

A photograph of the Golden Gate Bridge in San Francisco, taken from a low angle looking up at the bridge's towers. The bridge is illuminated by warm sunset light, with the sky showing soft orange and blue hues. The water of the bay is visible in the foreground.

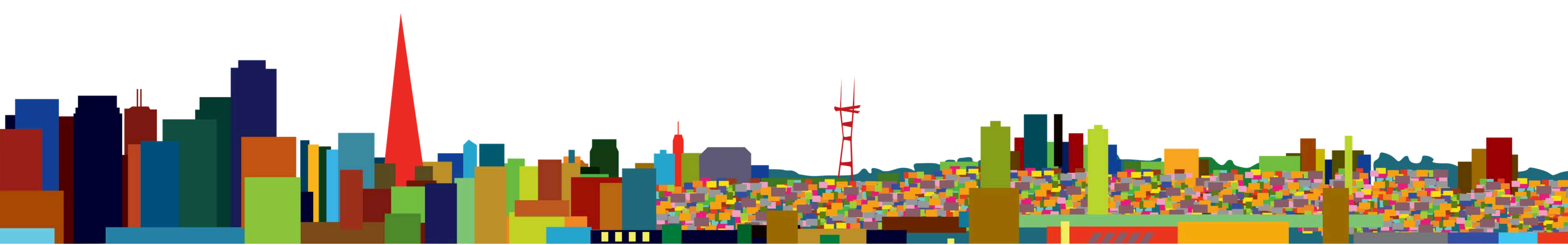
WELL-BEING@WORK

Overview Training

- **Get Ready for Open Enrollment**
- **10K-A-Day Challenge**

June 24, 2026

Lisa Ocampo & Erin Meloty-Kapella, *SFHSS Well-Being Coordinators*
Jessica Shih, *SFHSS Communications Director*



AGENDA

1. Well-Being@Work Updates
2. Get Ready for Open Enrollment (OE) - Digital Communications
3. Well-Being@Work Overview
4. 10K-A-Day Challenge
5. Next Steps



WELL-BEING@WORK UPDATES



- Close out your Annual Plans for FY25-26
- Schedule a Q1 FY26-27 check-in meeting in August/September with your Coordinators (Lisa and Erin)
- Submit Spotlights for FY25-26 by July 17, 2026
- CredibleMind will be sunseting on 6/30/2026
- GEX Requests limited availability through January 2027



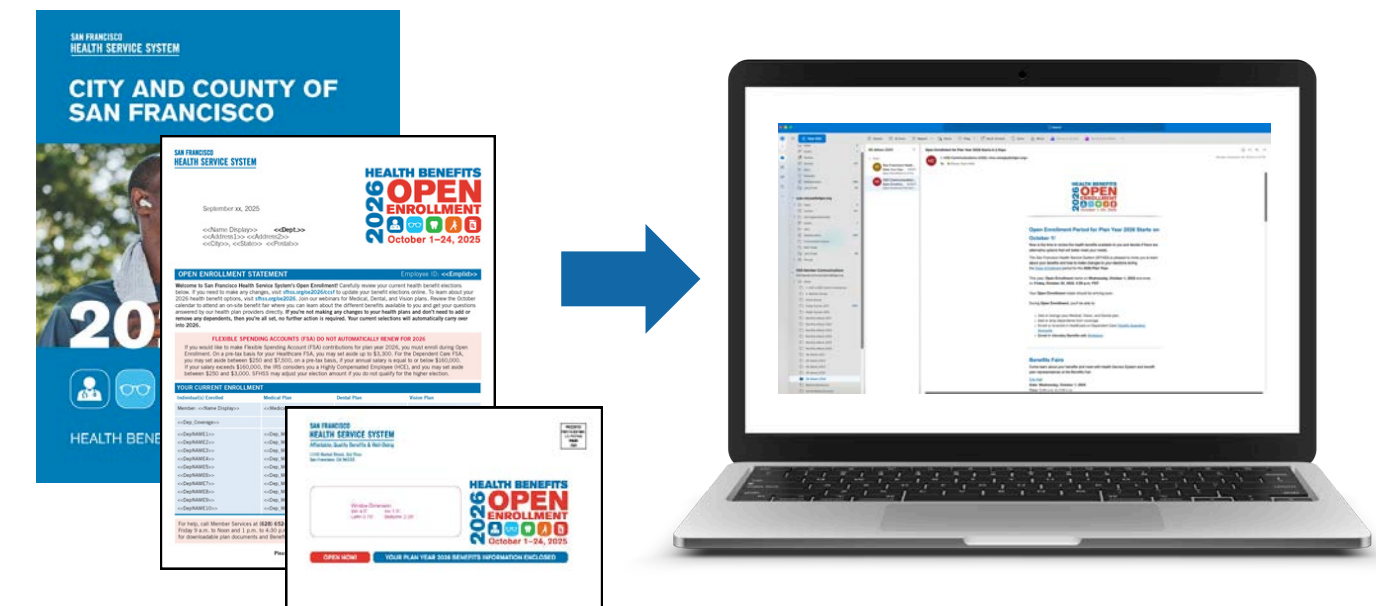
**We're Going Digital
for Open Enrollment
Communications**

Why is SFHSS Transitioning to Digital Communications?

Starting this year, employees of the **City & County of San Francisco**, and the **Superior Court of San Francisco** will ***no longer receive Health Benefits Open Enrollment letters by mail.***

Open Enrollment (OE) member notifications and reminders ***will be sent through email.***

1. Creates a more seamless member experience as all benefit information are already accessible online.
2. Allows SFHSS to save on print and postage costs.

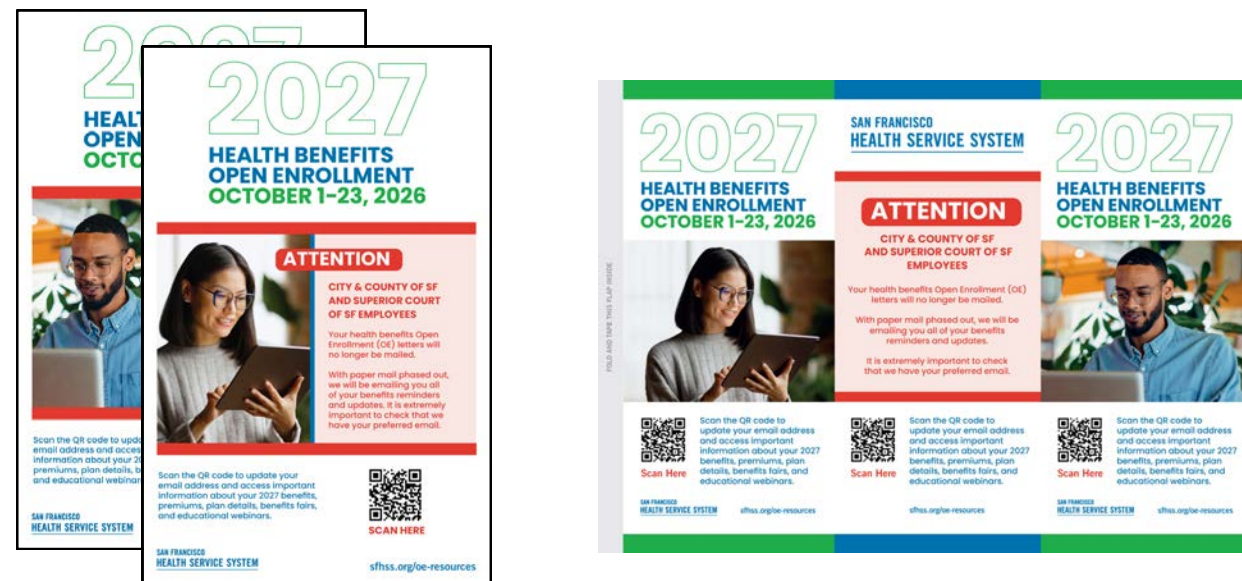


Old Printed Material Samples

How Will This Change Be Communicated to Members?

