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# Quarter 4 Spotlights FY20-21

# **ASR: Chair Exercises**

This online physical activity took place on May 7<sup>th</sup>, with the help of HSS. It was proctored by Kaiser Permanente and specifically hosted for ASR employees only.

Having been working from home for over a year now, we found ourselves doing a lot of sitting. So, we wanted to provide a physical activity to our staff that not only would be practical, but also useful moving forward.

Although we weren't able to receive a full feedback report, we did hear from a few staff members who enjoyed the event and promised to keep challenging themselves moving forward.

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### **Chair Exercises**

May 7, 2021 | 3:00 – 3:30pm



#### LOCATION:

Virtual Seminar Webex

#### QUESTIONS? CONTACT:

David Santos david.santos@sfgov.org Chair exercises offer stretching and strengthening, low and moderate intensity movement taught by a personal trainer/health educator.

This class aims to bring benefits such as exercising the heart and body, and mind, so that you feel better. This well-rounded practice increases general sense of well-being as well as resilience to face day to day challenges..

Link: https://kponline.webex.com/kponline/k2/j.php? MTID=t871497cab6af80dce6c6342ed905a5a1

Password: Thrive123

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# ASR: Coping With A Traumatic Event

This online webinar took place on April 30<sup>th</sup>, with the help of HSS. It was proctored by ComPsych and specifically hosted for ASR employees only.

2020 and 2021 have been very stressful for most of us. We've dealt with a global pandemic, social injustices, and many more problems and issues plaguing our world. We felt that this event would be very informative to those who may, or may not know that they are, be dealing with a traumatic event.

Staff enjoyed appreciated having the opportunity to attend this event. Through the feedback survey, we found that a majority of our staff found the webinar to be useful and helpful

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# **Coping With A Traumatic Event**

**April 30, 2021** 

A crisis or traumatic event can be both environmental and personal and are events which can cause physical, emotional, psychological distress or harm.

These events are often perceived and experienced as a threat to one's safety or to the stability of one's world and the impact can be either on those who have experienced the event firsthand or have seen it one television.

Register here!

Virtual Seminar

TIME: 2:00 – 3:00PM

QUESTIONS? CONTACT:

David Santos david.santos@sfgov.org

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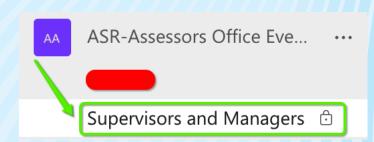
# ASR: Supervisors and Managers – Teams Channel

We put together a Teams Channel specifically for Supervisors and Managers. Although this is not a replacement for inperson meetings, or knowledge sharing, we did feel that we needed to provide an additional space for Supervisors and Managers while working from home.

The purpose of this channel is to provide Supervisors and Managers with a space where trainings, workshops, resources, and guidance, can be shared to assist them with managing their teams. It is also a space for supervisors and managers to share their concerns, challenges, experiences, and best practices supervising staff, with their peers.

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### Topics include:

**Channel Guidelines** 

- 1. Leaves and Absence Management
- 2. Performance Management
- 3. Progressive Discipline
- 4. Employee Engagement
- 5. EEO and Reasonable Accommodation
- 6. Recruitment and Hiring
- 7. Workforce Development
- 8. Workers' Compensation
- 9. Policies and Procedures
- 10. COVID-19
- 11. Workplace Safety and Security
- 12. Ergonomics
- 13. Just Chatting

# **ASR: Staying Organized**

With the help of HSS, we were able to hold this online workshop on June 4<sup>th</sup>. It was proctored by Kaiser Permanente and specifically hosted for ASR employees only.

During COVID-19 & SIP, we found ourselves not working from home but rather living at work, or so it felt. The lines between home and work were now blurry, difficult to distinguish them from one another. So, we thought this webinar would be a great opportunity for staff to learn about helpful tips, practices, to better organize our space. We also got the chance to hear from other attendees on what they do to better organize their daily routine.

Again, although we were not able to receive a list of the feedback results, staff were glad that this course was provided. This webinar actually came in first place on our Wellness Survey.

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# **Staying Organized**

June 04, 2021

Learn the tips to getting your work life organized for better time management, improved efficiency, and less stress.

