

**WELL-BEING@WORK**



# Quarter 2 **Spotlights**

FY 2021-2022

## ASR - Anonymous Suggestion Box

As part of the Department's Racial Equity plan our Racial Equity Team announced the release of a **suggestion box for anonymous feedback**. This initiative was in support of the department's racial equity plan of maintaining a diverse and equitable workplace. This action plan allowed us to put together this anonymous feedback portal.

Staff can submit their suggestions, anonymously, by visiting our intranet and clicking on a digital "Suggestion Box" (seen on the right). We've encouraged our staff to provide any feedback they may have about what's going well, not going well, or ideas or suggestions on ways for improving our department.

This initiative is ongoing and was implemented in late August, 2021.



# ASR - Laughter As Medicine

We consistently hear about how laughter can help improve mood and stress, and it sure did feel that way during this webinar. The webinar provided insights on the importance of laughter in both personal and professional settings. Laughter is important as it can help reduce stress and the potential ramifications of that stress. The ASR Well-Being team took this opportunity to share some of this knowledge with our staff by requesting this activity.

The webinar was held on Friday, August 13<sup>th</sup>. Employees who participated enjoyed sharing a laugh with their colleagues, or in some cases, laughing at their colleagues.



### Laughter as Medicine

**August 13, 2021**

**Explore the science of laughter and its benefits.**

In this webinar, participants will have the opportunity to understand how laughter affects our mind body connection and practice laughing techniques to help improve mood and reduce stress.

**LOCATION:**  
Virtual Seminar

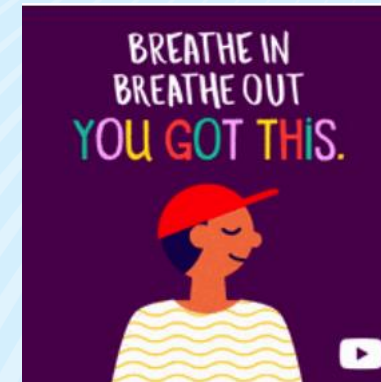
**TIME:**  
1:00 – 2:00PM

**QUESTIONS? CONTACT:**  
David Santos  
[david.santos@sfgov.org](mailto:david.santos@sfgov.org)

# ASR - Stress First Aid

In this training we learned what stress first aid was, how to recognize distress in ourselves and others and build essential skills to help others in a time of distress. In light of the San Jose VTA shooting earlier this year, the plethora of stressful events this past year and a half, coupled with the most recent news of staff returning to work, we thought it would be a great workshop to bring to our department.

The event was held virtually on Friday, September 24<sup>th</sup>. Staff enjoyed not only learning new tips on dealing stress, but also being able to share their knowledge of various identifiers.



### **Stress First Aid Workshop:** *Creating A Culture of Support & Self-Care*

**Dates & Times:**  
September 24, 2021  
10am – 12pm

**Location:**  
Virtual – Detailed Information Will  
Follow Registration.

**Register Today For The Workshop!**  
<https://asr-sfa-9242021.eventbrite.com>

Stress First Aid is an evidence-based peer support and self-care model that anyone can use in any setting during challenging times.

In this training you will learn what stress first aid is, how to recognize distress in yourself and others and build essential skills to help others in a time of distress. At the completion of this training, participants will be able to:

- Identify stress in your colleagues and ensure help is offered
- Identify stress in yourself and know how to reach out for support
- Create a supportive work environment where: leadership promotes mental health & well-being and team members are caring for one another

## ASR - Training & Professional Development Intranet Page

We were excited to announce a new Training & Professional Development Intranet page with information about training resources and classes to help our staff grow their knowledge base and improve or refresh skills.

There are several categories of training opportunities available to our staff, some are free and most, if job related, may be paid by the Department or through Department or Union Educational Development Fund (EDF) reimbursement processes. To promote professional development and growth within the Department, we allocated funds for DHR trainings.

We launched the page in early October of 2021

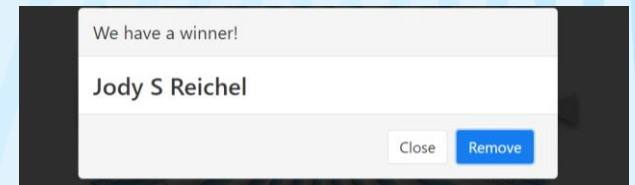


## ASR - Virtual Holiday Party

We continued the tradition and our our 2<sup>nd</sup> annual Holiday Party, Virtually! We took last years experience, and our lessons learned, and put together another Holiday Party for our staff to enjoy the season with their fellow co-workers. It was a day full of games, challenges, and raffles.

For staff who also scheduled to work on-site, we held a very small and socially-distance, celebration for the holidays.

Staff were happy that we held another holiday event, both virtually and in-person.



## ASR – Healthy Eating

As more staff returned to the worksite in early November 2021, getting back into the groove of things was going to take some time. ASR Well-Being Team took a moment to remind all our staff about staying healthy and, more specifically, eating healthy to help reduce stress and anxiety:

*Eating fruit provides health benefits — people who eat more fruits and vegetables as part of an overall healthy diet are likely to have a reduced risk of some chronic diseases. Fruits provide nutrients vital for health and maintenance of your body. [1]*

ASR partnered with Health Services System (HSS) to bring some ‘welcome back’ healthy fresh fruits. Staff were thrilled and were appreciative of not only the reminder of eating healthy, but also having resources to help support them as they returned to the worksite.

