



2020-21 Well-Being@Work Annual Plan Checklist

Department Name: _____

The Annual Plan for Well-Being@Work allows departments to create a strategic plan that supports a culture of well-being that supports employees. This checklist will help department Key Players (Champions, Department Leads for Well-Being) to establish priorities and discuss challenges specific to a fiscal year. It includes best practices and challenges to consider for **communication, engagement, and leadership support.**

Start Your 2020-21 Plan for Well-Being@Work Today!

1. Review the Checklist:
 - a. Review best practices
 - b. Discuss challenges and set realistic goals
 - c. Select resources
2. Schedule a planning meeting with the Department Lead for Well-Being, Champion(s), and your SFHSS Well-Being Coordinator.
3. Review the plan quarterly and update progress.

Well-Being Department Team		
Champion/Department Lead Contact Information:	Champion	Department Lead
Name (First, Last)		
Work Location/Address (street, state, zip code)		
Work Phone		
Work Email		
Number of Employees in the Department:		
Number of Managers/Supervisors in the Department:		
Name of Department as it would appear on your Award:		



Raise Awareness: Communication

Well-Being@Work COMMUNICATION Best Practices

1. Ensure you are using communications platform(s) that are accessible to ALL employees
2. Promote well-being using a variety of resources and messages that resonate with employees
3. Create a consistent frequency for dedicated well-being messaging

COMMUNICATING WITH PURPOSE

Current state of department:

Which of the following job descriptions make-up your workforce? Check all that apply

- Essential department- reporting to normal duties at work location
- Telecommuting- working from home
- DSW activated- reporting to EOC/DOC or other
- Furloughed, administrative leave or using federal/accrued sick and vacation time
- Other: _____

Challenges to consider:

1. Information can get lost when using department-wide communications/platforms that include other department updates and resources.
2. Not knowing if people are reading the emails can leave question to the efficacy of your messaging. Consider using a click tracker or open rate mechanism, if available.
3. Staff may not have access to virtual platforms and may not report to a worksite to receive information.

Your Department's Resources

What communication platforms can you use to message well-being department-wide?

- Shared folders (Teams, Sharepoint, OneDrive)
- Department wide emails
- Intranet / Staff portal
- Newsletter
- Social media (private group)
- Virtual/In-Person All-Staff Meetings
- Dedicated well-being bulletin board/resource table
- New employee orientations
- Digital display boards

Resources to promote:

- Well-Being COVID-19 website
- Employee Assistance Program and We're Here for You (mental health resource) website
- Work From Home Resources (DHR/SFHSS)
- EOC/DOC Resources
- Resiliency and Coping Resource Visuals
- SFHSS Wellness Center/eNews Emails
- SFHSS Blogs and Calendar Events

**Refer to Environmental Inventory Raise Awareness Section*

Set a Well-Being@ Work Communications Goal-



Offer Programs: Engagement

Well-Being@Work ENGAGEMENT Best Practices

1. Coordinate a department-led activity to help role model healthy behaviors at the workplace
2. Help employees to easily access a variety of programs, activities and services
3. Create a consistent frequency for well-being programming

CREATE OPPORTUNITIES TO CONNECT AND ENGAGE

Physical Distancing Guidelines:

- ✓ Offer virtual options for activities when possible
- ✓ Require registration to limit participation #s
- ✓ Avoid congregating before and after class
- ✓ Limit participation based on size of facility to ensure at least 6 feet of separation
- ✓ Use clearly marked visual cues/partitions to ensure physical distancing of at least 6 feet between individuals
- ✓ Display signage and message the requirement to wear face coverings and to not attend if feeling ill

Challenges to consider for *virtual activities*:

1. Being inclusive to your entire population to ensure that those who are reporting to work and those telecommuting have access to resources.
2. Participants join virtual group activities without video camera on

Challenges to consider for *in-person activities*:

1. Create a “shared” (appropriate) language to enforce adhere to physical distancing guidelines
2. Maintaining the integrity of visual cues
3. Budgeting hand sanitizers and disinfecting wipes for participants to use
4. Establish a “bring your own equipment” policy
5. Limiting time in enclosed spaces for activities and consider timing transitioning between activities to prevent crowds

Your Department’s Resources

What engagement platforms can be used to facilitate well-being activities for the department?

Activities Available for Department:

- Virtual GEX, Seminars, Stretch Breaks
- Healthy Weight Program (7-weeks)
- Diabetes Prevention Program (1-year)
- EAP Workshops
- Setup & Go – ergonomics campaign *coming soon!*

**Refer to Environmental Inventory Offer Programs Section*

Set a Well-Being@ Work Engagement Goal-



Create a Culture: Leadership Support

Well-Being@Work LEADERSHIP SUPPORT Best Practices

1. Identify policies that support well-being for all employees
2. Establish environmental supports that encourage well-being at work and remotely
3. Recognize employees and leaders that support healthy choices for all employees

Well-Being@Work Key Players Responsibilities:

- Promote Well-Being for COVID-19 Employee Survey and review results with Well-Being Coordinator
- Attend quarterly check-in meetings and workshops for Champions and Department Leads

ESTABLISH A DEPARTMENT CULTURE OF WELL-BEING

What forums can be used to motivate/encourage leaders to engage in well-being for the department?

- ✓ All Staff Meetings
- ✓ Executive Team Meetings
- ✓ 1:1 Meetings with Leadership
- ✓ Well-Being Council/Committee
- ✓ Health and Safety Teams
- ✓ Human Resources Teams
- ✓ Return to Work Transition Team/Committee

Challenges to consider:

1. Well-Being may not be a department priority with all the transitions occurring during COVID-19
2. There is no one-size fits all policy—each policy needs to be reviewed and supported by department to properly enforce department-wide
3. Some leaders will be more ready to reinforce well-being than others
4. Creating an environment that empowers employees to reinforce policies (face coverings and working from home when sick)

Your Department's Resources

Who are the department leaders which currently support well-being? How can they help?

Resources to consider:

- Well-Being@Work Policies: Telecommute, Time for Wellness memo
- Leadership Resilience Soundbytes
- DHR COVID-19 Website, Weekly Newsletter
- Worksite Safety Procedures
- DHR Workforce Development Trainings
- Employee Appreciation Toolkit *coming soon!*

**Refer to Environmental Inventory Create a Culture Section*

Set a Well-Being@ Work Leadership Support Goal-



Notes Page

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