In this workshop, participants will:

- Learn what being organized means for your work life
- · Discuss strategies to keep your life in order
- Practice an activity to apply in your workspace
- Discover how being organized improves wellbeing.

LOCATION: Virtual Seminar Webex

TIME: 2:00 – 3:00PM

QUESTIONS? CONTACT: David Santos david.santos@sfgov.org

Link: https://kponline.webex.com/kponline/k2/j.php? MTID=tbeee47736770f6b489100ed04f1b909f

Password: Thrive123

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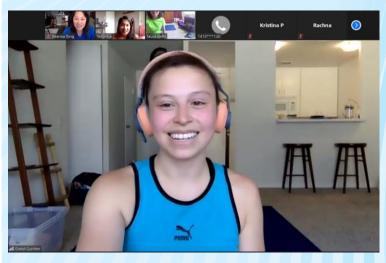
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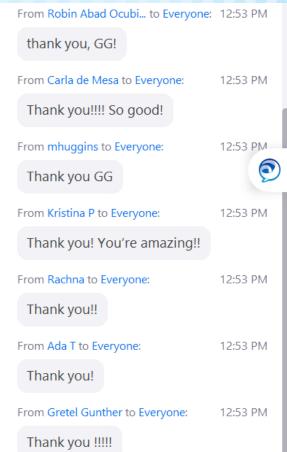
# **CPC:** Live Yoga

The San Francisco Planning Department hosted a live lunchtime yoga session on May 26th. Our very own Gretal "GG" Gunther lead the group through breathing exercises, yoga stretches, and poses, and even some core work.

We had 16 participants. Participants were very engaged and excited to attend the session. The event even attracted attendees who haven't joined Wellness events in the past, but are interested in joining more events in the future.

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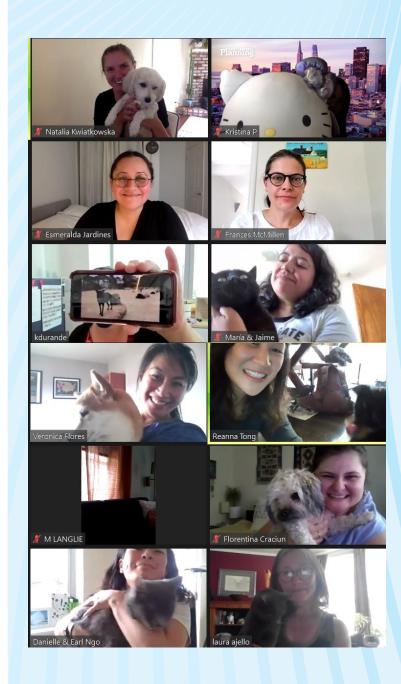




# **CPC: Pet Show and Tell**

The San Francisco Planning Department hosted a "Just Another Day at the Paw-ffice" event on June 16th. Staff members showed off their pets and shared fun stories about working from home with their pet "assistants".

We had 18 participants, including first-time Wellness event attendees, and staff who didn't have pets but still wanted to meet everyone else's! Everyone was happy to meet colleague's extended family, including some new additions during the pandemic. Pets have kept many of us well through much of the COVID-19 shelter-in-place order. We love our pets!



# **CPC: Plant Appreciation Event**

The San Francisco Planning
Department hosted a Plant
Appreciation Event on April 29th.
Staff members showed off their
favorite plants and also shared tips
and tricks for plant care.

We had 44 participants. All were excited to engage with each other and hoped to repeat this event in the future. Staff were so excited about this topic that many continued the conversation in a "Plant Lovers of Planning" chat group.

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of Planning

# DAS: In-Home Supportive Services program

Each month IHSS releases an email newsletter for all staff.

The newsletter highlights program updates and has a wellness page with a monthly Employee Spotlight. Participants who correctly guess the Employee Spotlight with given hints wins a prize. The participating employee who is spotlighted also receives a prize.

Within minutes of the May newsletter release, email responses re: the Employee Spotlight flooded in. It was exciting to see less engaged staff members also participate.

Since the May newsletter release, staff are now volunteering to be spotlighted and report enjoying the interactive newsletter.

