORK**



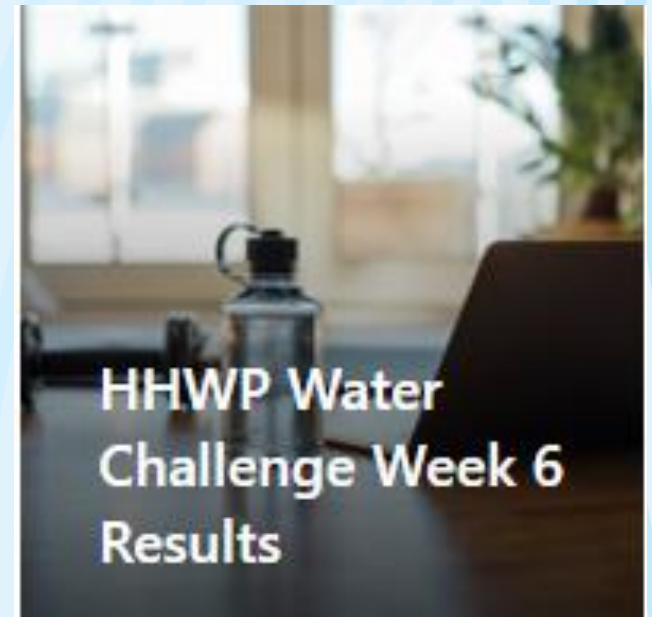
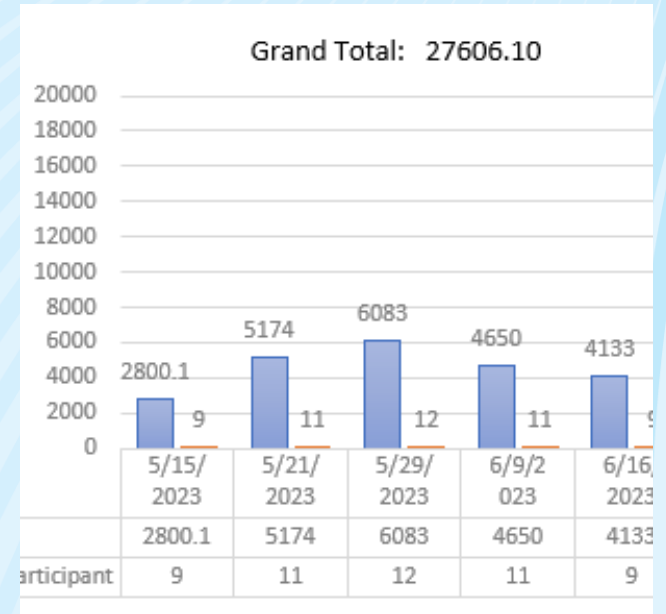
## PUC: HHWP Water Challenge

HHWP Moccasin, CA

All departments May 15 – June 26<sup>th</sup>, 2023

HHWP created a Water Challenge, to ensure hydration during the Well Travelled Challenge. The purpose was to track how many ounces a water a week participants were consuming. The program goal, reach 20,000 ounces of water in 6 weeks. We achieved 27,606.10 ounces. With an avg. of 10.5 participants.

The program has encouraged more staff to be conscience of how much water they consume, especially on hot days.



# SFUSD: School Lunch Hero Day

May 5<sup>th</sup>, 2023

In-person school visits and digital communication.

On School Lunch Hero Day we celebrate SFUSD's Dining Staff working in cafeterias across the school district. This annual celebration is an opportunity to honor their hard work. This year Student Nutrition Services celebrated Dining Staff along with their cafeteria assistants with the following activities:

- Virtual appreciation card with messages from the whole central department.
- Surprise visits by Student Nutrition Services “Food Justice League”
- Social media highlights
- Resources for all ages that encourage healthy habits & healthy relationships with food (Nudges, Fruit Box)

This annual event increases connection between colleagues, and boost morale for employees who have direct impact on a student's experience and nourishment at school.



# SFUSD: School Lunch Hero Day

WELL-BEING@WORK

Supervisor is on the move. He made a special stop to congratulate Nora for her super powers and gave her flowers to celebrate that she is retiring. Congratulations Nora!

**A Melon thanks to all of you!**

Thank you for all that you do for our school. You nourish the lives of our students by filling their tummies and being a positive influence in their lives.

We appreciate our Lunch Heroes, forever and a day!

- Nicole

**YOUR JOB IS IMPORTANT!**

OUR PURPOSE  
*Feeding the Future*

What you do today impacts all of our futures!

**YOUR JOB IS IMPORTANT!**

Thank you for all that you do for our school. You nourish the lives of our students by filling their tummies and being a positive influence in their lives.

DOCX  
MAY 5, 2023  
School Lunch Hero 05-05-2023

Thank You for ALL you do!!

Thank You for all you do for your students everyday and coming back day after day! Everyday is a better day with you serving and supporting your students.

Thank You! Thank You! Thank You!  
Scott

**THANKS!**

**SCHOOL LUNCH HERO DAY**

- Hello All ! I wanted to express my gratitude for your dedication to the SNS team and amazing work ethic. Your hard work and support are valuable to this us. Thank you for feeding our students everyday.

Duong

**Thank you for ALL you do!!**

You are all amazing! Thank you for the hard work and dedication to provide nourishing meals to our students everyday! We are so appreciative of you! You are difference makers! - Hannah

**If Food Service was a class, you all would be the best students.**

**Your work is greatly appreciated!**

I just want to thank you for coming to work everyday through rain or shine and ensuring the students of San Francisco are fed. Although it might not seem like it sometimes, they really appreciate your face and smile as you continually make sure they are fed and ready to learn. I also want to