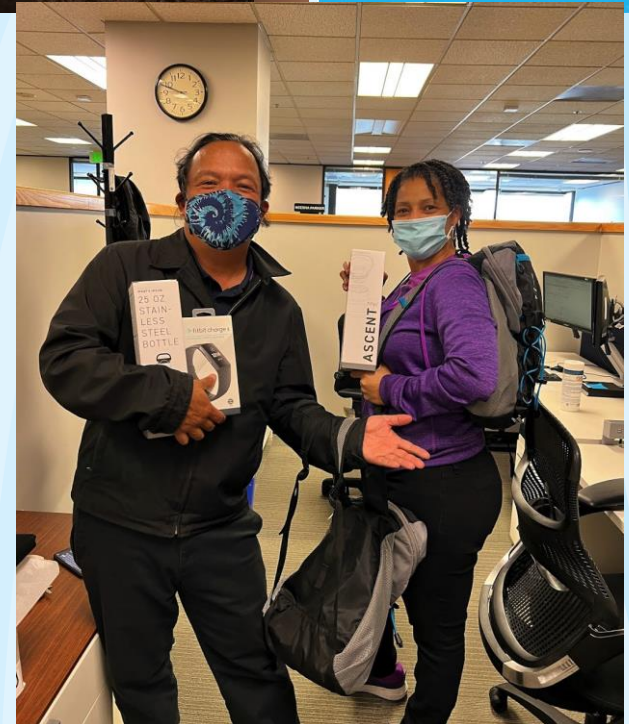
### JUST EAT SOME FRUIT.



## ASR - Workout Challenge

We wanted to put together this customized activity, ASR October Workout Challenge, to encourage all our staff to move more during the week while at work, onsite or remotely. It is important for us to incorporate movement throughout the day as it can reduce the risk of injury and improve our overall well-being.

The challenge was held virtually and throughout the month of October. Staff were excited to challenge themselves, but also compete with one another. Staff appreciated the fact that there were incentives to try and win!

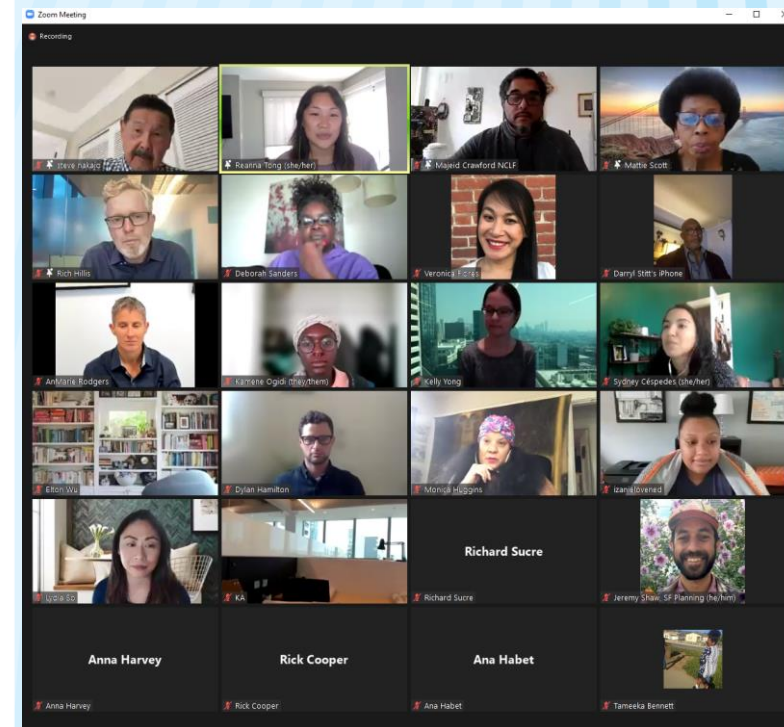




# CPC - Equity in Action Speaker Series

As part of an ongoing series called “Equity in Action Speaker Series,” the San Francisco Planning Department hosted a panel of 3 speakers to bring voices and perspectives of the Japantown, Fillmore, and Western Addition community to the Planning Department. The learning objectives included: understanding impacts of past Planning and how that manifests today for panelists for their communities, build connections with community leaders, and hear what “community” means to folks in Japantown, Fillmore, and Western Addition today.

117 CPC staff attended on October 19 to learn about how to bring these communities and tie them to Planning Department work.

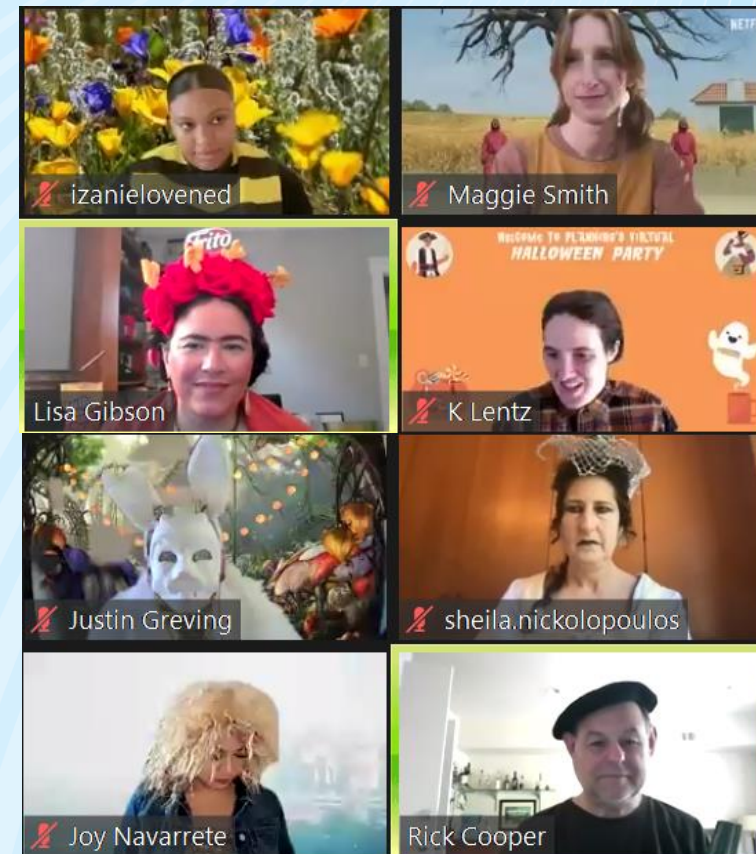


# CPC - Virtual Howl-loween Celebration

The San Francisco Planning Department hosted a second virtual Halloween party in October 2021.

