

WELL-BEING@WORK



Quarter 4
Spotlights
FY19-20

AIR: Airport Director's Livestreams

The SFO Communication and Marketing Team have produced Livestreams of our Airport Director, Ivar C. Satero, since March 2020.

Livestreams support Airport employees by providing updates on how SFO is responding to COVID-19. They also provide a forum for open communication with Airport employees, who submit questions and have them answered during the Livestream. In addition, all the Livestreams are recorded and posted on SFO Connect so that employees can view them later.



AIR: Healthy, Happy & Hopeful Hour

SFO's Sustainability and Wellness teams recently collaborated and provided a virtual "Healthy, Happy & Hopeful Hour" in honor of the world's 50th Earth Day and in lieu of hosting an in person annual SFO "Go Green" Earth Day celebration.

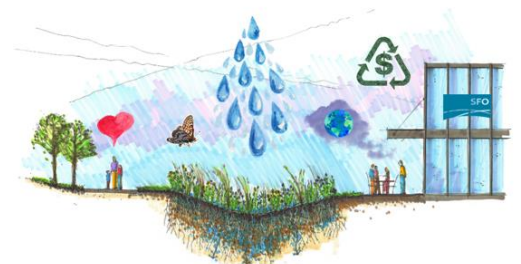
The event focused on supporting and uplifting employees during COVID-19 by providing Well and Green tips and resources on safety, nutrition, telecommuting, childcare, and sustainability. We also highlighted our champion employees that serve our community during this difficult time.



April 16, 2020

AGENDA

- **Health:**
 - Physical Activity/Mindfulness
 - Healthy Eating/Ergonomics
 - Safety Tips + Cleanliness
 - Sustainability – Energy, Water & Waste
 - Health Q&A
- **Happiness:**
 - Telework + Childcare Tips
 - Happiness Q&A
- **Hope:**
 - Spotlight on SFO Workers
 - Support Local Business
 - Earth 2020
 - Hope Q&A



AIR: SFO Facilities Ping Pong Tournament

San Francisco International Airport

- Skilled Trades Employees—November 2019
- Custodial Employees—February 2020
- SFO Facilities Ping Pong Championship—April 2020

The Airport's Office of Facilities is delighted to introduce the first Annual SFO Facilities Ping Pong Tournament, which consists of two voluntary tournaments—one for the Skilled Trades employees and one for the Custodial employees. The top four winners from the Skilled Trades will compete with the top four winners from the Custodial, in the final SFO Facilities Ping Pong Championship.

The purpose of the SFO Facilities Ping Pong Tournament is to remind employees to recharge, to encourage employee engagement, and to boost employee morale.

The SFO Facilities Ping Pong Tournament will now be offered on an annual basis.



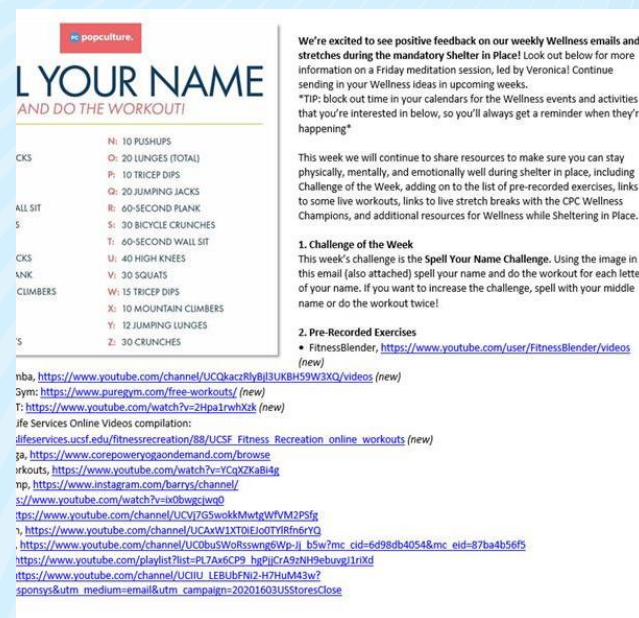
CPC: Wellness “Motivational Monday” emails

Spring 2020

In order to support our coworkers and continue sharing Wellness resources, CPC Wellness has sent weekly “Motivational Monday” emails. Each week we highlight events from HSS, share workout links (both livestreams and pre-recorded sessions), and even include a “Challenge of the Week”.