Print

- Postcard mailed to preferred mailing address – Mid-June
- Posters and table tents in breakrooms for August-October



Poster and Table Tents Designs Subject to Change

Digital

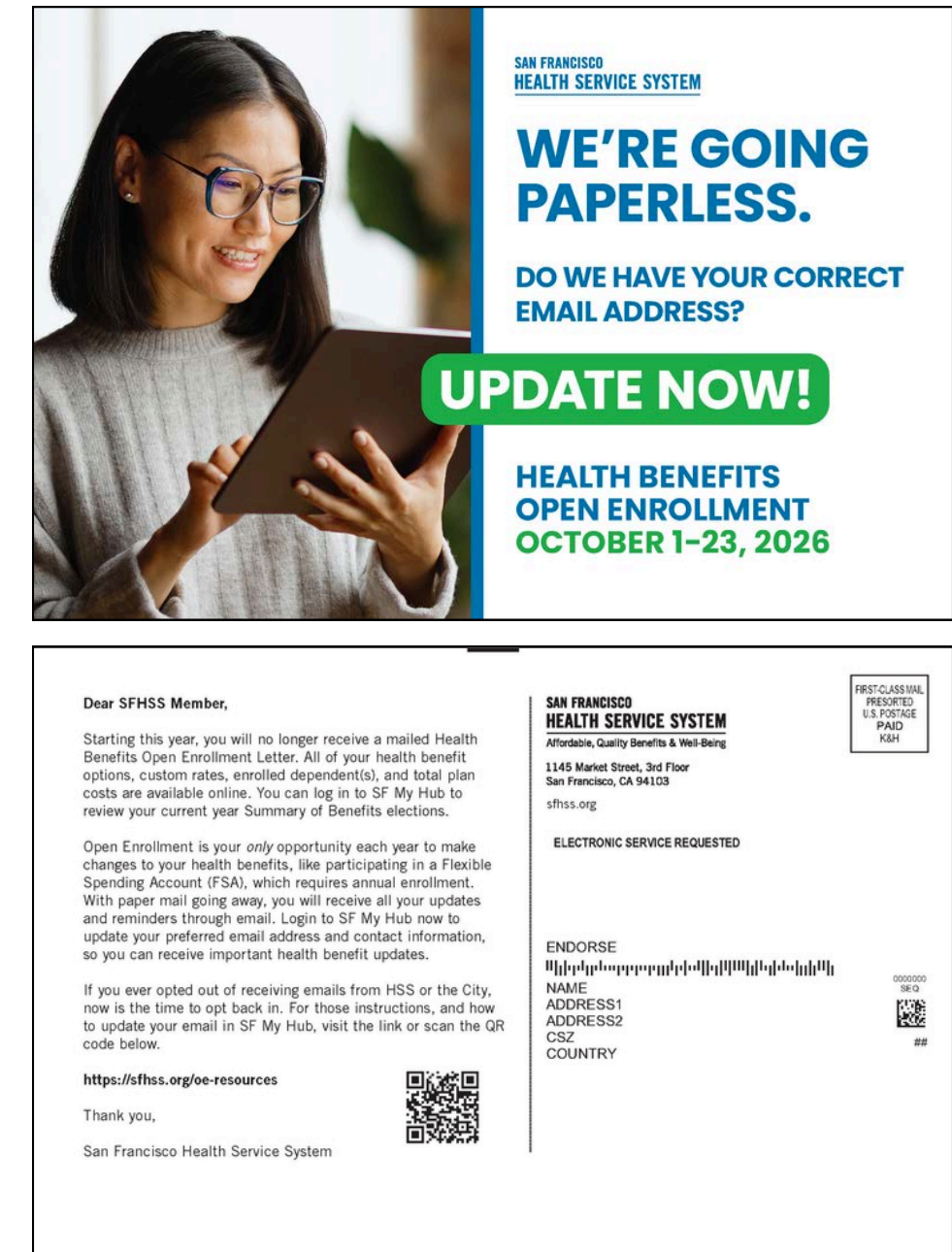
- Reminders in monthly SFHSS Newsletter
- OE email in late September
- Weekly emails during OE
- Email unions OE communications
- SF Portal banner live in August
- Potentially, an Everbridge text to all employees who are on Everbridge

Reminder:

Open Enrollment for Plan Year 2027 will begin on October 1-23, 2026.

What Information is on the Postcard?

- A postcard will be sent informing employees that they will **no longer receive** mailed Open Enrollment letters including:
 - Open Enrollment Letter (late-September)
 - Confirmation Letter (mid-December)
 - Instructions on how to update their contact information in **SF My Hub** with their preferred email to receive benefits information.
-  **If you previously opted out of any City email, you MUST opt back in or risk not receiving benefits notifications. Instructions on how to opt back in will be provided through QR code link on the postcard.**
- Access the OE Resource page by scanning the QR code or visiting **sfhss.org/oe-resources**. Website go live date: **June 15, 2026**.
 - **Open Enrollment for Plan Year 2027 will begin on October 1-23, 2026.**



Postcard Example

What Information will be on the OE Resources Page?

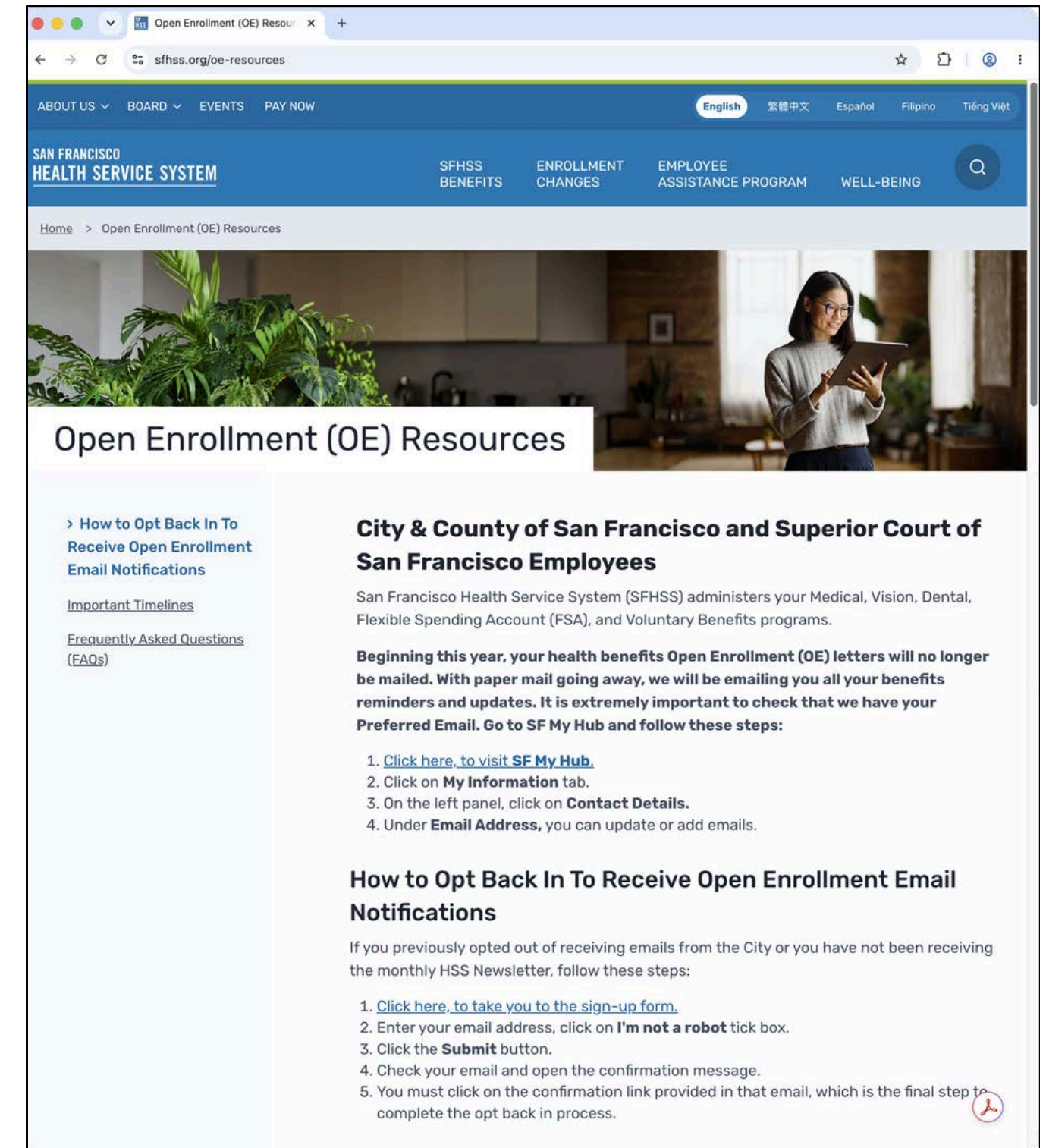
sfhss.org/oe-resources will act as the landing page for City & County of San Francisco and Superior Court of San Francisco employees.