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#### May is Mental Health Awareness Month

A message from the DAS Wellness Committee (Sara Hofverberg, Lucas Swanson, Krista Gaeta, and Luciana Tsay)

May is Mental Health Awareness month - a good time for all of us to check-in with ourselves and recognize the stress of the past year. Our mental well-being is critical to our overall health and ability to do our important work every day and be present in the lives of our friends and

Resources available to you as a City employee are on these websites:

- Employee Assistance Program (EAP): Free 24/7 counseling Call (628) 652-4600 or (800)
- San Francisco Health Services System Member Resources
- Weekly Fitness Schedule

Tap Into Weekly Wellness

Thank you for all of your hard work and for continuing to serve our clients during this time.

#### Employee Spotlight: Guess Who?

First person to guess the Employee Spotlighted wins a prize, Email your answer to Luciana.Tsay@sfqov.org by May 28th.

- 1. Why do you work for San Francisco? Great people: clients and staff
- 2. What is something new you learned this past year? The high amount of non-black races and cultures who care about the "Black Lives Matter
- 3. What is your favorite lunch spot within a 5-block radius of the office? Proposition Chicken
- 4. What do you like to do with your free time? Watch and bet on sports
- 5. What/who inspires you? Runners/joggers
- 6. What else would you like IHSS to know about you?



has always been my supervisor.

April 2021



# DAS: IHSS Inclusion Committee

During quarterly virtual meetings with all staff, wellness updates have been presented by the IHSS Inclusion Committee.

The committee presents SFHSS wellness activities and resources, along with department activities and prize giveaways to boost morale and engagement. Department activities have included virtual happy hour, music trivia, mediation video, caregiving animation video, Employee Spotlight trivia, and more.

Photos of staff participating in activities are shared at meetings. Staff has expressed that they enjoy seeing and connecting with other team members through the photos. The IHSS Inclusion Committee has also seen an uptick in participation from staff who do not always participate in live activities. Staff gave permission to share their photos.

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- CHRISTINE NG | MARIA MORABE | MARTHA GARCIA | MILA GORELIK |
  REBECCA MARTIN | SHANNON HASKIN | TAYLOR STUSSI | TOSHIO
  WESTLUND | LUCIANA TSAY
- Monthly SIP Activity List

IHSS Inclusion Committee

- O Hump Day Happy Hour Wednesday 5:00 PM
- O Lightning BINGO Thursday 12:00 PM
- O Rajjio Tajso Weekdays 2:05 PM
- O Fun Favorite photo, activity, website, trivia
- Halloween Contest
- O DAS Wellness Spotlights
  - O Shannon Haskin
- DAS Wellness Champions
  - O Ping Pong Tournament







### **Wellness Holiday Celebration Activity**

- ❖Wellness Work of Art Challenge
- ❖IHSS Inclusion Committee
  - \* Meditation video

Inclusion &

**Wellness Activities** 

- MEMO animation video
- - In Zoom chat, 1st person to name artist wins prize



### **Inclusion Committee Update**

Bulletin Board Photos Virtual Happy Hour **Employee Spotlight** 













# DAS: MAS Icebreakers

During the bi-weekly virtual meetings with Managers, Analysts, Supervisors (MAS), and the Director, meetings are kicked off with a wellness "icebreaker" led by Brenda McGregor.

Brenda creatively presents fun, interactive icebreakers with topics that interest all. Participants are asked to either vocally share responses or type responses in the chat box. Topics such as: Name a favorite book; Share your ideal vacation; Name an activity you wish you can do like a "pro" instead of an amateur; Name one thing still on your bucket list; What do you do to lift your spirit when you are feeling blue; If you could have dinner with a famous person past or present, who would it be.

The icebreakers create a fun and engaging environment by lightening the mood. Staff look forward to the icebreakers before each meeting.

# WELL-BEING@WORK Icebreaker Name an activity you wish you can do like a "pro" instead of an amateur. Icebreaker NAME ONE THING THAT IS STILL ON YOUR BUCKET LIST. **Icebreaker** Name one thing that you've always imagined doing but never have. However, now you plan to do it.

# DPH: National Public Health Week- *Employee Appreciation*

The NPHW Town Hall took place on April 7 on Microsoft Teams. Distribution of Thank You Gift Packs took place on April 7-8, with more deliveries made throughout the week.

Our NPHW event was a way to say thank you and celebrate the public health workers at PHD. The NPHW Town Hall was more laid-back than usual PHD town halls, where staff could relax and have fun playing games. It gave PHD staff a chance to reflect and observe the work that has been done over the past year.