We encourage staff to submit information they want to share with others and include those in the following week’s email. We are all able to support everyone and motivate each other to maintain and expand our wellness efforts during Shelter in Place.

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DAY ONE

15 mountain climbers, 15 flutter kicks
15 plank rocks, 15 russian twists | 2 ROUNDS

DAY TWO

15 mountain climbers, 15 flutter kicks
15 plank rocks, 15 russian

DAY THREE

20 mountain climbers, 20
then

20 plank rocks, 20 russian

DAY FOUR

30 mountain climbers, 30
rocks, 30 russian twists |

DAY FIVE

40 mountain climbers, 40
then

40 plank rocks, 40 russian

building · strength · from

www.corefit

Block out time in your calendars for the Wellness events and activities that you're interested in below, so you'll always get a reminder when they're happening!

1. Challenge of the Week: Strengthening your Core

- Monday – 15 mountain climbers, 15 flutter kicks, 15 plank rocks, 15 russian twists (2 rounds)
 - Tuesday – 15 mountain climbers, 15 flutter kicks, 15 plank rocks, 15 russian twists (3 rounds)
 - Wednesday – 20 mountain climbers, 20 flutter kicks (4 rounds), 20 plank rocks, 20 russian twists (4 rounds)
 - Thursday – 30 mountain climbers, 30 flutter kicks, 30 plank rocks, 30 russian twists (4 rounds)
 - Friday – 40 mountain climbers, 40 flutter kicks (4 rounds), 40 plank rocks, 40 russian twists (4 rounds)
- It's ok to take breaks!

2. Pre-Recorded Exercises (check our previous emails for other exercise resources!)

- Pamela Reif (workouts without the extra talking), <https://www.youtube.com/user/PamelaRf1> (new)
- MadFit, <https://www.youtube.com/channel/UCpQ34afVgk8cROBJS1xuIQ> (new)

3. Live Exercises

- Monday, April 20, 3pm PST, Upper Body and Core, <https://www.eventbrite.com/e/live-upper-body-and-core-workout-with-heather-johnson-tickets-102920985438>
- Tuesday, April 21, 9am PST, Morning Beat Flow, <https://www.eventbrite.com/e/peaceful-sol-presents-morning-beat-flow-tickets-102602398536>

CPC: Neighborhood Bingo

Spring 2020

One of our “Motivational Monday” emails during Shelter in Place included a Neighborhood Bingo. We shared the Bingo card to promote socially distanced physical activity, AND also promote mental health by getting fresh air.

Participants were encouraged to submit their completed Bingo cards or photos of their neighborhood walk finds to the Wellness Team for a chance to win a prize once we are back in the office.

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NEIGHBORHOOD BINGO

How to play (you can bring your kids along, too!)

- Stay at least 6 feet away from others
- Get a BINGO! diagonal or straight across / up and down
- If you would like a prize from CPC Wellness, take a photo of your BINGO card and email the photo to CPC.Wellness@sfgov.org; alternatively, take photos of the objects you find and email in the photos. Deadline is when Shelter in Place ends.
- Prizes are available for both **those who complete the board or participate** when we return to the Planning Department office.



CPC: Racial & Social Equity Brown Bag

June 4, 2020

In light of the tragic death of George Floyd, our Director hosted a virtual Brown Bag where CPC employees were given a welcoming and safe space to discuss #blacklivesmatter. Staff members were able to share their concerns, feelings and emotions about systematic racism, and how it affects our work and the communities we serve.