The Halloween planning committee arranged a virtual costume contest, home decorations contest, and prizes. There were over 50 attendees.

This was the perfect treat to lift our department's spirits and see everyone before our return to the office!



# CPC - Returning to Work Packets

Similar to the "Move-in Welcome Swag," the Department provided "Welcome Back to the Office" packet for all employees. The packet included a checklist of reminders on how to get acquainted with the new office and hybrid schedule, a special edition newsletter for transitioning back to the office, and a BINGO Scavenger Hunt card. Additionally, everyone received hand sanitizer, a teabag, Vitamin C, and trail mix.



### WELCOME BACK TO THE OFFICE

## CALENDAR OF EVENTS

San Francisco  
**Planning**

#### Monday, November 1

9 AM on 13th Floor: Morning Social Event

#### Tuesday, November 2

Noon at 14th Floor Reception: Tour of Bike Room Facilities

#### Wednesday, November 3

Noon at 14th Floor Reception: Tour of Bike Room Facilities

#### Thursday, November 4

2 PM on 13th Floor: Afternoon Social Event

#### Tuesday, November 9

Noon at 13th Floor:  
Live musical performance by  
Jeanie & Chuck Poling

#### Monday, November 15

Wellness Team Fruit Delivery on all floors

#### Wednesday, November 17

Wellness Team Fruit Delivery on all floors

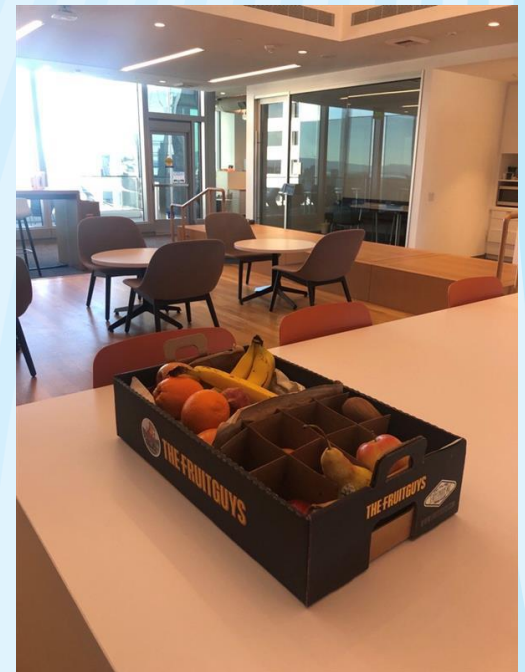
#### Friday, November 19

Return to Office BINGO cards due

## CPC - Return to the Office Event: Healthy Snack

To help welcome back employees who were working from home since March 2020, the CPC Well-Being team provided fresh fruit along with well-being resources for employees on November 15<sup>th</sup> and 17<sup>th</sup>.

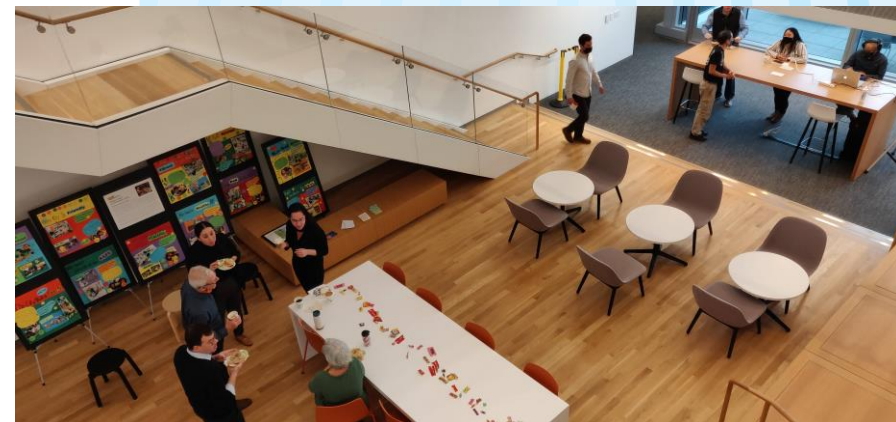
The fresh fruit was distributed to all CPC floors and employees enjoyed the healthy snack while catching up with colleagues.



## CPC - Return to the Office Event: Morning Social

The Department planned a number of "Return to the Office" series of events to welcome employees back. On the first day back in office (November 1<sup>st</sup>), CPC hosted a morning social with coffee, tea, and bagels. There were about 40 attendees.

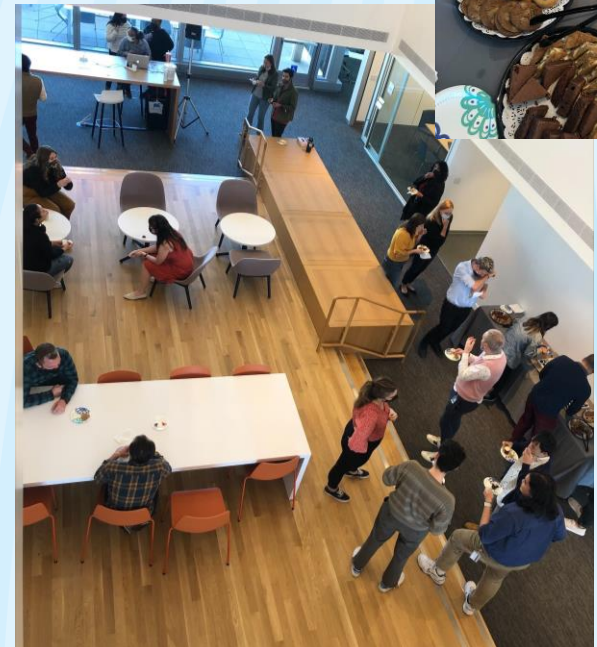
Employees were able to start their day by catching up with colleagues whom they haven't seen in person for over a year. Employees also enjoyed some live music provided by Vlad Vallejo.