The following information:

- **SF My Hub** webpage link to update **My Info** with email.
 - Login Instructions to **SF My Hub** link.
 - Instructions for members who previously opted out of emails from the City and how they can opt-in.
- Important OE dates for Plan Year 2027
- FSA Webpage Link
- FAQs

Reminder:

Open Enrollment for Plan Year 2027 will begin on October 1-23, 2026.



How You Can Help

We need your help in order for this Open Enrollment to be successful!

1. Request Posters and Table tents by July 1-
<https://forms.cloud.microsoft/g/PF4Y1E4kHu>



2. Send a department-wide email by August 10, 2026
◦ [Download the email template](#)

3. Make an announcement in an all-staff meeting, team huddles, safety tailgates, etc.
◦ Access the talking points to help guide you

4. Capture feedback and let us know by emailing: jessica.shih@sfgov.org

• Report issues such as:

- Employees are running into issues updating their email
- Employees are not receiving SFHSS communications
- Your department has unique challenges due to field staff, language barriers, staff who do not work in front of a computer, staff who do not have work or personal email, etc.



Dear Members,

As Open Enrollment (OE) for Plan Year 2027 approaches (October 1–23, 2026), SFHSS is transitioning from mailed communications to digital communications for members of the City & County of San Francisco and the Superior Court of San Francisco.

What's Changing?

Beginning this OE, SFHSS will no longer mail OE Statement Letters or Confirmation Letters. OE notifications, reminders, and updates will be sent by email.

Act Now

To ensure you receive important OE communications, log in to **SF My Hub** and verify that your contact information and preferred email address are current.

1. [Visit SF My Hub](https://myapps.sfgov.org/ccsfportal/signin), (<https://myapps.sfgov.org/ccsfportal/signin>)
2. Click on **My Information** tab.
3. On the left panel, click on **Contact Details**.
4. Under **Email Address**, you can update or add your current email.

If you previously opted out of City email communications, you must opt back in to continue receiving SFHSS benefits notifications. Follow these steps:

1. [Click here, to take you to the sign-up form](#).
2. Enter your email address, click on **I'm not a robot** tick box.
3. Click the **Submit** button.
4. **Check your email** and open the confirmation message.
5. **You must click on the confirmation link** provided in that email, which is the final step to complete the opt back in process.

Open Enrollment Resources

Visit sfhss.org/oe-resources for:

- Important OE dates
- **SF My Hub** login and update instructions



Questions?



WELL-BEING@WORK



Program Overview

WELL-BEING@WORK

What is Well-Being@Work?

Workplace well-being refers to the holistic state of an individual's physical, mental, and emotional health in relation to their work environment.

It encompasses factors such as:

- Job satisfaction
- Stress management
- Work-life balance
- A supportive workplace culture



WELL-BEING@WORK

Why Well-Being@Work?

When employees thrive in their well-being, organizations benefit.

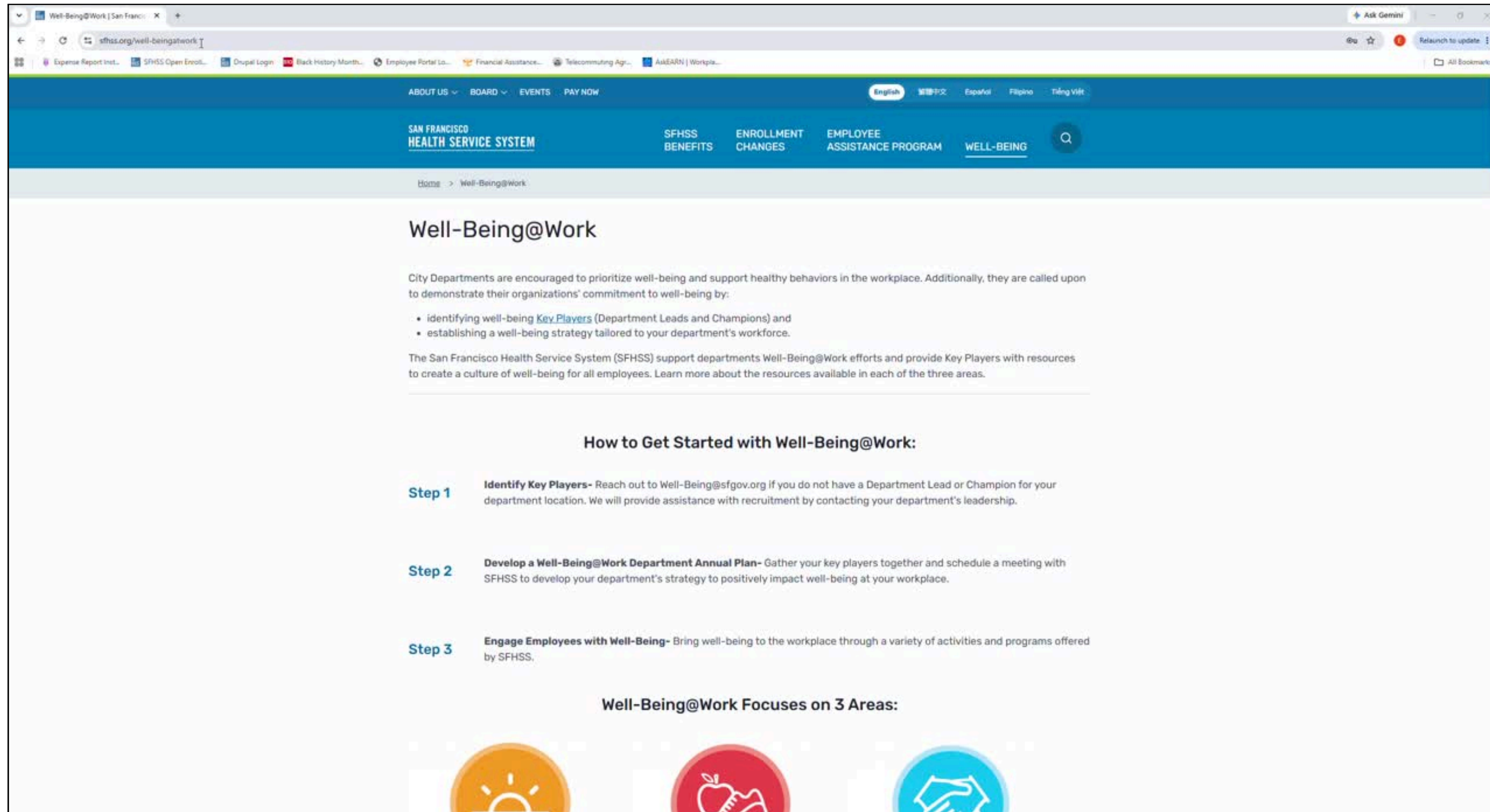
Positive outcomes include:

