

SFHSS Open Enrollment & Flu Prevention

September 25, 2023

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Agenda

1. Well-Being@Work Updates
2. Open Enrollment Events
3. Benefit Fairs
4. Flu Shot Clinics
5. Citywide Well-Being Survey
6. Renew Well-Being Challenge
7. Next Steps

Well-Being@Work Updates

- Check in's with your Coordinator Q1 - September & Q2 - December
- Annual Plans have them prepared for the next check in meeting
- Transition of departments for Lisa & Carrie
- 11/29 Save the date - Well-Being Award Ceremony
- Spotlight recognition - 2x a year



**HEALTH
BENEFITS
OPEN
ENROLLMENT**

October 2 -27, 2023

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Better Every Day.



HEALTH BENEFITS OPEN ENROLLMENT

OCTOBER 2ND – 27TH, 2023

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What is Open Enrollment (OE)?

Open Enrollment is when all San Francisco Health Service System members can make changes to their health benefits enrollment. The Open Enrollment period takes place each year during the month of October and is an opportunity for members to learn about important new benefits available as well as changes to existing plans that may require attention or review.

Members can only make changes to their health benefits during the annual Open Enrollment period. There are however, [Qualifying Life Events](#), that allow members to make changes to existing benefits or enroll in new benefits outside of the Open Enrollment period.

- **If you have no changes to your medical, dental or vision plans, you do not need to do anything.**
- **For Flexible Spending Accounts (FSAs): Healthcare FSA and Dependent Care FSA, you are REQUIRED to re-enroll each year.**

OE Webinars

SFHSS
How to Register & Navigate
eBenefits
 10/16, 11:00AM-12:00PM
 Active Employees & Retirees

Visit the
[OE Events Calendar](#)
 for webinar links and events

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| Health Plan Vendor Webinars | |
|--|---|
| <p style="text-align: center;">Blue Shield of CA (HMO) 10/2, 12:00 -1:00PM - Active Employees</p> <p style="text-align: center;">Blue Shield of CA (PPO) 10/25, 12:00 -1:00PM - Active Employees</p> | <p style="text-align: center;">Health Net CanopyCare HMO 9/27, 12:00-1:00PM - Active Employees 10/10, 12:00-1:00PM - Active Employees</p> |
| <p style="text-align: center;">Kaiser Permanente 9/28, 11:00AM -12:00PM - Retirees</p> <p style="text-align: center;">9/28, 12:00 -1:00PM - Active Employees</p> | <p style="text-align: center;">UnitedHealthCare 10/2, 10:00 -11:00AM - Retirees</p> <p style="text-align: center;">UnitedHealthcare Dental (HMO) 10/10, 1:00 - 2:00PM - Active Employees & Retirees</p> |
| <p style="text-align: center;">Delta Dental 10/12, 10:00 -11:00AM - Retirees 10/16, 1:00 - 2:00PM Active Employees</p> | <p style="text-align: center;">VSP 10/16, 12:00 -1:00PM Active Employees & Retirees</p> |
| <p style="text-align: center;">P&A Admin Group (FSA) 10/12, 12:00 -1:00PM 10/27, 12:00 -1:00PM (CCSF, MEA, Courts Active Employees)</p> | <p style="text-align: center;">Workterra 10/4, 5:30 -6:30PM 10/17, 12:00 - 1:00PM (CCSF, MEA, Courts Active Employees)</p> |

SFHSS OE Citywide Communications

| Five OE Citywide Emails | | | | |
|-------------------------|------|------|-------|-------|
| 9/25 | 10/2 | 10/9 | 10/16 | 10/23 |

- Keep a look out for your SFHSS Open Enrollment packet in the mail
- All Open Enrollment Guides with rates will be available online at sfhss.org/oe2024



Register for the SFHSS eNews

Stay informed about your benefits! Sign up for our monthly eNews featuring updates, special offers and important deadlines to help you and your family get the most out of your health benefits.

[Click here to sign up.](#)

OE Email/Promo Blurb Sample:



Subject: SFHSS Health Benefits Open Enrollment

Email Body:

Open Enrollment only happens once per year and it's your chance to make changes to your benefits without a Qualifying Life Event. This year, Open Enrollment for Plan Year 2024 will take place from October 2 - 27, 2023.

Look for your letter from SFHSS in the mail for more details. In October join one of their on-site benefits fairs, flu clinics, webinars, or sign-up for a consultation with a benefits analyst. Visit sfhss.org/oe2024 for more details.