# CPC - Return to the Office Event: Afternoon Social

On November 4th, CPC hosted an Afternoon Social for employees who were returning to the office. It was a “welcome back” feel good event to reconnect with colleagues.

Approximately 30 employees came. Attendees enjoyed sweet treats provided by the department and live music DJ'd by Vlad Vallejo. The Afternoon Social provided a space for employees to take a break from the workday and to reconnect with one another.



# CPC - Return to the Office Event: Musical Performance

The Department planned a series of "Return to the Office" events and activities to welcome staff back.

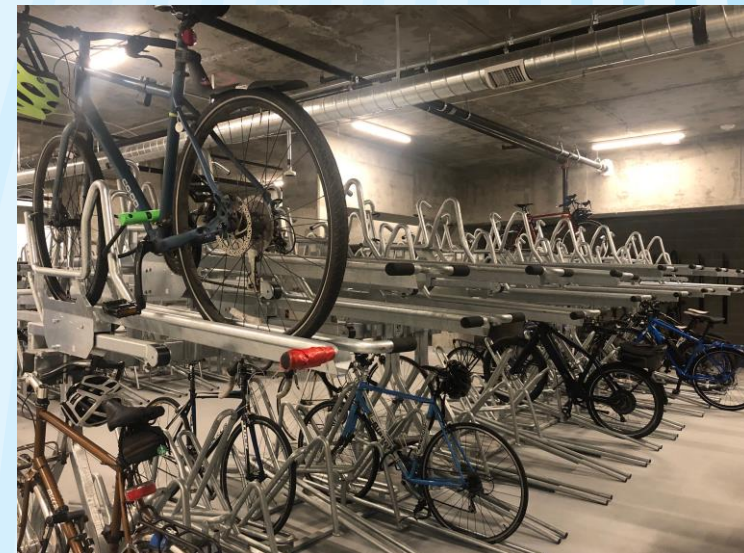
On November 16th, CPC hosted a live lunchtime musical performance by Jeanie (CPC employee) and Chuck Poling. They performed a variety of bluegrass songs outside on the 13<sup>th</sup> floor terrace. There were 25 attendees. The music event created a fun and relaxing workday experience for employees.



# CPC - Bike Room Tour

To support employees as more transitioned back to the office, CPC provided tours of the bike storage room at 49 SVN. On November 2<sup>nd</sup> and 3<sup>rd</sup>, CPC hosted two tours of the bike room facilities, including shower/locker rooms. The tour also provided instructions and reviewed policies on how to use the space. There were 25 attendees in total.

Many CPC employees bike to work. Commuting by bike is a great way to include physical activity in your day and providing a safe place for employees to do so is beneficial to employees well-being.





# CPC - BINGO 49SVN

## Scavenger Hunt

To help orient staff members to our new building at 49 South Van Ness, the CPC Well-Being Team arranged a “BINGO” Scavenger Hunt where employees explored the new building to find different items/rooms in the office to get “BINGO”.

There were 34 participants in total. Employees who completed the entire BINGO card were entered into a raffle for a grand prize of a pair of tickets to the Museum of African Diaspora. Other consolation raffle prizes were given out as well. Numerous employees said this was a clever way to explore the new building.

## WELL-BEING@WORK

B	I	N	G	O
Water refill station	Elizabeth Watty's Office (Current Planning)	Your favorite view from the Planning Department:	Printer closest to your desk	Quiet room
Large Conference Room (Con 1411)	First Aid Kit	Kitchen	Emergency exit	AnMarie Rodger's Office (Citywide)
Hand sanitizer and sanitizing wipes	Automated external defibrillator (AED)	<b>FREE</b>	Fire extinguisher	Lactation room
Supplies station	Reception	Trash / recycling / compost station closest to your desk	Director Hillis's Office	Find a place where you can take a break and recharge:
Lisa Gibson's Office (Environmental Planning)	Your desk!	Thank You cards in 13 <sup>th</sup> floor atrium	Your favorite Piece of Building art (either in CPC or lobby / entrance):	Restroom

## CPC - Holiday Reception

The San Francisco Planning Department hosted an outdoor Holiday Reception on December 10<sup>th</sup> at Salesforce Park. Over 80 staff members joined the reception and enjoyed Mexican food catered by La Cocina and music from Vlad Vallejo aka DJ V8.

The event provided a space for employees to come together safely and to celebrate the holiday season as a department.



# CPC - Annual Holiday Sweater Celebration

The San Francisco Planning Department hosted our Annual Holiday Sweater Celebration on December 21st. As always, this was an inclusive event for folks of all religious and spiritual persuasions.

In 2020 the event was hosted virtually, many employees were excited to have the event in-person again. Participants wore their best holidays sweaters and enjoyed some treats, too.



## CPC - Planning Face Masks

To help promote culture of well-being and COVID safety, CPC purchased branded masks for all employees.

The masks were delivered to employees' desk on December 7 along with a healthy snack. Employee expressed their appreciation for the CPC masks and holiday surprise.



# CPC - Reflection Board

To end the year, the San Francisco Planning Department placed two prompts on employees' desks:

- I am thankful for...
- My wish for 2022 is...

This activity encouraged employees to take a moment to reflect on what they were thankful for and their hopes for 2022. The completed cards were added to a Reflection Board located in the CPC communal atrium. The responses were anonymous and uplifting the read.



# DAS - In-Home Supportive Services Well-Being Activities

To help welcome the winter season and boost morale, wellness was presented at the 4<sup>th</sup> quarter all staff meeting (virtual).

After presenting favorite photos submitted by staff and photos from the Fall Photo Contest, winners and prizes from the Fall Photo Contest were announced.

Prizes were also awarded to the fastest team that matched staff names to past IHSS events in a virtual game of How Well Do You Know Your Coworkers. The game was played in breakout rooms where staff had the opportunity to greet and meet new and old faces. The statements and answers were based on past IHSS events and from past IHSS newsletters.