Joining the discussions were Planning Commissioners Milicent Johnson and Deland Chan.

With well over 90% of the Department attending, it was a great event that demonstrated Planning's progress and commitment to overall wellness: by facilitating the time and space for employees to express themselves without fear of judgment or backlash.



CPC: Shelter-in-Place Wellness Resources

May 2020

With the indeterminate extension of CCSF's Shelter-in-Place, we expanded our "Motivational Monday" emails to include a variety of **virtual** Wellness resources: fitness challenges, stretch breaks, live exercises, pre-recorded exercises, outings, HSS activities, EAP contact info, financial wellness, arts & entertainment and other leisure activities.

We receive lots of unsolicited, positive feedback for keeping Wellness alive and active at City Planning. Our Monday morning email pushes are a timely and welcome reminder to start each work week off with a renewed sense of well-being, and are a great tool for keeping our Department connected during the SIP..

Our weekly Resources are also popular within other Departments! We receive requests to be added to our mailing list!

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

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San Francisco
Planning

Armageddon

LEVEL I 3 sets LEVEL II 5 sets LEVEL III 7 sets



10 push-ups 20 punches 10 thigh taps




10 shoulder taps 20 overhead punches 10 tricep push-ups



2 minutes rotating punches
aka speed bag punches
instead of complete rest after every set,
at any speed

Elizabeth Pepin Silva
and Lewis Watts



**HARLEM OF
THE WEST**

The San Francisco Fillmore Jazz Era

Presentation:
Harlem of the
West: The San
Francisco
Fillmore Jazz Era

Virtual Library
Online Services
San Francisco, CA 94102

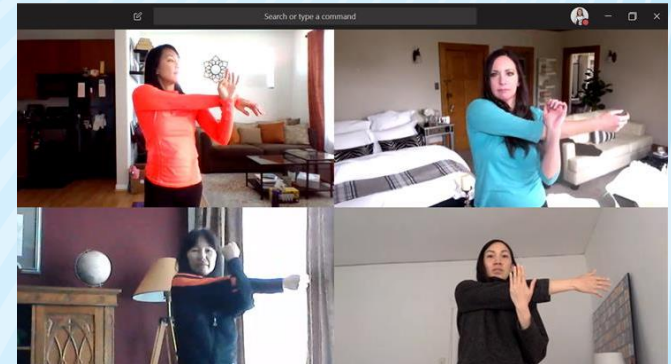
CPC: Virtual Stretch Breaks

Spring 2020

Under Shelter in Place, we are not able to meet in the atrium for our regular stretch breaks. However, the Wellness Team immediately transition to “Virtual Stretch Breaks” because it is always a good idea to take breaks. Champions and other volunteers take turns leading stretch breaks via Teams. We have even seen new faces that did not previously participate in our in-person stretch breaks!

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NOW:



THEN:

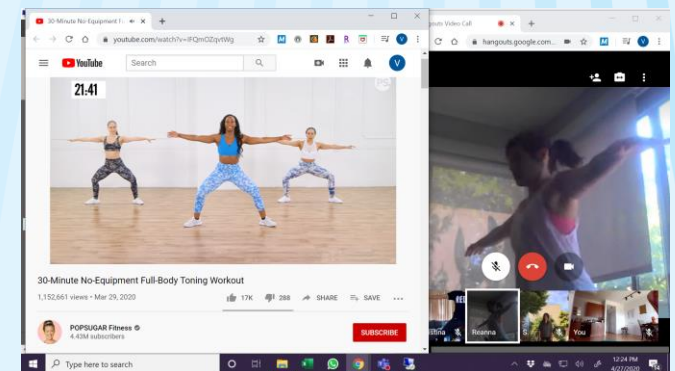
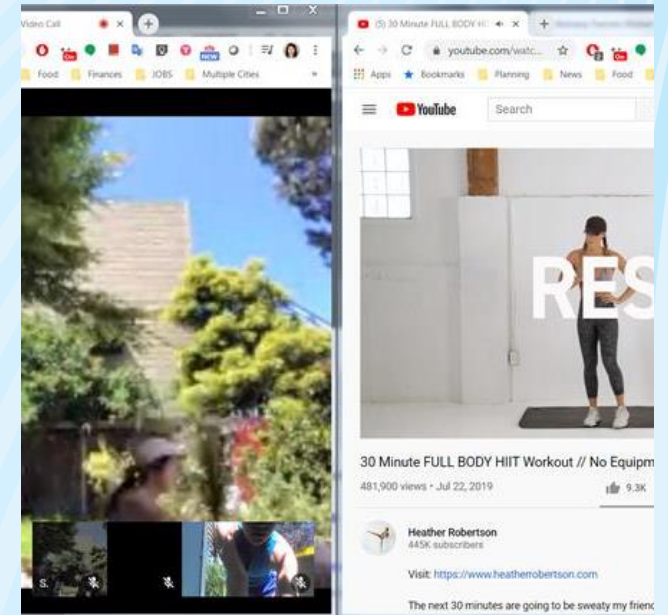


CPC: Virtual Total Body Conditioning

Spring 2020

Under Shelter in Place, we are not able to get together for our regular Total Body Conditioning (TBC) sessions. One of our regular Wellness participants volunteer to coordinate Virtual TBC sessions via Google Hangouts 3 times a week! She sends out calendar invites with different videos featured in our Shelter in Place “Motivational Monday” emails.

This is also an example of how the Wellness team is changing the culture at Planning: one of our staff members stepped up and expanded the Wellness resources we are able to offer.



HSA: Healthy Lunch and Meditation

Thursday March 5th at 1650 Mission Street.

At the IT All Staff meeting, Wellness was an agenda item. The 10 minutes meditation session, instructed by Lane Kennedy-Levy provided a relaxing and de-stressed atmosphere. The meditation session was well received and requested to be included in 1650 Mission Wellness activities.

Thanks to the annual grant funds IT received, after the meeting a healthy lunch was provided to 90 staff members.

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HSS: Morning Meet-ups

April – May 2020

With everyone under lockdown and practicing physical distancing because of COVID19, the SFHSS Wellness Champions and Coordinators came up with a novel idea of arranging a virtual weekly “water-cooler” meet-up where all at work could join in and indulge in small chat.

We meet on Microsoft Teams. The participants feel a sense of belonging with this frequent check-ins on video and there is a general sense of well-being among them. The photograph is from the day we decided to do a silly make-up morning meet.

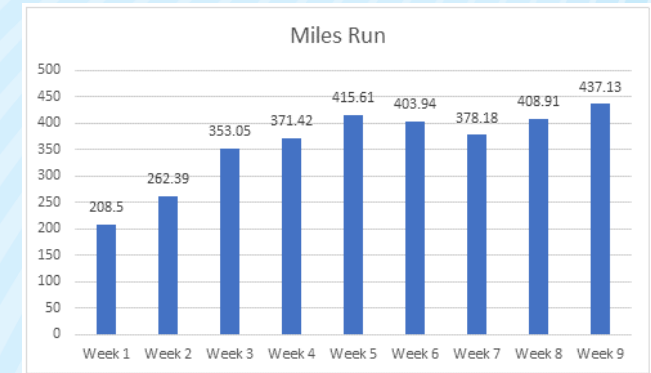


PRT: Port Runners SIP Challenge

Weekly Challenge online (via email) to log miles ran or walked

The Shelter-in-Place Challenge for the Port Runners, championed by Boris Delepine and Randy Quezada, encouraged people to report miles walked or ran weekly with photos now that we are apart. By week 9, we broke the all-time single miles in a week record by running/walking **437 miles!** The total miles completed after nine weeks – **3,260**. Amazing.