Open Enrollment (OE) Benefit Fairs



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What can you do at a OE Benefit Fairs

- Meet with a SFHSS Member Services Benefits Analyst
- Engage with health benefit vendors
- Learn about voluntary benefits
- Learn about your well-being benefits
- Get a flu shot
- Complete the Employee Well-Being Survey



OE Benefit Fair Vendors



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OE Benefit Fair Locations

These locations are open to all employees



City Hall - South Light Court
10/3, 9:00AM-3:00PM

SF County Fair Building
10/19, 8:00AM-3:00PM



49 South Van Ness
10/23, 9:00AM-3:00PM

SFHSS Wellness Center
10/26, 8:00AM-5:00PM



We Need Volunteers

Help out at the SFHSS Well-Being table at one of the Benefits Fairs.

- 1-Hour Commitment
- Decide on location and time

If you are interested, email well-being@sfgov.org and CC your Coordinator by Friday 9/29.



Flu Prevention Campaign & Clinics





Flu Prevention Campaign Overview

Promote and encourage flu vaccinations for CCSF employees and retirees through

1. Onsite clinics
2. Know before you go
3. Citywide communication
4. Promotional materials
5. Flu education resources

Worksite Flu Shot Clinics

- 24 Clinics
- Open vs. closed (restricted) clinics
- High dose availability at most clinics
- No appointments necessary

For more information visit

sfhss.org/well-being/flu-prevention

| Open | Closed (Restricted Clinics) |
|--|--|
| <p>10/2 - SFPUC Sunol 10/3 - City Hall 10/12 - Hall of Justice 10/19 - SF County Fair Building 10/19 - SFPUC Millbrae 10/23 - 49 South Van Ness 10/26 - SF Health Service System 10/31 - War Memorial 11/2 - Port of SF, Pier 1 11/7 SF Human Services Agency</p> | <p>9/27 - Department of Emergency 9/28 - SFMTA Presidio 9/28 - SFPUC Head Quarters 9/29 - SF Main Public Library 10/4 - SFMTA MME 10/4 - SFFD Training Facility 10/10 - SFPUC CDD 10/11 - SFPW 10/12 - DeYoung Museum 10/17 - SFPUC Hetch Hetchy 10/18 - SF Police Head Quarters 10/18 - SFUSD 10/24 - SFPUC WWE</p> |

**Fight
the Flu.**

Get Vaccinated.

Be Prepared - Know Before You GO

1. Complete and print the [Flu Consent and Waiver form](#)
2. Bring a city issued ID badge OR your medical provider card
3. Self-report flu shot to your healthcare provider
4. Take a picture of the final consent form after you receive your flu shot
5. Upload the photo to your online health plan account or email the photo to your health care provider



Who Can Get a Flu Shot

- CCSF, SFUSD, CCD and CRT employees and retirees
- Spouses/domestic partners of retirees.
- Worksite clinics are NOT for spouses/domestic partners and children of employees.

Flu Communications from SFHSS

Citywide Emails

- 9/19/2023 - Get Your Flu Shot
- 10/18/2023 - It's Not To Late

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Fight the Flu.

Get Vaccinated.

Hello Julisa,

The flu vaccine has been shown to reduce the risk of getting sick and lessen the symptoms if you do get sick. The San Francisco Health Service System (SFHSS) is sponsoring [FREE FLU SHOTS](#) for City and County employees starting this month. Take the first step in protecting your family and community against the flu virus and get your flu shot.

For a complete list of dates, times, and locations, please check [SFHSS Flu Prevention Webpage](#) to find the flu shot clinic nearest you.

Interested in getting your flu vaccine now?

You don't have to wait. Get your flu shot through your healthcare provider.

For more information go to:
<https://sfhss.org/well-being/flu-prevention>



blue of california

KAISER PERMANENTE

health net

canopy
HEALTH

UnitedHealthcare

Promotional Materials

Flu Education Poster

GET YOUR FREE FLU SHOT

Fight the Flu.

Get Vaccinated.

Together, Let's Fight the Flu.
Take actions every day to help stop the spread of germs. An annual seasonal flu vaccine is the best way to help protect you against the flu. To learn more, visit [cdc.gov](https://www.cdc.gov).

Get Your Flu Shot. Every Year.
When you get a flu shot, you are not just protecting yourself, you're protecting your family, friends, and co-workers. You can't get flu from a flu shot, but it does take two weeks for the vaccine to reach its full strength.

Wash Your Hands for 20 Seconds.
It is important to practice good health habits like washing your hands often. If soap and water are not available, use an alcohol based hand sanitizer.