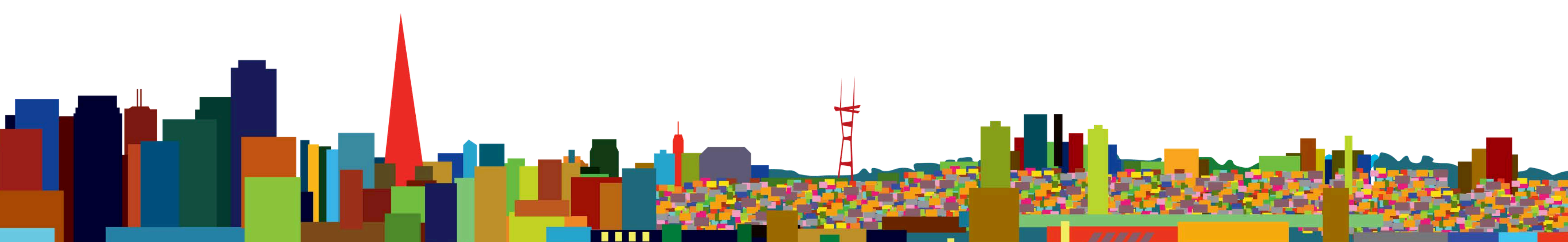
- Increased productivity
- Higher retention rates
- Fewer sick days
- Reduced burnout and stress

By prioritizing employee well-being, organizations can create a more positive, engaged, and resilient workforce.



Where to find Well-Being@Work Resources





**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being



Better Every Day.

sfhss.org

sfhss.org/well-being

EMPLOYEE
ASSISTANCE
PROGRAM

sfhss.org/EAP/eap-employees

**WELL-BEING
@WORK**



sfhss.org/well-beingatwork



Key Players Roles and Responsibilities

Well-Being Key Players

Team:

1. Champions
2. Department Lead
3. SFHSS Coordinator

General Responsibilities:

- Promote and raise awareness about well-being
- Request and coordinate activities and events for employees
- Develop and implement an Annual Plan
- Attend training (3-4 per FY), award ceremony, and appreciation events
- Participate in quarterly meetings with SFHSS

Key Players Roles & Responsibilities Handout



Well-Being@Work Department Support Quiz

Does the SFHSS Well-Being Team consult with depts to:

- a. Understand the needs of their employees
- b. Find out all of the department gossip
- c. Establish bets on who will win the World Cup and any other upcoming sporting events
- d. All of the above



Well-Being@Work Department Support Quiz

The SFHSS Well-Being Team also consults with depts to:

- a. Help employees pick a winning lotto number
- ☒ b. Develop a customized approach to well-being reflecting each department's environment, culture, and workforce
- c. Take their McDonald's drive-thru orders.
- d. All of the above



Well-Being@Work Department Support Quiz

The SFHSS Well-Being Team strives to:

- a. Provide departmental support
- b. Help teams develop sustainable well-being goals
- c. Align well-being initiatives with department strategic plan priorities
- ☒ d. All of the above



WELL-BEING@WORK

Well-Being@Work Annual Plan

Develop a 2-year Annual Plan (**FY25-26 & FY26-27**) that focuses on employee well-being to increase engagement, build community, and to help employees thrive.



Key Areas of Focus

The program approaches well-being through three components within the Annual Plan.



Raise Awareness

Focuses on department-wide and targeted communications to promote well-being resources and activities



Offer Programs

Provides opportunities to engage employees in well-being activities and events



Create a Culture

Supports leadership with tools and policies to help them advocate and align well-being with the departments core values and priorities

What Works for You?



Raise Awareness

(Flyers, All Staff, Teams Chat)



Offer Programs

(In-person or virtual)



Create a Culture

(Make it Sustainable)

Raise Awareness



Aim to send 1 well-being message monthly. Choose at least 3 different communication platforms. Send 2 mental health-focused messages per fiscal year. Send 1 department-wide communication during Open Enrollment (October)

Choosing the right communications platforms and frequency of messages is important when bringing awareness to programs, activities, and resources that are available to city employees.



Platforms

- Department-wide emails
- Bulletin board
- Resource table
- Breakrooms and bathrooms
- Internal internet/staff portal
- Newsletter
- Digital display boards
- Shared folders: SharePoint, OneDrive, Teams Channels
- Announcements at all staff meetings (In-person/Virtual)
- New Employee Orientations
- Social Media

Well-Being@Work: A Look Ahead

July	August	September	October	November	December
• Minority Mental Health • Lifestyle Medicine Series (7/8-8/19)	• 10K A Day: 4-Week Challenge (8/3-8/30)	• Suicide Prevention Month • Hispanic Heritage Month • SF Heart Walk (9/24) • Lifestyle Medicine Series (9/17-10/29)	• Open Enrollment and Benefits Fairs • Breast Cancer Awareness Month • Flu Prevention • Menopause Awareness Month • Champion Retreat (10/29)	• Native American Heritage Month • Healthy Eating Challenge (11/16 - 12/11)	• Healthy Eating Challenge (11/16 - 12/11)

Offer Programs



- Objectives Aim to offer 4 SFHSS sponsored activities per fiscal year.
- Implement 4 department-led activities
- Schedule 1 of the following mental health training or workshop: Mental Health First Aid Introduction OR a relevant **ComPsych Training**.

Programs include skill building and social events that support positive health and emotional behavior change.



- Know your audience
- Make it meaningful and impactful
- Consider what platforms to be used
- Consider what locations to provide your events
- Be thoughtful on when and how long the activity should take

How Do We Actually Make Well-Being@Work Happen?



1

SFHSS Sponsored Well-Being Activities

The department requests activities through SFHSS. Check out available offerings on the [Activities Description List](#).

2

Department Led Activities

Developed and implemented by the Champions or by your department (non-SFHSS sponsored event).

SFHSS Sponsored Activities



In-person

- Workshops/Seminars
- Mental health trainings/workshops*
- Group exercise classes*
- Well-Being Toolkits/Challenges
- Stretch breaks
- EAP trainings
- Biometric health screenings
- Team building activities
- Flu shot clinics*
- Health/Wellness fairs

*Limited Availability

Virtual

- Webinars
- Mental health trainings/workshops*
- Virtual group exercise classes*
- Well-Being Toolkits/Challenges
- Stretch breaks
- EAP trainings*
- Lifestyle coaching
- Healthy lifestyle programs
- Team building activities

*Limited Availability

SFHSS Sponsored Activities are Provided By:

Download the [Activities Description List](#) to learn more about the different types of offerings.



New Offering: Lifestyle Medicine Program

This program can help you to adopt healthy behaviors that can prevent, treat, and even reverse chronic diseases. Lifestyle Medicine (LM) uses evidence-based practices to treat the root causes of disease by focusing on six pillars of health.

The six pillars of LM include:

1. Healthful Eating
2. Regular Physical Activity
3. Restorative Sleep
4. Stress Management
5. Positive Social Connection
6. Avoidance of Risky Substances

Participants in LM programs have shown significant results, including reduced cholesterol, decreased body mass index and body fat, increased plant-based food consumption, and increased confidence to maintain healthy lifestyle habits for the long run.

Program Specifics:

- Duration: 7-week cohort from **July 8 - August 19**
- Each week will consist of:
 - One virtual group workshop
 - One virtual individual health coaching session
- Maximum number of participants: 20
- Delivery: virtual sessions



LIFESTYLE MEDICINE PROGRAM ✨

Transform your wellbeing through the principles of Lifestyle Medicine.