SF HSS well-being updates were also presented, along a couple rounds of music trivia where staff had the opportunity to win prizes. The instrumental of Madonna's Holiday song and Counting Crows' A Long December song were played for staff to guess the song title for a prize.

## WELL-BEING@WORK

### Wellness

STAFF - Trivia *How Well Do YOU Know Your Coworkers?*

- Check your email for instructions from [Tamisha.Mouton@sfgov.org](mailto:Tamisha.Mouton@sfgov.org)
- Have fun in Breakout Room

Hint: revisit past IHSS events



### Wellness

STAFF - Well-Being At Work Activities

- 12/15 – [Virtual Food Demo-Cozy Up to Comforting Soups](#), 12-1pm
- Tuesdays – [Chair Exercises \(Stretches\)](#), 3:00-3:30pm
- BINGO Bustle Scavenger Hunt – February 2022
  - Kickoffs at 8AM on 2/2/22 at 1650 Mission St., Main Lobby
  - Concludes at 12:30PM on 2/28/22 with raffle prize announcement at 1650 Mission St., 3rd fl.
- Check out [SFHSS Events Calendar](#) for more activities



### Wellness

STAFF - Music Trivia - bonus round for the winning team  
2 songs, 2 opportunities to win

BLUETOOTH WATER BOTTLE 1  
4  
YOGA MAT



WELLNESS BACKPACK FILLED WITH MYSTERY WELLNESS

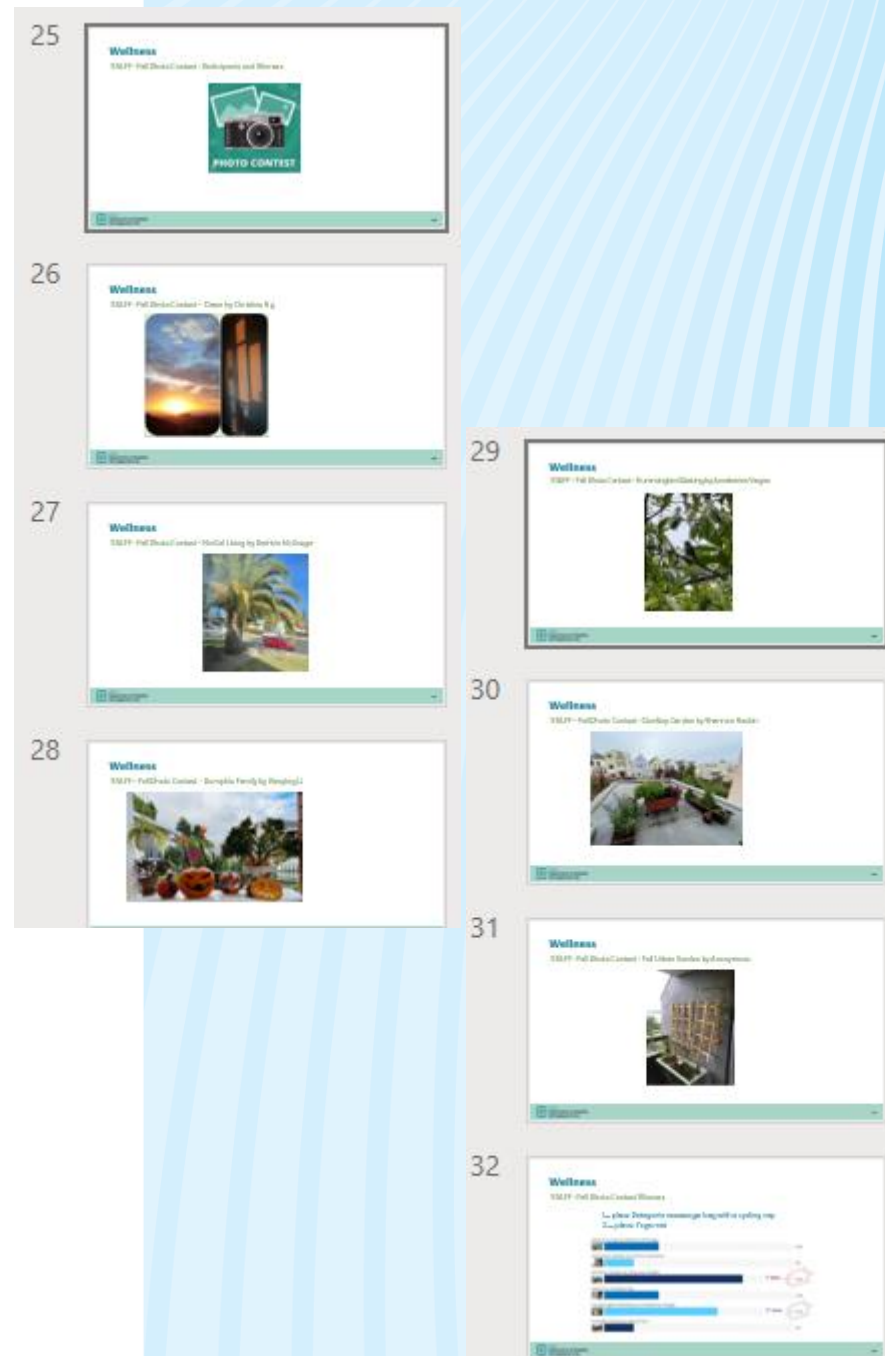
5  
6  
7  
WAIT FOR HINT  
HINT IS COMING

Hint: lead singer-song writer, said, this "song (is) about looking back on your life and seeing changes happening, and for once for me, looking forward and thinking, ya know, things are gonna change for the better' 'maybe this year will be better than the last.' And so, like a lot of songs on the end of an album it's not about everything turning out great, but it at least it is about hope... and the possibilities."

# DAS - IHSS Fall Photo Contest

To help welcome the fall season and boost morale, staff were invited to enter the Fall Photo Contest. All IHSS staff had the opportunity to vote on their favorite fall photo online and winners won prizes: 1<sup>st</sup> place a Patagonia messenger bag with 2 cycling caps, 2<sup>nd</sup> place a yoga mat.