The NPHW event was successful in helping us bridge connections and build a stronger community among PHD staff. Staff members responded that they enjoyed having a different kind of Town Hall and were appreciative about receiving various gifts in the Thank You Packs.





# ECN: Running on "E": Adding Energy and Fun to Your Life

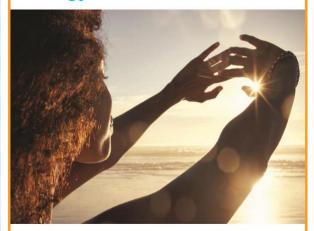
Virtual webinar took placed on May 20, 2021.

This webinar was selected to address OEWD's well-being survey results of the top three well-being concerns: stress management, job burnout and health of family members. The webinar explored the power of the mind/body connection, ownership of the stress, how to increase energy level and make work FUN which all are factors impacting the remote work environment.

There's a heightened focus on staff well-being and the conversations continues at the monthly all-staff meetings with a huge support from OEWD leadership.

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# **Energy and Fun to Your Life**



### DATE/TIME:

Thursday, May 20, 2021 1:00 – 2:00pm

#### LOCATION: Virtual

Virtual

#### QUESTIONS? CONTACT:

May Ng may.ng@sfgov.org

#### RSVP REQUIRED:

https://attendee.gotowebinar.com/ register/585225374293882894 Longer hours, increased responsibilities, constant change, accelerated pace of business, intensified pressure. By unleashing your energy, igniting your enthusiasm and finding fun in your job, you're sure to maximize your work performance and even enjoy it! At the end of this workshop, you will be able to:

- Identify what causes fluctuations in energy
  level
- Describe the three keys to raising your energy level
- Recognize the characteristics of your energy zones

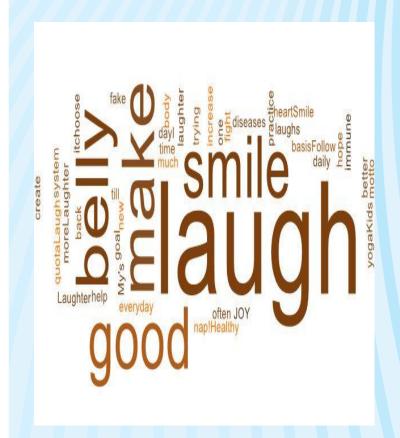
# HSS: All Staff Webinar -Laughter Humor and Play

To help boost employee morale and to remind staff to have fun, the HSS Champions requested to host a webinar, Laughter, Humor, and Play, by ComPsych. The webinar focused on inserting smiling, laughter, humor and play as part of their daily routine. Simply smiling can help lift people's mood and is key to connecting with others. Humor and play can be the building blocks of problem-solving. Together we can improve our happiness and effectiveness.

The webinar took place at our all Staff Meeting on 6/24/2021 with over 50 participants.

We laughed together and were reminded that laughter is the best medicine!

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# HSS: All Staff Well-Being Activities

The Champions introduced a Disco Chair Yoga video at the April virtual All-Staff Meeting, to the tune of "Staying Alive" by the Bee Gees.

Participants found it energizing to get their physical activity sitting on a chair and stretching to a popular tune.

Requests were made for the video clip by participants, who wanted to continue this chair yoga at their leisure.

At the June virtual All-Staff meeting the champions introduced the "Let Go Activity". The purpose was to write down what you struggle with and then rip the paper to let go of harmful thoughts that create self-doubt, low self-esteem, worry etc. and replace with positivity.





# HSS: Casual Chats with Champions

SFHSS Champions and the Well-Being Team facilitated an activity to connect and check-in with colleagues. Due to SIP and being away from the office for over a year, staff missed seeing each other and having the causal one-on-one chats like we did when we were in-person. Each person was assigned a list of people to reach out too and well-being resources if asked. The activity was optional to staff, and each chat lasted about 10 minutes.

The chats took place via Teams during the month of June 2021 as most were working remotely.

The staff felt appreciative of someone taking the time to check-in with them and just to have a casual conversation.

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# MTA: COVID-19 Vaccines -Myth vs. Fact

There are some who make the personal decision not to get vaccinated due to fear or concerns in many communities throughout the country, particularly among our agency's front-line and BIPOC staff.