This program helps you build healthy habits that can prevent, treat, and even reverse chronic conditions

Lifestyle Medicine focuses on six key pillars: ✨

- Healthful Eating
- Regular Physical Activity
- Restorative Sleep
- Stress Management
- Positive Social Connection
- Avoidance of Risky Substances

Program Overview

- July 8 - August 5, 2026
- 12:00pm - 1:00pm
- Weekly virtual group discussion
- Weekly 1:1 virtual health coaching sessions

SCAN TO REGISTER



Better Every Day. SAN FRANCISCO HEALTH SERVICE SYSTEM

www.sfhss.org/well-being



Department Led Activities

Well-Being activities that Champions implement or your department (non-SFHSS sponsored event)

Examples:

- Trainings, seminars, or professional development workshops that support employee's well-being
- Department challenges/contests
- Group exercise class facilitated by your department
- Team engagement/building opportunities
- Employee appreciation events
- Holiday/social celebrations
- Health/Wellness fairs/events
- Meeting energizers or icebreakers





Toolkits and Campaigns

Implement one of the SFHSS well-being toolkits as a department led activity.

Promote healthy behaviors by supporting the citywide campaigns.

Visit sfhss.org/well-beingatwork/toolkits-campaigns to learn more.



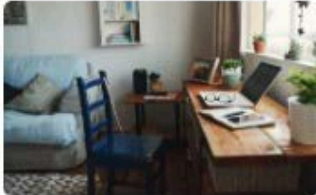
BINGO Bustle
Play Your Way BINGO Activity Toolkit- help employees add movement into their daily routine with simple movement habits you can do together!



Fitness Passport
Play Your Way Fitness Passport Activity Toolkit- help employees establish a fitness routine by creating a passport of move-more options available.



Find Your 30
Play Your Way Find Your 30 Activity Toolkit- this 6-week program includes motivational messages, get-started activities, and a tracker tool to keep everyone engaged!



Create A RECHARGE Space
RECHARGE Space Toolkit - provides best practices and ideas on how to create a relaxing space for employees to enjoy and to take their breaks.



Walking To RECHARGE
Walking to RECHARGE Toolkit - provides ideas on how to re-energize during the workday by implementing a walking group with colleagues.



RECHARGE With Instant Recess
RECHARGE Instant Recess Toolkit - get tips on how to implement 5 to 10 minute active breaks throughout the workday.



Aim For 5 Challenge
Eat Better, Feel Better- Aim for 5 Challenge Toolkit- use this 6-week challenge to help employees establish a habit of eating 5 fruits and vegetables each day.



Hosting Healthy Gatherings
Eat Better, Feel Better- Hosting Healthy Gatherings Guide- plan your next work gathering with these healthy option considerations.



Fruit & Vegetable Trivia
Eat Better, Feel Better- Fruit & Vegetable Trivia- this fun activity can help employees learn about healthy eating facts and fruit and vegetable benefits!

Department Lead Toolkits

Take Well-Being to the next level! Use these toolkits as a guide to initiate a new well-being program centered on your department's priorities. **Department Leads** should use the tools below to engage in conversations with leadership around worker's comp claims and employee morale. Need help with a pilot program for these topics? Reach out to well-being@sfgov.org for support.



Setup And Go Toolkit
Learn how you can establish an ergonomics awareness program for your department. Get started with our Setup and Go Toolkit!



Recognition & Appreciation Guide
Create a culture of recognition using this department guide that involves all levels of the organization



Mental Health Awareness Toolkit For Leaders, Managers, & Supervisors
Learn how to raise awareness, create opportunities, and foster a caring culture around mental health and well-being.

Citywide Campaigns

Promote healthy behaviors by encouraging participation in SFHSS cityside health promotion efforts



Flu Prevention Campaign
Learn how to promote flu prevention messages through fall and winter.



Sleep for Better Health Campaign
Take steps to *Sleep for Better Health*. Improve your quality of sleep by learning about the importance of good [sleep hygiene](#), joining a support program, and creating a routine that works for you.



Mental Health Awareness Month
During Mental Health Awareness Month in May, SFHSS supports this national movement by reducing stigma, educating our members, and providing support.



Get On Board With Respect
The City is dedicated to maintaining a safe and healthy working environment where every individual is treated with civility, dignity, and respect.

Incentives and Fruit Requests

These resources must be used to support a work-related well-being event or activity for CCSF employees only.

SFHSS can provide giveaways and fresh fruit to help support a well-being challenge/campaign, health fairs, and other employee well-being-related events and activities.

Requests require a minimum of at least 2 weeks advance notice.
Some restrictions may apply.

Fruit & Incentives Requests

- Requests for fruit or incentives must support an employee well-being initiative, activity, workshop, training, challenge, or department event.



Requesting SFHSS Sponsored Activities



Step 1 Review Our Menu of Activities

Review the **Activities Description List** and choose the activity that is the best fit for your department. Most activities require 8 weeks advance lead time (sfhss.org/well-being/WB-activities)

Step 2 Select Your Request Type (NEW)

Decide whether you would like to request **Fruit or Incentives** in addition to your activity

Step 3 Fill out the Form (NEW)

Include as much detail as possible. You will submit a **separate form for each request**

Note: Requests to cancel scheduled webinars must be submitted 10 business days prior to the event. Activity cancelations must be received within 72 hours prior to the scheduled activity.

Create A Culture

- 1 department-wide well-being policy annually
- 2 employee recognition events per year
- 1 Mental Health First Aid 2.0 training
- 1 reoccurring well-being activity (8+ times/year)

Leadership commitment fosters a caring workplace culture.

Work with your Department Lead to Collaborate with Leadership

- 1. Align well-being with core values in Executive Team Meetings
- 2. Hold 1:1s with leadership on well-being strategies
- 3. Utilize Wellness Council to drive initiatives
- 4. Partner with Health & Safety and HR for resources and policies
- 5. Empower employees to foster inclusion through education



Citywide Policies and Campaigns



- [Equitable Fair and Respect in the Workplace](#)
- [Telecommute Policy and Program](#)
- [Family Friendly Workplace Ordinance](#)
- [DHR's Time Usage for Well-Being Memorandum](#)
- [Workplace Violence Prevention](#)
- [Injury and Illness Prevention \(Ergonomics\)](#)
- [Lactation Policy](#)
- [Diversity, Equity, and Inclusion](#)
- [Healthy Social Guidelines](#)





On **Saturday, July 11, San Francisco** will come together for ***One City Day*, a citywide day of service** led by First Lady Becca Prowda and Mayor Daniel Lurie.

What's Happening?

From neighborhood cleanups to hands-on volunteer opportunities with nonprofits, ***One City Day*** is an opportunity to serve with neighbors, connect with your community, and help make San Francisco cleaner, greener, and more vibrant.

Sign Up!

Sign up to be a volunteer, host a project, or organize a group on the ***One City Day*** page! Participation by City employees is voluntary.

New projects will be added throughout June, so check back often.

Sign Up Here:

<https://www.mobilize.us/onecityday>

Create an Annual Plan

Here's How to Get Started

If your department is starting an Annual Plan for the first time, please follow these steps:

1. Download the [Annual Plan Template](#).
2. Complete Tabs 1A, 2A, and 3A.
3. Review the objectives provided in Tabs 1B, 2B, and 3B.
4. Schedule a meeting with your Coordinator in August/September to review and brainstorm on how to develop your Annual Plan.