Stop the Spread.
Cover your nose and mouth with a tissue when coughing or sneezing to help to prevent the spread of germs.

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Flu Prevention for Retiree

GET YOUR FREE FLU SHOT

Fight the Flu.

Get Vaccinated.

Protect yourself and those around you by getting your flu shot.
An annual seasonal flu vaccine is the best way to help protect against the flu. It is more important than ever to protect yourself against other respiratory illnesses and protect vulnerable populations during the flu 2023-2024 season. To find out more, visit [cdc.gov](https://www.cdc.gov).

If you're over 65, You're at Greater Risk.
Getting a flu vaccine is an important step to protecting yourself. If you are 65 years or older, have asthma, diabetes, or chronic lung disease, you are at a higher risk for developing complications from the flu, like *pneumococcal pneumonia*. Wear a mask for an extra layer of protection.

Together, Let's Fight the Flu.
Avoid close contact with people who are sick. Stay home when you are sick and if you need to be around others, it's highly recommended to wear a properly fitted mask to help prevent the spread of germs.

Get Your Flu Shot. Every Year.
When you get a flu shot, you are not just protecting yourself, you're protecting your partner, family, and friends. You can't get flu from a flu shot, but it does take two weeks for the vaccine to reach its full strength.

Wash Your Hands for 20 Seconds.
It is important to practice good health habits like washing your hands often. If soap and water are not available, use an alcohol-based hand sanitizer.

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Open Flu Clinics

GET YOUR FREE FLU SHOT

2023 Flu Shot Clinics

Stay Healthy this Flu Season
SFHSS is offering FREE FLU SHOT clinics across the city to protect you and your co-workers from this year's flu virus. No appointments required.

Who is eligible for a flu shot at a worksite clinic?

- Employees from CCSF, USD, CCD, and CRT. **Worksite clinics are not open to spouses/domestic partners and children of city employees.**
- Retirees and their spouses/partners of retirees insured through the SFHSS sponsored health plans from the following employers: CCSF, USD, CCD, and CRT.

Be Prepared
This year, you will need to self-report that you received a flu shot to your healthcare provider.

- Bring a city issued ID badge OR your medical provider card.
- Prior to arrival, [please complete and print the Flu Consent and Waiver](#) (forms will also be available onsite).
- Take a picture of the consent form after you receive your flu shot.
- Upload the photo to your online health plan account or email the photo to your health care provider.

City and County of San Francisco Clinic Locations

| Date | Time | Locations |
|-------------|------------------|--|
| October 2 | 8:00am - 11:00am | SF Public Utilities Commission 505 Paloma Way, Sunol, Main Admin Building |
| October 3* | 9:00am - 3:00pm | SF City Hall 1 Dr. Carlton B. Goodlett Place, South Light |
| October 12 | 10:00am - 2:00pm | Hall of Justice 850 Bryant St, Room 551 |
| October 19* | 8:00am - 3:00pm | SF County Fair Building (Golden Gate Park) 1199 9th Ave |
| October 19 | 7:30am - 12:00pm | SF Public Utilities Commission 1000 El Camino Real, Conference Room, Millbrae |
| October 23* | 9:00am - 3:00pm | 49 South Van Ness Room 132 |
| October 26* | 8:00am - 5:00pm | SF Health Service System 1145 Market St., Suite 100, Wellness Center |
| October 31 | 10:00am - 2:00pm | SF War Memorial 401 Van Ness Ave., Room 302 |
| November 2 | 8:00am - 12:00pm | Port of San Francisco Pier 1, The Embarcadero, Bayside 1 Conference Room |
| November 7 | 9:30am - 2:00pm | San Francisco Human Service Agency 170 Otis Street 1st Floor Born Auditorium |

*Flu clinics combined with an Open Enrollment Benefits Fair

Check Out Other Dept Flu Clinics and Resources
Visit sfhss.org/well-being/flu-prevention to learn more about this year's flu shot clinics or scan the QR code.

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Closed (Restricted Clinics)

GET YOUR FREE FLU SHOT

SFHSS Sponsored Worksite Flu Clinic Locations

The following clinics have **restricted access** and are available for:

- First Responders
- Employees that have building access at the listed addresses.

Worksite clinics are NOT for spouses/domestic partners and children of city employees.