The challenge has promoted exercise for stress relief, and it helps people feel connected. The weekly challenge included total miles per week, mileage by individual and by Division as a fun “competition. The photos were a highlight.



PUC: Well-Being Support During COVID-19

This took place during COVID-19, since Shelter in Place order was in effect, and is still ongoing.

PUC is doing many things to support employees during this difficult time. Here are some examples:

- **COMMUNICATIONS:**
 - Daily Digests (informative emails) for employees, sent twice a week and as needed
 - Built webpage for employees who are unable to access SFPUC's intranet or email, so they can stay informed as well.
 - Messages from GM to SFPUC employees (email and also on webpage for employees).
 - Weekly Wave – another communication method highlighting 3 key messages from the week.
 - Had one virtual All-Hands meeting for all SFPUC employees, and will continue doing so with more.
- Created COVID-19 email address specifically for COVID-19 related questions/concerns so they can be answered more efficiently.
- IT set up over half of SFPUC workforce with remote access capabilities to work remotely.
- **HEALTH & SAFETY/WELL-BEING:**
 - Health & Safety division often provide Fact Sheets for employees/facilities.
 - Well-Being @Work webpage updated with resources available during COVID-19, including mental health resources, EAP, professional development opportunities, etc.
- Sent a pulse survey to all SFPUC employees to obtain their feedback and help identify areas to enhance and/or improve on.
- Assembled a team to put together a Business Continuity Plan – consider it a master playbook for how SFPUC will adapt where we work, how we work and what we work on while continuing to provide reliable water, power and sewer services to our customers.

The examples above impact all of our SFPUC employees. We've received feedback from the survey and from the virtual All-Hands meeting that employees are satisfied with what SFPUC has done so far – from how we are handling the pandemic, to receiving helpful communications on a timely basis, to feeling supported, etc.

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Business Continuity Plan: Respond. Recover. Reimagine.

HUMAN RESOURCE SERVICES

Well-Being @Work

 Dip, Angie
1844 Senior Management Assistant

About Us

Well-Being @Work is a Citywide program where Well-Being Champions, with the support of the SF Health Service System (SFHSS), strive to create a culture of well-being in the workplace. We provide resources and offer fun activities to all the hard-working employees throughout our organization on their personal, wellness journeys.

WELL-BEING RESOURCES AVAILABLE DURING COVID-19 SHELTER IN PLACE:

As California follows the Public Health Order of sheltering-in-place, we are all experiencing changes to the way we live. It is challenging for many and practicing self-care can help us through the constant changes. [Self-care](#) is essential for you and those with whom you are connected. When you engage in self-care at work and at home, you are positively impacting your well-being.

SFPUC's Well-Being Team continues to work with the SFHSS Well-Being Team to support your well-being. Below are

RPD: Stress Management Exercises

Stress management has been offered to the Buena Vista Gardening crew for 45 minutes weekly in response to the COVID-19 pandemic and the concerns of essential workers.

The crew was led in stress management techniques ranging from breathing exercises, yoga positions for deep relaxation, guided meditations and time to share their concerns and de-compress.

The crew has reported realizing how much tension and stress they were carrying after they had time to talk things through or had the time to sit with themselves. Taking the time to gain new tools and manage stress has been most beneficial to the crew.



RPD: Well-Being Check-in Calls

Covid-19 has affected our communities, and RPD, in a variety of ways. As a geographically-dispersed professional family that holds relationships as one of our core values, we needed to stay connected and make sure we were all doing okay. A late April survey by SAP and Qualtrics found nearly 40% of people said their employer had not even asked them how they were doing since the pandemic began, and that's just wrong, period. Led by GM Phil Ginsburg, on May 11th, RPD started Well-Being Check-in Calls, which have now been extended through August 3rd.

