

**WELL-BEING@WORK**



Quarter 1  
**Spotlights**  
FY20-21

# ACC: Staff Supporting Staff

During Covid-19, SFACC staff are finding ways to support one another and to make social connections that are meaningful, while upholding SF safety guidelines.

This spotlight highlights some of the ways staff support one another during this time.



Shelter Service Representative Anacani practices her new hobby on Hernandez with a fresh buzz

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Animal Care Attendant Sandy helps out with clerical work at the front desk



Hippy has a full-time job at the front desk as an emotional support hamster

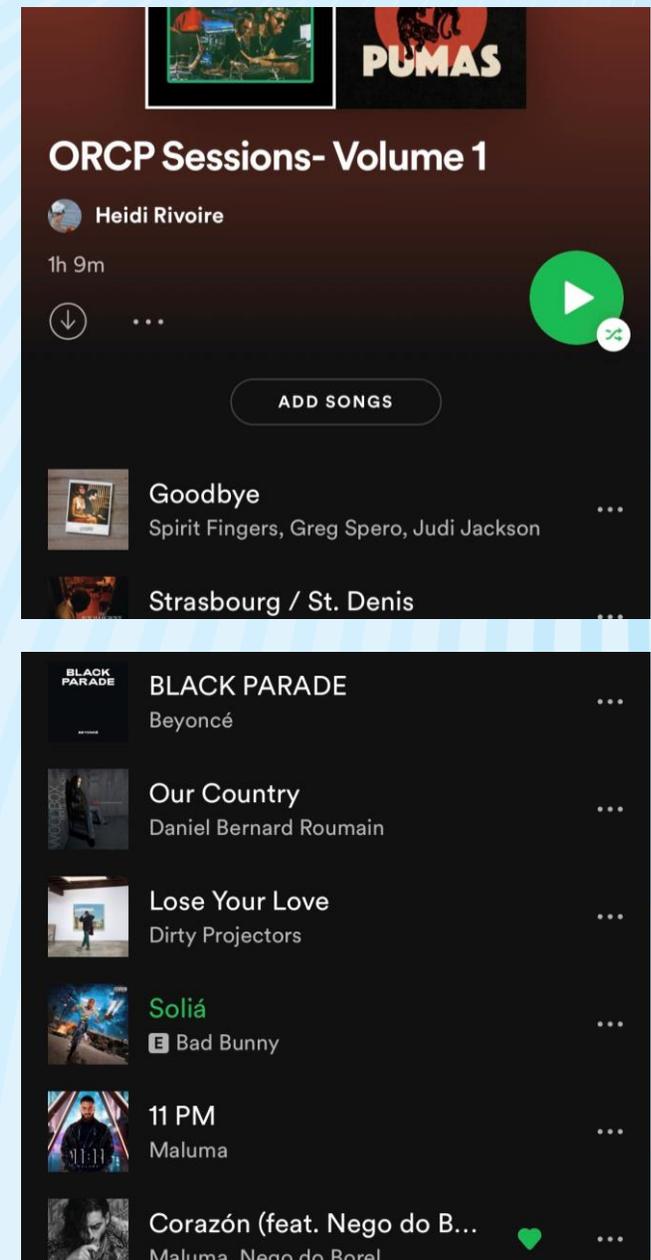
Administration staff member Anita assists the veterinary division



# ADM-ORCP: Spotify ORCP Playlist

With COVID, and not being able to interact much with colleagues, having a Spotify Playlist allows for the staff to get to know each other a little more and enjoy different kinds of music and artists that may they have never heard of. It's fun to guess who added what song too!

This program started in the beginning of August 2020. During our virtual check-ins, it's been fun to discuss what kind of songs we liked and understanding one's music tastes brings us a little closer to getting to know one another.



# AIR: SFO Virtual Health and Wellness Fair

SFO offered a virtual health and wellness fair on Thursday, October 8, 2020

In commitment to the Airport's Core Value CARE, we offered a Virtual Health & Wellness Fair for our employees.

We had a great line up of speakers that focused on our well-being pillars; Physical, Social, Financial, Emotional and Professional Well-Being.

The speakers shared information about the many benefits offered to City and County of San Francisco employees at SFO.

We recorded the event and posted on our intranet site so employees who were unable to attend can watch later.

## ASR: Wellness Weeklies

“ASR Wellness Weeklies” is an electronic newsletter that our Employee Engagement Team sends out every week via email, that started in June 2020.

The “Weeklies” highlights various wellness events offered during the week, wellness articles, and also spotlights staff who share how they maintain wellness at home while we continue to shelter in place.

Staff appreciate the fact that information on well-being is being shared with them, despite not physically being in the office. Staff can also learn from one another on how to stay mentally positive and physically active while we’re all working remotely.



### EMPLOYEE SPOTLIGHT

We are delighted to Spotlight the following employee for demonstrating their effort in maintaining a healthy lifestyle, both physically and mentally, and the willingness to share their story.

If you'd like to share some tips or tricks on how you're maintaining a healthy work-life balance, please send that over and we can share your story!