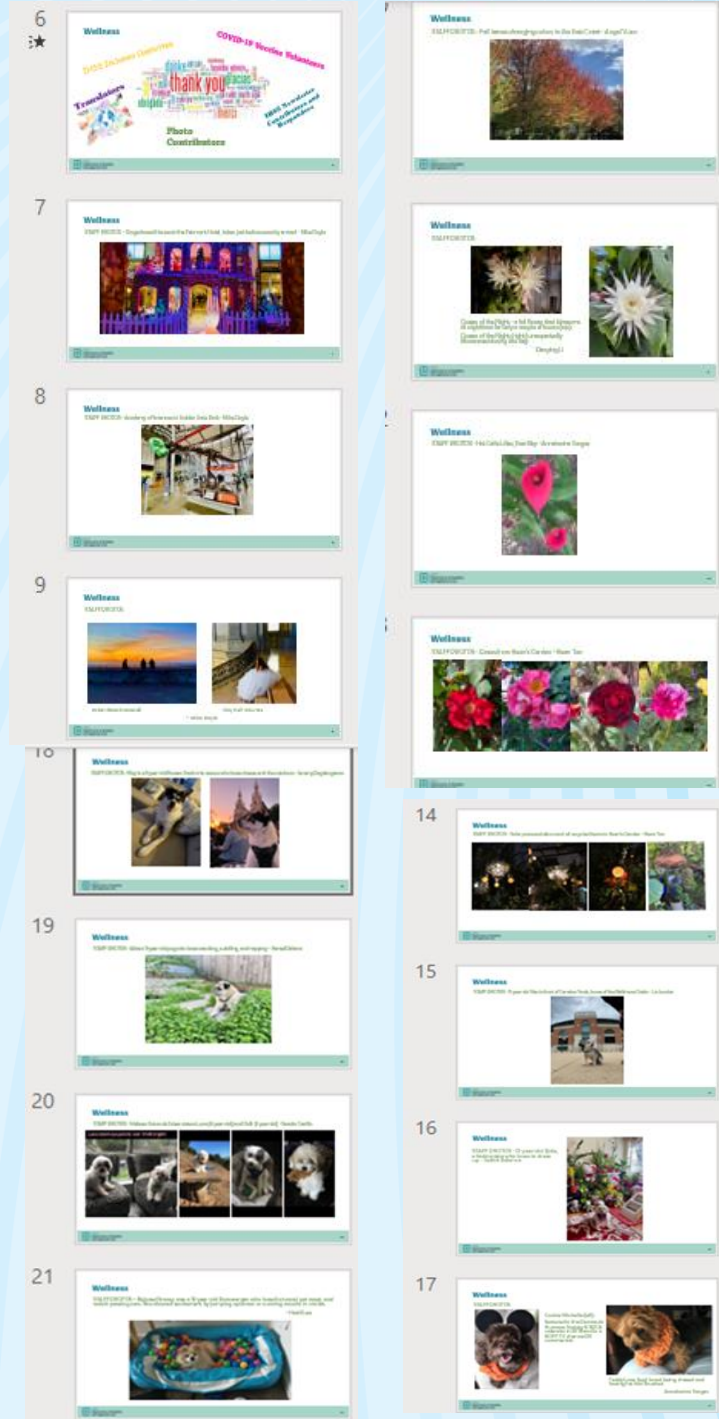
The Fall photos were displayed in the IHSS newsletter, on the Inclusion Kudos Wall, on several of the IHSS bulletin boards, and at the all staff (IHSS) meeting. The photos helped brighten up the office and the PowerPoint slides at the all staff meeting.



# DAS - IHSS 'Welcome Back' Photo Engagement Activity

To boost morale for staff who work in the office and for the “Return to Work” kickoff, staff were invited to share their favorite photos. Over 30 favorite photos of pets, plants, and places were submitted for display on the Inclusion Kudos Wall, the IHSS bulletin boards, and at the all staff (IHSS) meeting. The photos helped brighten up the office and the PowerPoint slides at the all staff meeting; there were lots of “oos”, “awws”, and “how cute” expressions.

## WELL-BEING@WORK





# SFPW - Public Works Connect

Public Works (PW) hosted a weeklong (Dec 13-17), employee appreciation event at the various PW locations. We had employee appreciation celebrations and activities daily for all employees. The event celebrated employees for all their hard work that they contributed to in 2021. This event boosted employee morale and provided opportunities for employees to engage and reconnect with each other.

There were also donation activities to give back to communities in need for the holidays. PW collected toys for the SFFD Toys for Tots program and food for the Marin Food Bank.

Employees expressed their gratitude for the 'feel good' event.

