

# WELL-BEING@WORK



## Well-Being Inventory Checklist

This Well-Being Inventory provides direction for departments to identify the environmental supports (resources) that exist within the current workplace and organization. Complete the worksheet below by placing a checkmark next to the appropriate response for each question.

	Yes	Considering	Unsure	N/A
<b>Raise Awareness</b>				
Do you communicate (email, newsletter, portal, staff announcements etc.) about Well-Being benefits and resources on an ongoing basis?				
Do you actively communicate mental/emotional well-being resources such as, 24/7 Employee Assistance Program (EAP) on an ongoing basis?				
Do you promote SFHSS well-being health plan benefits to employees? ( <a href="#">Using Your Benefits</a> : Weight Management, Healthy Eating, Fitness Resources, Mental Health, Tobacco Cessation etc.)				
Do you highlight COVID-19 resources and information from <a href="#">SFHSS Well-Being website</a> , <a href="#">DHR's Website</a> , <a href="#">SF CENTral</a> and DHR Newsletter?				
Does your department keep employees informed about what is going on in the organization as it relates to the impact of COVID-19? (Health orders, COVID-19 testing info, DSW, transition back to work etc.)				
Does your department provide breathe and stretch guides (RECHARGE) for employees to practice for stress management?				
List any other resources that help raise awareness:				

### Resources to Promote to Department:

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

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Offer Programs	Yes	Considering	Unsure	N/A		
Are department led well-being activities and events being offered to support employee engagement?						
Are EAP workshops offered?						
Does your department provide opportunities for employees to engage in professional development trainings?						
Does your department encourage or host “active” breaks (stretch breaks) beyond the regular lunch break?						
Are staff appreciation activities/events organized and offered at least once a year? (e.g. virtual meetups, virtual challenges, luncheons, team building outings, family day)						
Does the department offer opportunities for employee recognition on an ongoing basis? (e.g. celebrate/recognize birthdays, anniversaries, milestones, accomplishments)						
List any other programs offered:						
<p><b>Activities Available for Department:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Virtual GEX, Seminars, Stretch Breaks  <input type="checkbox"/> Setup &amp; Go – ergonomics campaign  <input type="checkbox"/> Healthy Weight Program (7-weeks)                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Diabetes Prevention Program (1-year)  <input type="checkbox"/> EAP Workshops  <input type="checkbox"/> SFHSS Engagement Toolkits (coming soon!)                 </td> </tr> </table>					<input type="checkbox"/> Virtual GEX, Seminars, Stretch Breaks <input type="checkbox"/> Setup & Go – ergonomics campaign <input type="checkbox"/> Healthy Weight Program (7-weeks)	<input type="checkbox"/> Diabetes Prevention Program (1-year) <input type="checkbox"/> EAP Workshops <input type="checkbox"/> SFHSS Engagement Toolkits (coming soon!)
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	Yes	Considering	Unsure	N/A
<b>Create a Culture</b>				
Does your department provide adequate tools/equipment for online collaboration: laptops/computers, video conferencing, phones, file sharing, and team messaging?				
Are employees able to utilize flexible time for well-being activities during work?				
Does your department inform employees about the following DHR Policies: <a href="#">Time for Wellness</a> , <a href="#">Telecommute</a> , <a href="#">Injury and Illness Prevention</a> , <a href="#">Lactation</a> , and <a href="#">Healthy Eating@Work</a>				
Do you promote the <a href="#">DHR's Workforce Development</a> Online Training Classes?				
Does your department provide opportunities for ergonomic assessments, trainings, equipment, and <i>Setup and Go Toolkit-Coming Soon</i>				
Does your department include Well-Being/EAP benefits in New Employee Orientations (NEOs)?				
<i>For departments that are reopening or are currently open:</i> Does your department offer a dedicated space for well-being activities and/or resources that abide with COVID-19 policies/guidelines? (e.g. gyms/fitness rooms, RECHARGE room, break area)				
Does your departments leadership support and encourage reoccurring well-being activities and events?				
Does your department have a Well-Being Committee or Council?				
List any other policies and environmental supports that create a culture:				

**Activities Available for Department:**

- |  |  |
|--|--|
| <input type="checkbox"/> Well-Being@Work Policies: Telecommute, Time for Wellness memo | <input type="checkbox"/> DHR Workforce Development Trainings               |
| <input type="checkbox"/> Leadership Resilience Soundbytes                              | <input type="checkbox"/> DHR COVID-19 Website, Weekly Newsletter           |
| <input type="checkbox"/> Worksite Safety Procedures                                    | <input type="checkbox"/> Employee Appreciation Toolkit <i>coming soon!</i> |