RAISE AWARENESS- COMMUNICATIONS WORKSHEET	
Communication Best Practice #1: Determine communication strategy considering workforce and environment	
Understand the make-up of your workforce to help determine the communication strategy used for department-wide well-being communications.	Which of the following make-up your workforce? Check all that apply
	Office-Based Job duties are performed at a desk in an office setting, for example clerical, administrative work, eligibility worker, and accountant.
	Non-Office Based/Field Workers Job functions that are performed outside of an office setting, for example transit operator, laborer, gardener, and custodian.
	Mobile Workers Majority of job duties are performed outside the of the physical office location and in the field for example social worker, building inspector, researcher, and engineer.
	First Responders Occupations in which workers are entrusted with public safety, security and protection from destructive forces, for example firefighter, police officer, paramedics, and deputy sheriff.
	Healthcare/Medical Occupations responsible for assisting and caring for patients in a clinical environment for example nurse, physician, therapist, and medical assistant.
Education Job related functions include educating, training, and guiding people in a school setting or community center for example: teacher, librarian, school administrator, and guidance counselor.	
Communication Best Practice #2: Identify communications platform(s) that are accessible to ALL employees	
Identify your employee's work status* to help decide which communication platforms should be used for department-wide well-being messages.	Please select your employee's current work status. Check all that apply
	Reporting to the worksite (100%)
	Hybrid (telecommuting and reporting to the worksite)
	Other:
Communication Best Practice #3: Communicate well-being reminders at least 1x per month using platforms tailored to your workforce	

OFFER PROGRAMS- ENGAGEMENT WORKSHEET	
Engagement Best Practice #1: Reflect on your department's experience in promoting well-being-- this will help you to set realistic goals for programming	
Well-Being Program Experience	Which of the following best describes your department's experience with well-being programming?
	No experience in coordinating well-being activities for employees and unfamiliar with options
	No experience coordinating well-being activities, but I have attended activities from our department, neighboring buildings, or at SFHSS Wellness Center.
	Promoted citywide SFHSS well-being activities for employees (citywide challenges, SFHSS calendar activities)
	Hosted SFHSS sponsored well-being activities (seminars, workshops, and group exercise)
	Facilitated / Coordinated department-led activities, including SFHSS Well-Being Toolkits
Engagement Best Practice #2: Create consistency in well-being programs including location and a frequency of at least 1x per quarter	
What engagement platforms OR locations can you use to facilitate well-being activities department-wide?	Be creative with facility options for well-being activities/programs. Check all options available for your department
	Dedicated Wellness Space
	Conference Room or Shared Meeting Space
	Breakroom or Community Area
	Virtual meeting rooms
	Ad-Staff Meetings
Other:	
Which of these resources will you use to engage employees in well-	Check all that apply, based on reaching your goal to have at least 1 program per quarter
	Seminars/Webinars
	Training/Workshops
	Group Exercise Classes
	Stretch Breaks

CREATE A CULTURE- LEADERSHIP SUPPORT WORKSHEET	
Leadership Support Best Practice #1: Create a common goal to prioritize well-being with department leadership and existing groups that can promote and support your efforts	
Identify Opportunities to Establish Leadership Support	Which of the following forums can be used to motivate/encourage leaders to engage in well-being for the department? Check all that apply
	Executive Team Meetings
	1:1 Meetings with Director
	Well-Being Council/Committee
	Healthy & Safety Teams
	Human Resources
	Employee Resource Groups (ERG's)/Affinity Groups
	Other:
	For each of the options you checked, can you identify a leader (manager/supervisor) who is currently a "supporter" for well-being? Who are they? How can they help?
Leadership Support Best Practice #2: Create a culture of recognition and appreciation with activities at a peer-to-peer level AND leadership level	
Which of these ideas will you use to engage leadership in recognition and appreciation for the department?	Identify at least ONE leadership/department level recognition & appreciation activity to implement.
	Formal Recognition Ceremony
	Staff Appreciation Activities
	Staff Recognition Celebration
	Staff Spotlight in Newsletter
	Monthly Employee Awards
Other:	

WELL-BEING@WORK

Retreat & Award Ceremony

SFHSS recognizes departments for their Well-Being@Work efforts through:

- Key Players Retreat (biennial)
- Award Ceremony (biennial)
- Spotlights Announcements (end of FY)



Spotlights



- Spotlights showcase employee well-being efforts across departments, offering a chance to share ideas, gain recognition, and inspire others—submit anytime to well-being@sfgov.org.
- Visit sfhss.org/well-beingwork-spotlights to download the template and to view Spotlights.

Tips for Submitting

1. Spotlight any **NEW** activity or program that supports employee well-being.
2. Include name(s) and email(s) of employee(s) involved in the implementation.
3. Provide a summary and details about the activity or program and how it supported employee well-being.
4. Include pictures.
5. Write in the [third-person](#) point of view.

Due: July 17, 2026

WELL-BEING@WORK



Questions?



4-Week Challenge

Active?



<https://files.hesapps.com/10k/10k-participant-video/10k-participant-video.html>

What is 10K-A-Day

10K-A-Day is a fun, inclusive online challenge that encourages daily movement and healthy habits.

- Work toward daily activity goals
- Track your activities and earn points
- Virtually explore famous cities around the world



Why 10K-A-Day?

10K-A-Day supports SFHSS's 2026 strategic focus on healthy eating and physical activity as key ways to improve and maintain a healthy heart/blood pressure.

Research shows that regular physical activity can:

- Support heart health and healthy blood pressure
- Increase energy and improve sleep
- Reduce stress and improve mental well-being
- Help prevent chronic conditions
- Build healthy habits that last





Details

- 4-week challenge: August 3 to August 30
- Online challenge
- Registration starts on Monday, July 13
- **Website** sfhss.10kaday.com

Objectives

- 20% employee participation
- 50% of participants join a team
- 25% of participants report improvement in a healthy behavior from pre- to post-survey
- 30% post-survey completion rate

Key Features

- Virtual tours of international cities and landmarks
- Individual and team participation
- Step tracking through smartphones, fitness watches, and wearable devices
- Daily health tips and healthy recipes
- Social support through teams, Sole Mates, message boards, and leaderboards
- Inclusive step thresholds for different activity levels



How to Earn Points

Work toward 10,000 steps a day or another activity goal that fits your abilities and lifestyle.

Daily Point Levels

- 4,000–6,999 steps = 3 points
- 7,000–9,999 steps = 4 points
- 10,000+ steps = 5 points

Aim for 15 points/week, working up to 10,000 steps a day

All Movement Counts

You can convert activity and exercise minutes into steps using the Step Converter. Activities may include:

- Cycling
- Swimming
- Strength training
- Gardening
- And More



Create Teams

- 4-5 members (Sole Mates)
- A team leader creates/invites members to join
- Complete *Step It Up Wednesday* challenges for bonus points
- Creates fun, friendly competition and accountability
- Deadline to form teams: **Saturday, August 15**

Teams Names

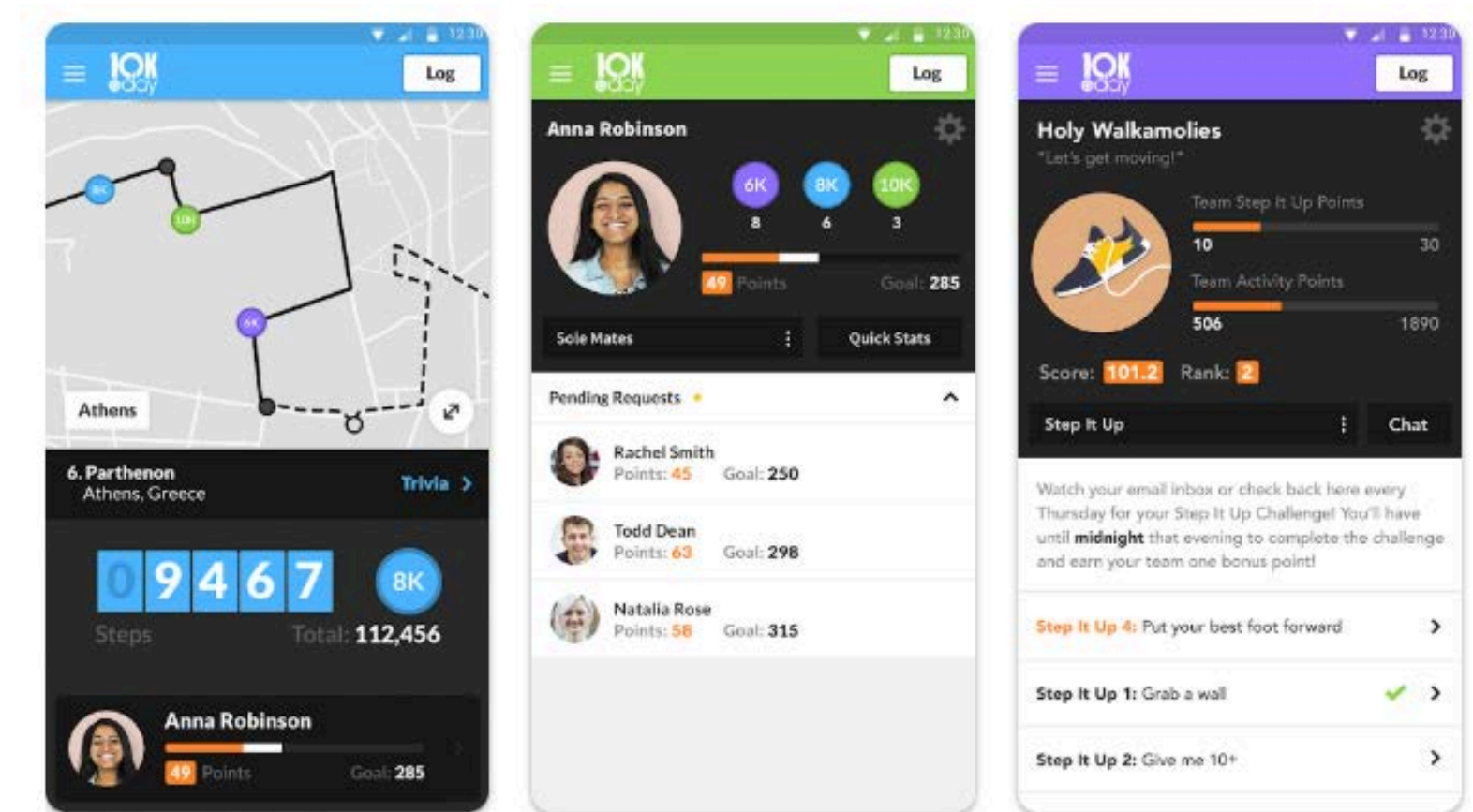
The team that averages the most tops the leaderboard. Consider catchy team names and don't forget to add your **3-letter department** code, for example:

- PRT Bay Cruisers
- AIR Jet Setters
- CON Slay All Day
- ASR The Appraised Pacers



Download Mobile App

- Available on [Google Play](#) or [Apple App Store](#)
- Participants must register on the web version first
- Track activity anytime, anywhere
- Sync with fitness devices
- Monitor your progress and get daily tips
- Stay connected with team members



Ways to Win Raffle Prizes

1. Register before August 3
2. Join a team by August 15
3. Log activity at least 5 days a week
4. Meet the overall program goal
5. Complete the end-of-program evaluation

Participants will have the chance to win fitness and physical activity-themed prizes and more!

SFHSS will notify winners by email in late September and coordinate prize distribution.

New - Department Spotlight

The department with the highest percentage of employees participating in the challenge and/or meeting their goal will be recognized in a future SFHSS citywide newsletter.

Example of Prizes



Important Timelines

- July 13 - Registration starts
- August 3 - Challenge start date
- August 15 - Deadline to register and join a team
- August 30 - Challenge end date
- September 6 - Deadline to finish tracking
- September 13 - Deadline to complete the post-evaluation survey



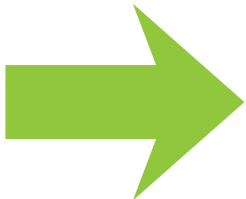
Communications: Citywide Emails

Email #1 July 1	Announcement: Coming Soon!
Email #2 July 13	Registration Starts
Email #3 July 29	Challenge Starting Soon Last Chance to Register

Communications: Department Emails



Email #1 Send week of July 13	Promotion: Register Today!
Email #2 Send week of August 3	Challenge Starts Today!



[Download Template](#)

Department Emails

Please use the email templates to help promote the 10K-A-Day Challenge. Feel free to edit and customize the content as needed.

Email #1 – Send Week of July 13, 2026

Subject Line: Join the 10K-A-Day Challenge

Dear Colleagues,

Get ready to move more, feel better, and explore the world with the 10K-A-Day Challenge.

➤ Register today: [sfhss.10kaday.com](#)

Starting August 3, you'll embark on a virtual journey through dynamic cities while building healthy habits and earning points.

Whether you're walking, rolling, cycling, swimming, gardening, or staying active in another way, every move counts. Track your activity, earn points, and destinations along the way.

Join a Team

Teams help keep you motivated and can nearly double your score. Join a team, compete for a spot at the top of the leaderboard, and build a team name that includes your 3-letter department code.

Email #2 – Send Week of August 3, 2026

Subject Line: 10K-A-Day Challenge Starts

Dear Colleagues,

The wait is over—the 10K-A-Day Challenge officially begins this week!

It's time to start moving, earning points, and exploring exciting virtual destinations around the world. Whether you're walking, rolling, cycling, swimming, gardening, or staying active in another way, every move counts.

Haven't joined yet? There's still time to register: [sfhss.10kaday.com](#)

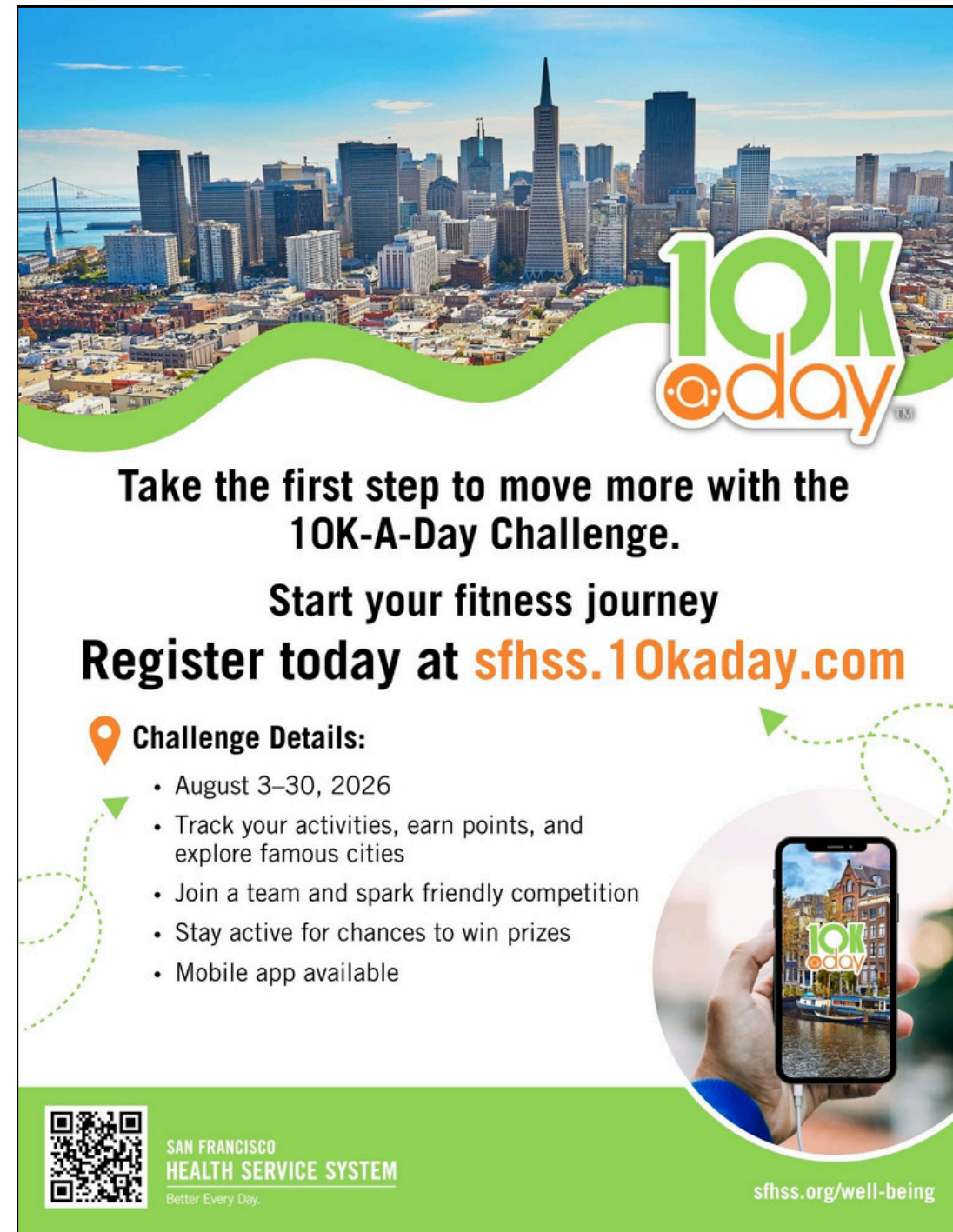
Getting Started Today!