122 Executives, Managers, and Analysts are given a list of 6-8 RPD staff members every two weeks and are required to call and check-in on those folks. The program started with a Teams coffee chat with the GM and from there the callers were equipped with guidelines that give them talking points, a sample script, a template for voicemails/emails, and a list of resources to tell staff about. Through two rounds of calls, RPD has made approximately 1,000 points of contact, and sent additional resources to 26 staff that requested them.

The program has connected folks in RPD that otherwise may not have come into contact with each other, increased awareness of new resources, and gave everyone some much-needed personal contact. Ironically, although this program is aimed at increasing the well-being of those being called, those *making the calls* have consistently reported that the program has left them feeling more upbeat and energetic themselves! 😊

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Well-Being Check-ins

Update from our Professional Family



has affected our communities in a variety of ways, and as a professional family that holds relationships as one of our core values, we needed to stay connected and make sure we were all doing okay. Work has changed, some are off on special assignment, we may not meet as often and have to maintain distance when they do meet, and we may not run into our colleagues in the office. Some folks may be dealing with personal issues, others may be worried about their loved ones, and some may just be



Points to Emphasize

1. The work you're doing is really important and it's helping San Franciscans through this
2. You have resources available to you: 1) 24/7 EAP, 2) CityTestSF Free Testing, 3) HSS Free Financial Coaching, 4) increased sick leave coverage, 5) Online Training through RPD-U, among others.
3. If you have any concerns during this time, bring them up to your supervisor or manager, they are here to help
4. If you need any support, reach out to your team, supervisor, or someone you trust

RPD: RPD-U Wellness Calendar

RPD has a specific training portal for staff, RPD-U. In early 2020, we wanted to show HSS's Wellness Calendar on RPD-U, so that if staff were accessing our training resources they would also have access to HSS's wellness classes.

RPD IT worked with HSS IT to get a feed from HSS's calendar, so that the calendar on RPD-U would dynamically update with HSS's course offerings. This made classes more accessible to RPD staff in a website they were already familiar with, and no upkeep is needed to ensure the calendar is up-to-date. It's now a fully automated process that makes it easier than ever for staff to see wellness classes.

Staff have seen that we are innovating solution to give them increased access to wellness resources, which shows our organizational commitment to wellness.

WELL-BEING@WORK

Subject: RE: feed to SFHSS wellness calendar

It's live – Thank you!

<http://sfhss.org/sfhss-events.ics>

+M



WED	THU	FRI	SAT
<p>3</p> <p>5:30 pm FG (Zoom)</p> <p>5:00 am - 5:30 am Belly Dancing- ZSFG (Zoom)</p> <p>5:30 pm om)</p> <p>d by Zuckerberg San ospital and Trauma ny benefits including circulation, strength, y. Additionally, those rely [...]</p>	<p>4</p> <p>5:00 am - 5:30 am Belly Dancing- ZSFG (Zoom)</p> <p>m - 1:00 pm r: Healthy</p> <p>- 5:30 pm rais-ZSFG</p> <p>4:00 am - 5:00 am Bagua Meditation for Sound Sleep (WebEx)</p> <p>7:00 pm - 7:30 pm Qi Gong & Meditation- ZSFG (Zoom)</p> <p>7:00 pm - 7:30 pm Belly Dancing- ZSFG (Zoom)</p>	<p>5</p> <p>4:00 am - 5:00 am Bagua Meditation for Sound Sleep (WebEx)</p> <p>5:00 am - 5:30 am Hatha Yoga- ZSFG (Zoom)</p> <p>12:00 pm - 12:30 pm HEAL Lunch & Learn: Just Move (Zoom)</p> <p>+ 1 More</p>	<p>6</p> <p>4:00 am Bagua M for Sour (WebEx)</p> <p>5:30 pm Family 2 ZSFG (Z</p>
<p>10</p> <p>5:00 am editation f Sleep</p> <p>5:30 pm FG (Zoom)</p> <p>7:30 pm Core-</p>	<p>11</p> <p>12:30 am - 1:00 am HIIT – YMCA (Zoom)</p> <p>4:00 am - 5:00 am Bagua Meditation for Sound Sleep (WebEx)</p> <p>5:00 am - 5:30 am</p>	<p>12</p> <p>4:00 am - 5:00 am Bagua Meditation for Sound Sleep (WebEx)</p> <p>7:00 pm - 7:30 pm Qi Gong & Meditation- ZSFG (Zoom)</p> <p>5:00 am - 5:30 am</p>	<p>13</p> <p>4:00 am Bagua M for Sour (WebEx)</p> <p>5:30 pm Family 2 ZSFG (Z</p>