# ASR: Roll Submission Party

Assessor Chu hosted a live webinar for all ASR staff to share the momentous occasion of roll close for 2020.

Celebrating the fact that the Assessment Roll was submitted. All assessable events were processed and value was placed on the tax roll. The 2020 tax roll was delivered to the Auditor and the 2020 tax roll was officially closed. Our Department has previously held balloon drops, but this year we had to make our celebration a virtual one. Despite SIP, our Department assessed and captured values for all properties in San Francisco.

Staff and Leadership were happy to see one another and congratulate each other virtually, on another successful year of hard work and commitment to the residents of San Francisco.

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# ASR: Round Table on Race, Equity, & Inclusion

Assessor Chu hosted a live webinar for all ASR staff and invited SF Human Rights Commission Director, Sheryl David, as a guest to speak on race, equity and inclusion.

The discussion was tailored around the various issues and current events affecting our communities and around the country, such as police brutality, racial injustice, the meaning of equity, as well as the tools needed to engage our community to create a more inclusive and just environment. The purpose of the discussion was also to let staff know that the Department cared about their mental and emotional well-being during these trying times.

Staff welcomed and appreciated the idea of a round table discussion and were also able to ask questions during the webinar. The webinar now lives on our Intranet so staff can play it back anytime they feel like it.

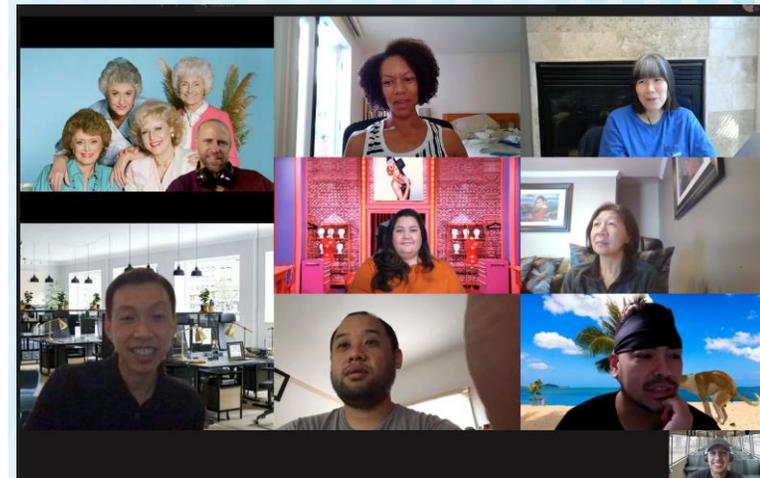


# ASR: Teams Background Contest

This happened during a Team Meeting through Teams.

The division manager encouraged all staff to chose their best background for Teams and display it for all to see. Staff were allowed to vote for the best background. The winner won a small prize! Plenty of laughs to go around!

Staff enjoyed the contest! It was a more relaxed approach to a Team meeting, which everyone appreciated. Staff hope the contest is done again soon!



## ASR: Virtual Lunch

The Virtual Lunch happened over Zoom in mid September.

Seeing as how we can no longer just swing by the breakroom to heat up our food and catch up with one another in person, we created a virtual breakroom where staff could “drop in” during lunchtime to share what they’re having for lunch, or just to take a break from work to say “hi” to fellow coworkers. Even if we couldn’t enjoy a meal together in the same room, we could enjoy it virtually and try to return to some form of normalcy during this pandemic.

People appreciated the fact that they were given a platform where they could return to some sort of normalcy and take a break from work.

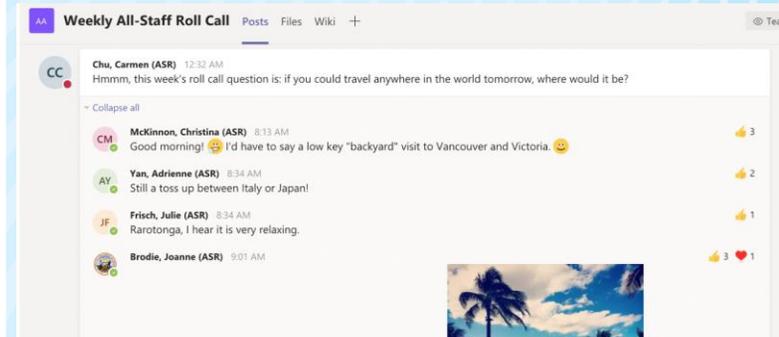


# ASR: Weekly All-Staff Roll Call

“Weekly All-Staff Roll Call” is a channel created via MS Teams. This roll call happens weekly in conjunction with our Employee Engagement Team and our Assessor.

Through each roll call, we pose a new, fun and/or interesting, question to all our staff. Each participating employee responds to the question by sharing their thoughts, experiences, or pictures. It’s a different approach to employee interaction and inclusiveness.

Staff and Leadership enjoy the weekly roll call questions as it provides an avenue to share funny, interesting, or thoughtful, moments and insights of one another. We are continuing the effort to know one another despite working remotely.