To help address these concerns, the SFMTA Wellness Program ran an information campaign regarding vaccine myths vs. facts. Dissemination methods included All-staff emails, blog posts, an online information page, and Digital Signage messages.

For many, receiving the vaccine can be lifesaving. By offering fact-based information in a non-judgmental manner behind a few of the biggest vaccine inaccuracies that were floating around, we aim to support creation of a safer environment for our colleagues, our families and our community.

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MYTH:

The vaccine

infertile.

makes women

FACT:

There is no evidence

that the vaccine

causes infertility.

FACT:

Researchers took

Large studies show



# MTA: Mental Health **Awareness Month**

Throughout May 2021, the SFMTA promoted Mental Health Awareness Month, using its different platforms to remind staff about the importance of maintaining our mental health. Efforts included a featured newsletter article, All-staff emails, blog posts, and Digital Signage messages.

The centerpiece of our program was the distribution of 2500 informational postcards that included green commemorative pins and ribbons provided by SFHSS. The pins were distributed to Transit Operators and other front-line employees for them to wear and show their support, while the postcards provided a list of mental health resources available.

In promoting Mental Health Awareness Month, we aimed to help reduce any stigma for those needing support and assistance, as well as offer a reminder that they need not face their challenges alone.

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- e SFMTA CARE Program can provide a referral to a licensed clinician to discuss your emotional and mental
- The Peer Assistance Program offers emphatic, thoughtful Peer 24/7 at 415.923.6346.
- SFHSS EAP counselors are available 24/7 for free and con Call 628.652.4600 or 800.795.2351.
- Access Mental Health Benefits through your Employee Health Plan. Email: well-being@sfgov.org











# SFPD: Mental Health Awareness Month, May 2021

# **Green Pin Project**

Entire month of May 2021 San Francisco Police Department Department-Wide



Nearly 1 in 5 American adults experiences a mental health disorder that impacts them at home and at work. It is vital that we take care of our physical bodies, but to also pay special attention to our mental and emotional well-being. We want to support our members and community to bring awareness to the variety of mental health resources that are available to everyone.

The San Francisco Police Department (SFPD) supported Mental Health Awareness Month which is recognized every May. SFPD members (both sworn and professional staff) were authorized to wear a *green pin* in recognition and support of those who suffer from mental illness and to bring attention to the importance of utilizing available mental health resources.

The officers and professional staff were so excited to support this campaign and wore their green pins proudly! We all shared the importance of this powerful awareness in hopes that those who suffer from mental illness get the help and support they need!

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# SFPD: Wellness Resiliency Course Navigating Adversity©

May to June 2021 San Francisco Police Department Department-Wide





The SFPD Wellness Team and the Behavioral Science Unit facilitated enrollment in Navigating Adversity© a one-of-kind, CA POST online wellness course. The program was open to all department members sworn and non-sworn civilian staff. It is a whole-person approach to providing individuals with the tools they need to be in command of their well-being. Students in this course will build capital across the full spectrum of wellness as recommended by the Sixth Pillar identified by the President's Task Force on 21st Century Policing.

The Navigating Adversity© training course is a self-guided online program so it can be started and stopped without interruption and is designed to be delivered in eight (8) two-hour sessions for 8 consecutive weeks.

It was a perfect time the training was offered to us as it fell in line with Mental Health Awareness (MHA) Month, so we also wore our green pins while attending this virtual training! What a powerful wellness resiliency course to help with providing the necessary tools and resources to keeping our physical and emotional wellbeing in-tact and thriving! ©

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# SFPW: Public Works PRIDE team

The Public Works PRIDE team came together to celebrate PRIDE month in 2021. The team was able to put together a fun trivia event, an inclusive social mixer, social events to highlight inclusivity in the workplace and arranged a panel of esteemed guests for the Public Works associates. These forms of celebrations cultivated a platform for inclusivity and community for Public Works.

Due to COVID-19, we had to conduct most activities/events over zoom. We organized the mixer at Sparks Social on June 23<sup>rd</sup> from 4 to 7pm to provide a place where everyone can congregate safely in an outdoor space. For our finale on June 30<sup>th</sup>, we are putting together a zoom panel discussion and have invited esteemed panel members to highlight inclusivity in the workplace. These events have brought the LGBTQIA+community within public works closer together. It felt great to be plugged in and to feel supported.

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