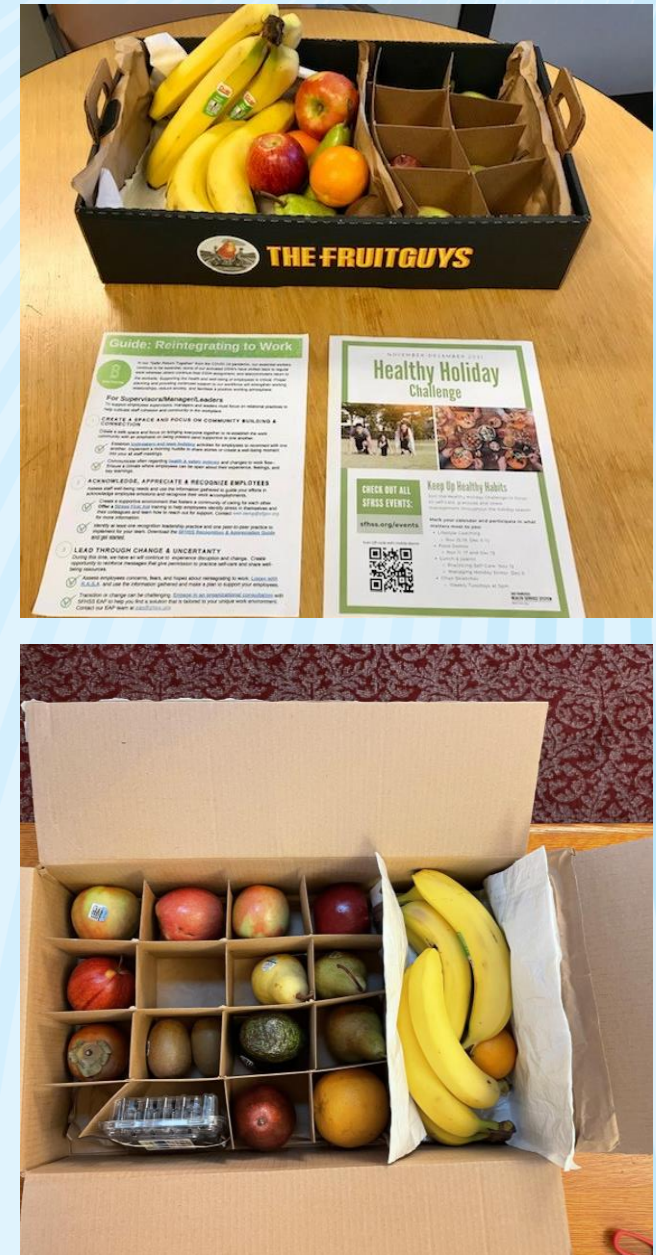


## ECN - Welcome Back Fruits

Fruits were provided to OEWD staff at 1SVN and City Hall on the third week of November 2021, a few weeks after staff returned to work.

Fruit offering announcement was made at all-staff meeting to show gratitude to the staff and encourage healthy eating and well-being in the office as more staff returned to the workplace. Well-being resources were shared to support staff along with the fresh fruit.

Staff felt appreciated and enjoyed the fruits and resources. The engagement of healthy eating and well-being increased staff's interest for future well-being activities.



# HSS - Growth Mindset Well-being Activity

The SFHSS Champions teamed up with Racial Equity Advisory to facilitate the “Growth Mindset Activity” during the December All Staff Meeting.

Racial equity work helps us to learn about ourselves, our peers, and our workplace. This work has provided some “roots” or foundations that allow us to grow. The Growth Mindset Activity activity encouraged staff to think about how and in which way they’d like to grow. Staff took a few minutes to silently reflect and answer the questions listed on two paper leaves:

- Question 1: How has talking about equity at work challenged you or inspired you? For newer staff (how will it challenge or inspire you)
- Question 2: (In thinking about these experiences) How will you grow into the New Year?

The team then collected the paper leaves and added them to a tree that was created by Holly, Leticia, and Derrick.

Our final activity was a ten-minute meditation that supported staff on increasing calmness and physical relaxation.



# SFPD - Burpee Challenge

Wednesdays, December 15 and 29, 2021

San Francisco Police Department - **Mission / Tenderloin / Bayview / Ingleside**

In conjunction with the RETURN TO WORK Welcome Back Fruit for our 4 district stations, our stellar stations of **Mission, Tenderloin, Bayview, and Ingleside** participated in SFPD's BURPEE CHALLENGE!! The challenge was for each shift (days, swings, midnights) to appoint someone or the station wellness champion to track **"who can do the most burpees in 3 minutes."** There were only 3 prizes TOTAL for each station/shift.

Here are the winners of the challenge:

## MISSION STATION

**Officer Peter Vander Horn, #969**

Winner from Swing Watch (top photo)

**50 Burpees in 3 minutes**

## MISSION STATION

**Sergeant Paul Dominguez, #2212**

Winner from Midnight Watch (middle photo)

**45 Burpees in 3 minutes**

## BAYVIEW STATION

**Officer Fredrick Smally, #2737**

Winner from Swing Watch (bottom video)

**40 Burpees in 3 minutes**



# WELL-BEING@WORK



# SFPD – Well-being Resources & Fruit for District Stations

Wednesday, November 10, 2021  
San Francisco Police Department  
**Mission / Tenderloin / Bayview / Ingleside**



Our SFHSS partners provided fruit boxes that were delivered to 4 of our stellar district stations – *Mission, Tenderloin, Bayview, and Ingleside*. We selected these stations to assist the Wellness Team by promoting well-being messaging to members at their locations and to encourage civilian/professional staff and other sworn members to have access to “reintegrate to the workplace” and well-being support resources. Tips for self-care and emotional well-being were on highlighted on the flyers.

Our officers enjoyed the fresh fruits and how easy it was to take ‘on-the-go’ for a healthy snack. Employees express their gratitude for the event and well-being resources. The fresh fruit encourages and supports employees to stay focused, energized, and to eat healthy on-the-go.

## WELL-BEING@WORK



# SFPUC - Raffle for Employees Working On-Site

SFPUC's essential employees have worked onsite throughout the pandemic since March 2020. With the directive from the SF Department of Human Resources, full-time telecommuting City employees were required to return to the worksite starting in November 2021.

As a small token of thanks to our employees, and to kick off the holidays with some cheer, SFPUC organized an agency-wide raffle. The prize (swag bags) were for employees working on-site in November 2021, December 2021, or January 2022 – 45 winners in total. Employees were automatically entered for the monthly raffle, and because it's an agency-wide raffle, winners can be located at any of our facilities from the Bay Area to Moccasin and can also be of various positions – whether working in the field or office. Swag bags items were subject to change and depended on availability, but included items such as: lunch bag, water bottle, stress ball, stretch band, carabiner, hand sanitizer, phone sanitizer/screen cleaner, or other fun items. All SFPUC employees should now be more aware of well-being, but especially the 45 winners who receive the swag bags, as most of the items can help improve health.

People are excited about the raffle, and our culture of Well-Being at SFPUC has likely improved during this time.

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

## WELL-BEING@WORK



**San Francisco Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

**SAN FRANCISCO HEALTH SERVICE SYSTEM**  
Better Every Day.

### On-site?

# Win a Prize!

If you are reading this, you may automatically be entered into the SFPUC raffle!