SFPD: Lunchtime Jog / Power Walk @ Police Headquarters

Friday, March 6, 2020 (Weekly Friday Series)

SFPD Police Headquarters

1245 – 3rd Street, Around PHQ

San Francisco, CA 94158

We had the pleasure of participating in a Lunchtime Jog / Power Walk session lead by our very own Ms. Nora Wong, who is an avid runner.

We were encouraged to walk at our own comfortable and healthy pace and start/stop whenever we wished, so the walk was super enjoyable knowing there wasn't any pressure to keep up or finish the entire route.

From police headquarters, we walked around the Giant's parking lot heading towards Terry François to Kelly's Mission Rock, then back to police headquarters. Some of us walked faster than others, but Nora stayed in the middle and encouraged us along the entire route, which took approximately 45 minutes to complete.

We got to see and enjoy areas of the neighborhood we normally wouldn't have seen if not for Nora taking us out for this walk! Looking forward to the upcoming walks scheduled for FRIDAYS, March 13, 20, and 27 at 1:00 p.m.



SFPD: Department Wide Fruit Deliveries – COVID-19

March to June 2020

PHQ, HOJ, Airport, SOB, Specialized Locations, & All of the District Stations: City and County of San Francisco

As we all know, we've been facing challenging times due to COVID-19 due to the shelter in place being enforced on March 16, 2020. This has made it very challenging with trying to support our members who are WFH (working from home), but we are developing ways on how to support and take care of our first responders/front line workers and the in-office front line Assistants.

The fruit vendor was still able to deliver the fruit to all our locations during the pandemic while being able to support members who are working a skeleton crew, and for those civilians who are still working in the office on a modified schedule. This was very beneficial for our on-the-go first responders as they'd either be responding to calls, COVID-related issues, or not having a chance to eat.

The purpose of the fruit deliveries is to promote healthy eating and wellness to our sworn and civilian staff even while in the midst of a pandemic. This encourages our staff members to continue, or even start eating a more healthy, balanced diet and to consider eliminating consumption of foods/drinks that are not beneficial to the body.

Everyone is always so excited to receive their deliveries so that they can incorporate the fruit into their daily meals and it encourages members to stay focused and disciplined with intake of more fruits and vegetables.



SFPD: Virtual Yoga During COVID-19

Virtual Yoga via Zoom taught by Kristine Demafeliz
Every Wednesday, Saturday and Sunday

Well-Being takes a critical role now more than ever to employee physical, mental and emotional health during these, difficult times. It has taken a toll on our first responders, law enforcement and for those working remotely as well. The COVID-19 pandemic has impacted all of us in so many ways both professionally and in our personal lives.

This class accomplishes two major things:

- (1) the body craves movement. Many members have become less mobile during the pandemic as they've been forced to be quarantined and sheltered in place. Movement alone helps curb depression and give the body the right input to make hormones that instead create dopamine, the pleasure hormone.
- (2) this class creates connection – many have felt lost, isolated, and alone during this pandemic. This class once again gives us a chance to see familiar faces, share new ideas, and reminds us that we are not alone, and that we are all going through this together, and through unity we will come out stronger.