The Top 3 desired destinations mentioned the most were:

Country	# of Hits
Japan 	11
Italy 	4
Spain 	4

# CPC: 49 SVN Building Transition Welcome Packet

Welcome packets were distributed onsite at the new permit building in August 2020.

After a long process of planning, coordinating, and moving to a new building, all Planning Department staff received a notebook, mug, pen, hand sanitizer, and badge holder as a welcome packet! Though we are still not able to see each other in person, these packets were our way of showing appreciation for the entire department and providing a resource (hand sanitizer) to encourage safe and healthy practices.

Many CPC staff expressed gratitude for the welcome packet! Most of all, people cannot wait to come back to work and see each other in person when it is safe to do so again.

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# DAS: Virtual Wellness Activities

Shannon Haskin, DAS Inclusion Committee member, effortlessly co-hosts lightning BINGO and an after work happy hour each week.

These two virtual wellness activities were created by DAS Inclusion Committee members soon after shelter in place (SIP) was mandated in March and they continue going strong with staff participation from various departments, including SIP family members.

Staff and families share stories and laughter, as they transport themselves in a relaxed meeting room each week.



# DPH-LHH: Trauma Informed Wellness

Since April, every Wednesday and Saturday, I have the honor and privilege of providing Trauma Informed Wellness on S5, the designated COVID-19 unit.

I am able to hold the space for the S5 staff to come together for 15-30 minutes to take care of themselves and rise above with wellness.

Each week in the Great Room on the unit, 10-15 staff partake in different alternative healing practices that I offer, such as laughing yoga, mindful movement/tai chi, sound healing, and so on.

Despite these unprecedented times, together we are able to refresh and renew- Mind, Body, and Soul, honoring the harmony of self-care. I have also been able to offer Trauma Informed Wellness to the hospital as a whole during Staff Appreciation Week.



# DPH-ZSFG: Rehab Wellness Wednesdays

Location: ZSFG Rehab Department – PT Gym or Virtually

Our department lost the grant due to COVID originally intended for a 1-day wellness retreat. However, we strongly value wellness and self-care and instead coordinated a weekly Wellness Wednesday schedule throughout August and September that included live seminars and exercise classes.

The series gave our staff who constantly provide care for patients a moment for ourselves to:

- De-stress
- Take care of our bodies and minds
- Learn self-care and nutrition tips
- Try out different forms of exercise (Yoga, TaiChi, Pilates, Strength)
- Foster support & community among our staff
- Re-energize!
- Free healthy snacks & fruit from The Fruit Guys
- Give-aways from SFHSS & Well-Being department

Despite the pandemic, we were able to coordinate virtual live sessions with our instructors, while participants remained masked, distanced, and also had the option to join in remotely to include all. Staff have looked forward to the wellness activity each Wednesday, reporting that it helps them re-energize to get through the week. There was also a unanimous vote to now continue a regular Wellness Wednesday schedule!



## HSA-OECE: Rajio Taisou

Carlo Manaois from the Office of Early Care & Education, has been hosting Rajio Taisou, Japanese calisthenics, at 1650 Mission long before shelter in place (SIP) took effect.

As a Wellness Champion, Carlo's dedication to improve and maintain well-being for all continues to shine as he quickly converted the in-person Rajio Taisou to virtual ones during SIP.

Carlo effortlessly leads Rajio Taisou for OECE, DAS, HSA, and CPC staff, as well as their SIP family and friends each weekday. Staff look forward to Carlo's Rajio Taisou during their afternoon breaks, as it promotes a mini-socialization period and unexpectedly gets their blood pumping.



# HSS: Citywide Stretch Breaks

Every Tuesday and Thursday @  
3.00pm on Microsoft Teams

City employees who join these SFHSS stretch breaks love them and look forward as it helps to relax muscle tension caused by being in a fixed position for too long.

Employees feel they are able to avoid Musculoskeletal injuries by regularly participating in stretches.



# POL: SFPD WELLNESS APP - CORDICO

LAUNCH DATE: May 2020  
San Francisco Police Department  
City and County of San Francisco

The BSU Cordico Wellness App has been an invaluable tool for our department members, civilian and sworn, and their families during these stressful times. The ability for immediate 24/7 access to mental health resources on a member's work and personal phones has proved very useful. When we receive a call from a member or their family, we inform the member how to download the app so they can have the resources they are looking for, without having to wait for us to send them the resources. The BSU gets reports on utilization rates and a significant number of our members have been using the wellness resources provided in the app. The confidentiality of the app and the ability to access the resources without even calling the BSU are extremely important. We can update the app with new relevant information in real time and keep the members informed about the latest resources.

Wellness and resiliency practices are needed now more than ever and phone applications have been recognized as a best practice for helping to push out the resources. One of our biggest goals at the BSU is to get the resources into the hands of our families, by having the wellness app available for a member's personal phone. The ultimate goal of the app is suicide prevention and members have access to 24/7 live crisis help through the app in the "Get Help Now" module. Please encourage your fellow department members and family to download the app and explore the resources. Finally, "Dr. Kevin Gilmartin's Emotional Survival Videos" module is very insightful on the nature of how police work changes our mental health and we are lucky to have this resource in the app.

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