Thank you for your service. If you worked on-site in November, December, or January, you qualify!\* Winners will be sent their SFPUC prizes via interdepartmental mail.

**Well-Being@Work Webinars**

Attend a webinar to learn well-being tips and be entered to win a grand prize (Fitbit)! Register for and attend the webinars:

- **December 15, 2021, 1:30pm-2:15pm** - Navigating the Next Normal - 45 mins (KP), <https://sfpuc.link/nextnormal>
- **January 12, 2022, 1:30pm-2:15pm** - Stress Management & Resiliency - 45 mins (KP), <https://sfpuc.link/managementstress>

\*Employees must have worked on-site in November 2021, December 2021, or January 2022.

# SHF - Raising EAP Awareness & Emotional Well-Being Resources

January 3, 2021

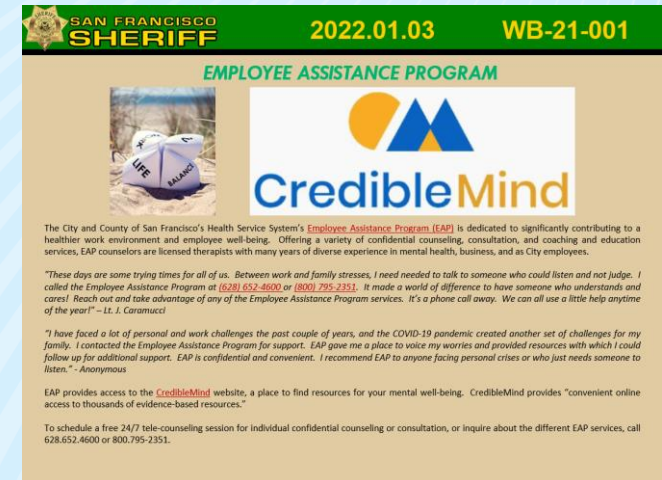
All SHF Worksites (City-wide & San Bruno Training & Custody Complex)

The purpose of this communication was to raise awareness about the City's EAP and the CredibleMind website. The resources were shared through e-musters and department bulletins with all SHF employees.

With the start of the new year, the SHF Well-Being Team wanted to remind employees that there are mental health and emotional well-being services and resources available to employees. Lt. Caramucci, SHF Well-Being Lead, provided an impactful statement about using these services and encouraged others to reach out if they need support. The quotes help break down stigma associated with law enforcement receiving mental health services.



**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

# WELL-BEING@WORK



**SAN FRANCISCO SHERIFF** 2022.01.03 WB-21-001

**EMPLOYEE ASSISTANCE PROGRAM**



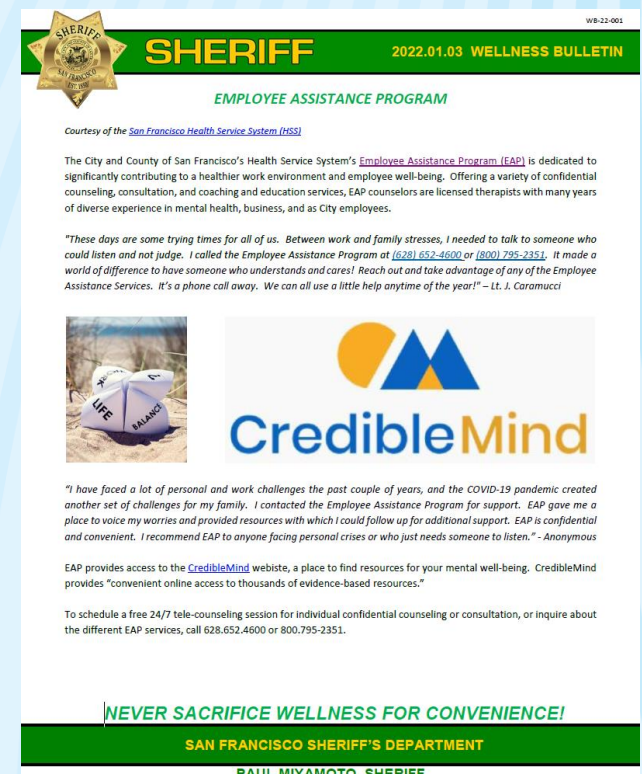
The City and County of San Francisco's Health Service System's [Employee Assistance Program \(EAP\)](#) is dedicated to significantly contributing to a healthier work environment and employee well-being. Offering a variety of confidential counseling, consultation, and coaching and education services, EAP counselors are licensed therapists with many years of diverse experience in mental health, business, and as City employees.

*"These days are some trying times for all of us. Between work and family stresses, I need needed to talk to someone who could listen and not judge. I called the Employee Assistance Program at (628) 652-4600 or (800) 795-2351. It made a world of difference to have someone who understands and cares! Reach out and take advantage of any of the Employee Assistance Program services. It's a phone call away. We can all use a little help anytime of the year!" - Lt. J. Caramucci*

*"I have faced a lot of personal and work challenges the past couple of years, and the COVID-19 pandemic created another set of challenges for my family. I contacted the Employee Assistance Program for support. EAP gave me a place to voice my worries and provided resources with which I could follow up for additional support. EAP is confidential and convenient. I recommend EAP to anyone facing personal crises or who just needs someone to listen." - Anonymous*

EAP provides access to the [CredibleMind](#) website, a place to find resources for your mental well-being. CredibleMind provides "convenient online access to thousands of evidence-based resources."

To schedule a free 24/7 tele-counseling session for individual confidential counseling or consultation, or inquire about the different EAP services, call 628.652.4600 or 800.795-2351.




**SHERIFF** 2022.01.03 WELLNESS BULLETIN

**EMPLOYEE ASSISTANCE PROGRAM**

Courtesy of the [San Francisco Health Service System \(HSS\)](#)

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**NEVER SACRIFICE WELLNESS FOR CONVENIENCE!**

**SAN FRANCISCO SHERIFF'S DEPARTMENT**  
PAUL MIYAMOTO, SHERIFF