Kristine has also shared helpful wellness tips throughout the quarantine and has just made it a point to highlight wellness during a very negative time. What we focus on, we get. I'm extremely busy with all my endeavors, I really appreciate that KK takes ownership of the program and continues to move the program forward during such a critical time.

It has given us different perspectives in life and adaptation to the “new norms” of working while sheltered in place. Kristine has provided virtual Yoga classes to support the well-being of the SFPD employees. She helps them to focus on self-care and reflection.

“She is such amazing and remarkable yoga instructor. To me personally, she has been more than just a wellness champion... she's a beacon of hope and inner peace.” –Cory De Batista.

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

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SFPD: Wellness Station During COVID-19

March to June 2020

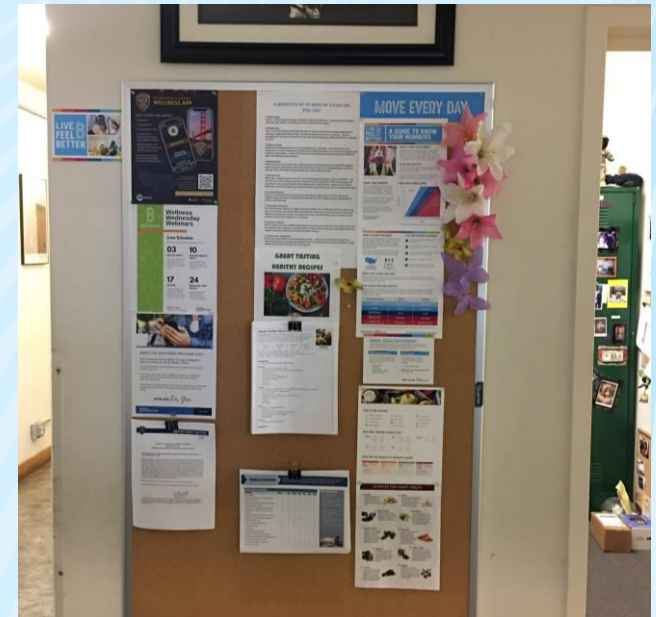
Hall of Justice, Company K–Traffic Division
City and County of San Francisco

Tracy Villarico, one of the SFPD well-being champions located at our Hall of Justice, has been a very supportive and active champion by providing support for the sworn/civilian staff members in the building and taking good care of members within the unit.

Tracy continues to go into the office on a modified schedule to provide support to her supervisor and staff. During the pandemic supporting her team provides her a focus to maintain a positive attitude so that she can continue to keep well-being top of mind and support others in self care.

Tracy created a “wellness station” in her unit that is comprised of a corkboard/file hutch which displays SFPD and SFHSS well-being information. There are healthy recipes, tips on how to stay active and resources on how to de-stress. Tracy has voluntarily taken charge of “Bagel Mondays” which includes schmear, locks, cucumbers, tomatoes, fruits, fruit/vegetable-infused water, a variety of nuts, protein bars as well as healthy drinks containing electrolytes.

Tracy’s leads the way as a dedicated Well-Being Champion through her efforts and dedication to this department and SFPD is grateful to have her as a part of the SFPD Wellness Team.



SFPD: Workouts at Home During COVID-19

At-Home Workouts
Every Other Day

FaceTime has given SFPD the opportunity for the Body Camera Unit (BCU) to facilitate “group call workouts” a few times per week to keep the body moving and workout during the shelter in place which took effect on March 16, 2020.

Each workout consists of stretching/warm-ups, various exercises that target and focuses on the arms, legs and abs, and includes a cool down/stretches. Workout routines vary as participants would determine a specific exercise, while on other days “freestyle workouts” and each person would choose what type of workout they want to focus on. Some exercises include a series of squats, burpees, push-ups, plank and sit-ups.

Working out together has given SFPD the opportunity for social interaction which has been limited due to the shelter in place. Having the ability to workout in the comfort of their own homes has been better than we imagined which support physical and emotional well-being.