For more information on these clinics, please be on the lookout for emails from your department or visit <https://sfhss.org/well-being/flu-prevention>.

| Date | Time | Location |
|--------------|------------------------------------|--|
| September 27 | 5:00am - 9:00am & 11:30am - 3:30pm | Department of Emergency Management 1101 Turk St, Lunchroom |
| September 28 | 10:00am - 1:00pm | SF Municipal Transportation Agency Presidio 2610 Geary Blvd, Gilley Room |
| September 28 | 9:00am - 1:00pm | SF Public Utilities Commission Head Quarters 525 Golden Gate Ave, O'Shaughnessy Conference Room |
| September 29 | 10:30am - 2:30pm | SF Main Public Library 100 Larkin St, Latino Room A and B |
| October 2 | 8:00am - 11:00am | SF Public Utilities Commission 505 Paloma Way, Sunol, Main Admin Building |
| October 4 | 11:00am - 3:00pm | SF Municipal Transportation Agency MME 601 25th St, Room 239 DAE |
| October 4* | 7:30am - 1:30pm | SF Fire Department Training Facility 2300 Folsom St, Main Classroom |
| October 10 | 7:30am - 11:30am | SF Public Utilities Commission City Distribution Division 1980 Oakdale Ave |
| October 11* | 9:00am - 3:00pm | SF Public Works Operations Yard 2323 Cesar Chavez St |
| October 12 | 9:00am - 1:00pm | DeYoung Museum 50 Hagiwara Tea Garden Dr, Rubien Conference Room |
| October 13 | 4:00pm - 8:00pm | SF United School District Office 555 Franklin St |
| October 17* | 7:30am - 12:00pm | SF Public Utilities Commission Hetch Hetchy 1 Lakeshore Dr, Moccasin, Admin Building |
| October 18* | 9:00am - 2:00pm | SF Police Department Head Quarters 1245 3rd St, Conference Room 1025 |
| October 24 | 7:00am - 11:00am | SF Public Utilities Commission 750 Phelps St, Building 930 Conference Room |

*Flu clinics combined with an Open Enrollment Benefits Fair

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Flu Prevention Campaign Resources

- [SF Department of Public Health](#)
- [SFGOV Flu Vaccines](#)
- [UCSF - Stop the Flu](#)
- [Centers for Disease Control & Prevention](#)



SFHSS Employee Well-Being Survey 2023

Promote the Employee Well-Being Survey 2023



Dates: Survey will start on 10/2 and will end on 11/17

Survey results will help to improve future well-being resources, programs and services. The Well-Being Survey is completely anonymous and no personal identifying information will be collected.

Goal is to get at least 20% participation

- Available online only, no paper surveys.
- Promoted at the SFHSS Well-Being Table during the Benefits Fairs.
- Employees can complete the survey on:
 - their computers,
 - mobile phones, or
 - in-person by visiting our table during one of the Benefits Fairs.
- New survey focuses on:
 - Community and Belonging
 - Recognition and Appreciation
 - Mental and Emotional Well-Being
- Department reports will be provided