- Record your activity beginning on August 3.
- Join or create a team by August 15 and include our 3-letter department code in your team name, [\[Add an example for your department: PRT Runners or AIR Jet Setters\]](#)
- Use the Step Converter to turn activity and exercise minutes into steps.
- Download the mobile app to track activity and view your progress on the go:
 - [Download from Google Play](#)
 - [Download from Apple App Store](#)

Win Prizes!

Stay active throughout the challenge to earn raffle entries. Registering, joining a team,

Promotional Poster



- Sizes available 8.5x11" and 11x17"
- **Order posters by July 1:**
<https://forms.cloud.microsoft/g/PF4Y1E4kHu>
- We will send posters by interoffice mail
- Post up posters by July 13
- [Download](#) a copy of the poster



Host Department Led Activities

- Start a Walking Group
- Instant Recess Breaks
- Create a 'Movement Corner' or room
- Play Activity Bingo - request playing cards from SFHSS
- Fitness Dice Activity - request from SFHSS
- Offer a Group Exercise Class
- Stream a Virtual Group Exercise Class in a conference room
- Implement a Stairwell Challenge



Heart Walk SF 2026



Thursday, September 24, 2026 - China Basin Park

By joining the Heart Walk, participants will:

- Walk a 5K route alongside 10,000+ participants across the Bay Area
- Learn the lifesaving skill of Hands-Only CPR
- Raise awareness about heart disease, stroke, and healthy living
- Connect with the American Heart Association and make a meaningful impact

How to Get Involved

- Register at [City & County of San Francisco Heart Walk](#)
- Create or join a team
- Choose from multiple Bay Area Heart Walk locations or create your own 5K route near your workplace



www.heartwalkbayarea.org



2026 BAY AREA HEART WALK

WHEN & WHERE

East Bay: September 19, 2026
Heather Farm Park in Walnut Creek

San Francisco: September 24, 2026
China Basin Park in San Francisco

Silicon Valley: September 26, 2026
Happy Hollow Park in San Jose

North Bay: September 27, 2026
Sonoma State University in Rohnert Park

OUR MISSION

Our mission is to be a relentless force for a world of longer, healthier lives. We're dedicated to achieving new goals and maximizing our impact.

HEART WALK

The Heart Walk is the American Heart Association's premier event for raising funds. It's an opportunity to support the Heart Association's efforts to change the landscape of employee health and engagement while making an impact in the communities in which we live and work. Every walker, every dollar donated, means more people trained in lifesaving CPR, more research and lifesaving moments for everyone and continuing to make an impact on health equity. Your dedication to the mission will help us to analyze, connect, innovate, influence, and invest in advancing our efforts to change health outcomes.

FUNDRAISING GOAL

\$4,000,000

CAN'T JOIN US IN PERSON?

Walk where you are! Register, raise funds and show yourself getting active with **#HeartWalkBayArea**



10K
a day™





CPR Fact Sheet

Why Learn CPR?

Cardiac arrest is a leading cause of death. It happens when an electrical problem in the heart causes an irregular heartbeat. This disrupts blood flow to the brain, lungs and other organs. Each year, more than 356,000 people in the U.S. have an EMS-assessed out-of-hospital cardiac arrest. More than 23,600 are children, and nearly 20% are infants.

When a person has a cardiac arrest, survival depends on receiving CPR from someone nearby right away. According to the American Heart Association, about 90% of people who have out-of-hospital cardiac arrests do not survive. CPR, especially if performed right away, can double or triple the chance of survival. Learn CPR today. Be ready. Become a part of the Nation of Lifesavers.

No one should face a life-changing moment alone.

Be the Difference for Someone You Love

If you provide CPR, you will likely be trying to save the life of someone you love: a child, a spouse, a parent or a friend.



70%

About 70 percent of out-of-hospital cardiac arrests happen in homes.



40%

Fewer than 40% of people who have an out-of-hospital cardiac arrest get the urgent help they need before professional help arrives.

Learn CPR today. Be ready. Become a part of the Nation of Lifesavers.

No one should face a life-changing moment alone.

Hands-Only CPR has two easy steps, done in this order:

- 

Call 911 if you see a teen or adult suddenly collapse.
- 

Push hard and fast in the center of the chest to the beat of a song that has 100 to 120 beats per minute.

Breathing problems often cause cardiac arrest in children. This is why it's important to give two rescue breaths with each set of 20 compressions for infants and children.

Call 911

The dispatcher on the call can help you while getting the medical help you need on the way.

Musical Can Save Lives

While performing CPR, you should push on the chest at a rate of 100 to 120 compressions per minute. Songs that may help you stay on beat include, "Single Ladies" by the Bee Gees, "Crazy in Love" by Beyoncé, "Hey Don't Lie" by Shakira or "Walk the Line" by Johnny Cash.



Walgreens is a proud national sponsor of the Nation of Lifesavers

NOTE: The AHA still recommends CPR with compressions and breaths for infants and children and victims of drowning, drug overdoses, or people who collapse due to breathing problems.

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CPR Fact Sheet



Benefits and Resources

For more information, visit: sfhss.org/fitness-benefits

	• Fitness Your Way - With one membership, access thousands of gyms near home, work, and nationwide • SworkIt, Kaia, and Sword Health - Digital Physical Therapy programs • Weight Watchers and Betr Health - Weight management and diabetes prevention programs to support healthier living
 	• Active and Fit Direct - Access to thousands of fitness centers, online workouts, and coaching for \$28/month • RealAge - Personalized tools and support to help you build healthier habits • Weight Watchers - Flexible programs, proven tools, and support to help you reach your health goals
	• One Pass Select Affinity - Get access to gyms, online workouts, fitness tools, and healthy living benefits through one program • Affinity musculoskeletal program - members receive 20% off select chiropractic, acupuncture, and massage therapy services.

Fitness Discounts

For more information, visit:

sfhss.org/UsingYourBenefits/Employees/FitnessResources/Discounts




August Webinars

For more details and
information, visit:
sfhss.org/events



8/5 - [Screen Time for Kids](#)

8/6 - [**Get Moving: An Introduction to Exercise**](#)

8/11 - [**The Joy of Movement**](#)

8/12 - [Anti-Inflammatory Eating](#)

8/12 - [Food Mood Connection](#)

8/19 - [Money Matters-Making the Most of What You Have](#)

8/19 - [Food Demo: Back to School Snacks](#)

8/19 - [Money Matters - Making the Most of What You Have](#)

8/20 - [**Chair Exercises: Feeling Fit While Seated**](#)

8/25 - [Developing Grit: Strategies for Success in Work and Life](#)

8/26 - [**Beat the Seat! Tips to Energize Your Work Commute**](#)

8/27 - [Back to School Tips and Tools](#)

»» Next Steps

1. Promote the Lifestyle Medicine Series - ASAP
2. Order 10K-A-Day posters and OE materials by July 1 - [Order Here](#)
3. Post 10K-A-Day posters by July 13
4. Send department email #1 for 10K-A-Day the week of July 13
5. Send department email #2 for 10K-A-Day the week of August 3
6. Send department email for OE by August 10
7. Submit FY 2025-2026 Spotlights by July 17
8. Schedule FY 2026-2027 Q1 check-in meeting with your Coordinator for August/September
9. Post OE Table Tents and Flyers by the week of September 21
10. Save-the-date: Key Players Retreat - October 29



Thank You