***Email templates will be provided**

Communications

Department Emails (Key Players to send)*

Email #1 - Week of 10/2

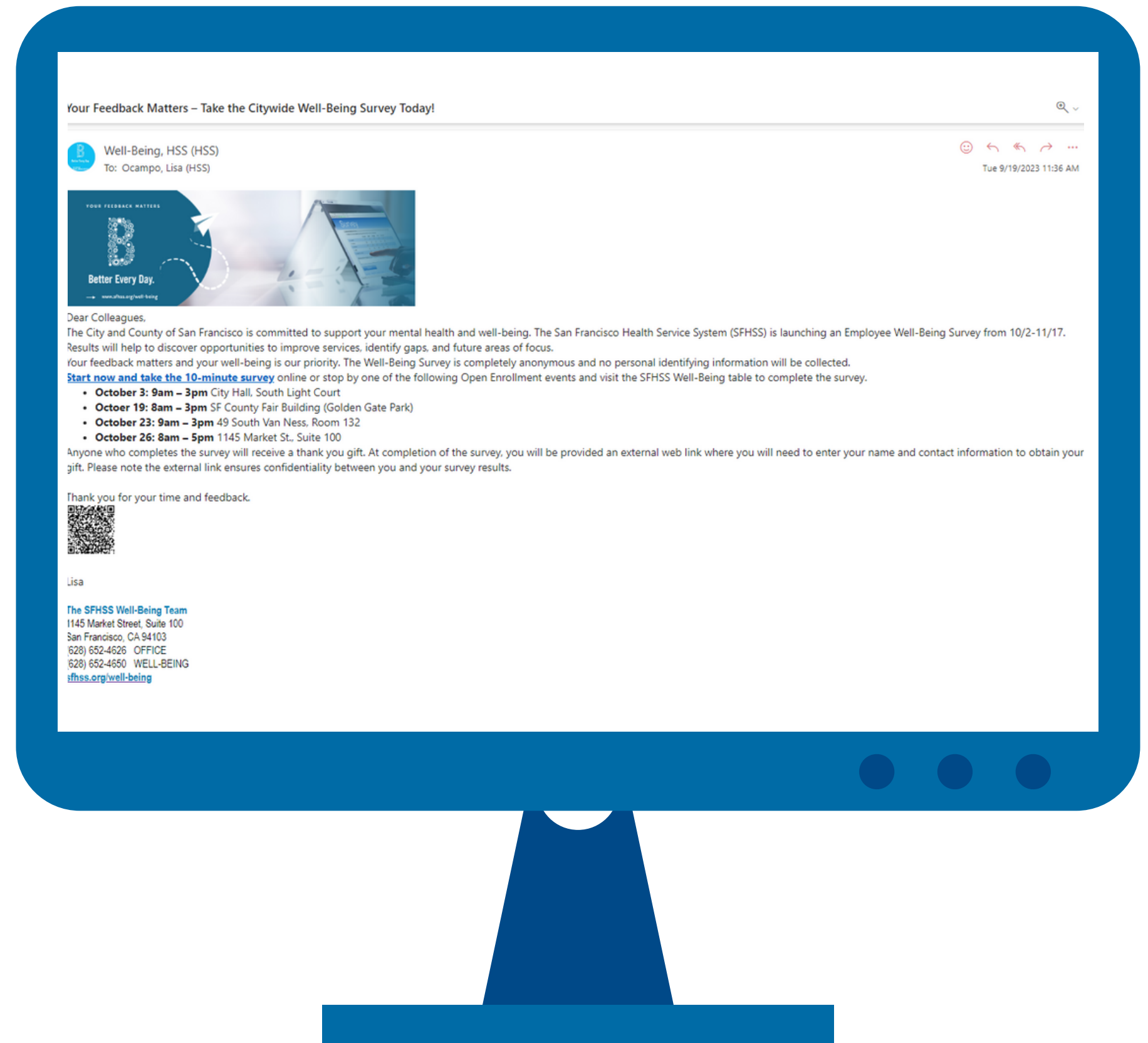
Email #2 - Week of 10/16

Citywide Emails

Email #1 - 10/30

Email #2 - 11/1

BED Newsletter - 11/13



Survey Participation Giveaway

How to claim:

- At the end of completing the survey, participants must click on the external link and fill out form.
- Participants who complete the survey between Monday 10/2 to Thursday 10/26 are eligible to receive a tote (Limited Quantities Available).
- Must be picked up in-person at the SFHSS Well-Being Table during one of the Benefits Fairs:
 - 10/3 - City Hall
 - 10/11 - SFPW Operations Yard
 - 10/19 - SF County Fair
 - 10/23 - 49SVN
 - 10/26 - SFHSS Wellness Center
- One per person.





Renew is a program to reinvigorate and refresh. It offers strategies for all aspects of well-being — physical, mental, social, and emotional.

Participants complete activities (up to 2/day) that mean the most to them (30 to choose from) in 4 interest areas:



4 -Week Challenge

February 5 to March 3, 2024

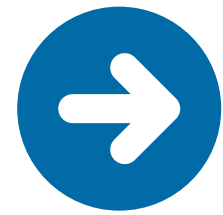
[Watch Demo Video](#)



Create a culture of well-being and offer Renew in 2024!

If you want to learn more and participate, email lisa.ocampo@sfgov.org and CC well-being@sfgov.org to be added to the contact list.

| Departments that opted in to participate: | |
|---|---------|
| ADM-RED | FIR |
| ADM-CMD | HSS |
| DEM | POL |
| DPH-Population Health | SFPW |
| DPH-Maxine Hall Health Center | SHF |
| ECN | TTX |
| | USD-SNS |



Next Steps

1. Promote Open Enrollment 10/2-10/27 - sfhss.org/oe2024
2. Promote and share resources for Benefits Fairs and Flu Shot Clinics - sfhss.org/well-being/flu-prevention
3. Let us know if you would like to volunteer at one of the Benefits Fairs by Friday, 9/29
4. Promote and send emails for the Employee Well-Being Survey 2023. Department goal is to get 20% participation:
 - Email #1 - Week of 10/2
 - Email #2 - Week of 10/16
5. Email lisa.ocampo@sfgov.org if would like to participate in Renew 4-week Challenge by Friday, 12/1