

Kaiser Permanente Wellness Space Grants Coordinator Tip Sheet

Your Kaiser Permanente grant puts you on your way to a happier, healthier workplace with the launch of your new wellness space.

Here are some tips for making the most out of your wellness space.

PLAN IT

- » Check in with staff about their desired features and priorities for the wellness space.
- » Develop a clear plan to assure that all staff know about the wellness space, including activities to introduce the space and maintain a high level of interest and usage.
- » Work with your administration and/or partners (e.g. unions, Parent-Teacher organization, human resources department) to provide person power to set up the space.
- » Coordinate with facilities personnel to install equipment, renovate the space and maintain it.



MAKE IT

- » Design your space to facilitate both socializing and alone time, physical activity and relaxation.
- » Ensure you have the needed approvals before beginning to develop the space.
- » Send progress updates to staff as the space is created.
- » For more information, visit: thrivingschools.kaiserpermanente.org/school-employees/breakroom/



KICK IT OFF

- » Tell staff about the new space and its amenities—get them excited to begin using the space for relaxation and collaboration!
- » Consider a kickoff potluck lunch to introduce staff to the space and promote interaction and team-building.
- » Ask a local business your staff frequents to provide treats or incentive items (e.g. fresh fruit) for your kickoff event.
- » For more information, visit: business.kaiserpermanente.org/thrive/healthy-meetings



KEEP UP THE COMMUNICATION

- » Send an email or flyer to staff informing them of the available amenities in the wellness room.
 - Consider including tips on how to use the space's amenities, such as links to short yoga or stretching routines or meditation videos.
- » Let staff know how to sign up to use the space.
 - Post a sign-up sheet for different areas of the room that may need a schedule, such as: yoga, weights or meditation areas.
 - Post reminders about keeping voices low in the relaxation areas of your space.
- » For more information, visit: business.kaiserpermanente.org/thrive/culture-of-health



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GET ORGANIZED

- » Consider designating certain hours for specific activities in the space, for example:
 - Set quiet time hours with no loud conversations or music so staff can do gentle stretching, listen to a mindfulness podcast or relax quietly.
 - Designate days and times for group activities, social events and collaborative work.



KEEP IT UP

- » Develop plans to activate and maintain the wellness space.
 - Identify a wellness team to create, activate and maintain the space.
 - Work with your facilities staff to include the wellness space in existing cleaning schedules.
 - Develop a calendar for wellness space events including wellness-related trainings and educational sessions, social activities and team building.
 - Adopt policies that facilitate and sustain use of the wellness space. For example, a policy to provide classroom coverage for teachers needing to use the wellness space after a traumatic encounter or a policy to allow staff a mindfulness break during the work day.
- » Work with Kaiser Permanente, Oregon Educators Benefit Board (OEBB) and school district/workplace wellness leads. For example, get help developing policies that support employee wellness or get health and stress reduction materials for the wellness space.
- » Develop partnerships with community-based organizations or businesses to support staff wellness through donated physical activity equipment, wellness books and magazines, or thank you gifts for wellness champions.
- » Prepare for leadership/staffing changes to ensure ongoing wellness space upkeep by developing a plan for communicating maintenance and assigning responsibilities.



SHARE IT

- » Keep staff motivated to use the wellness space by sharing before and after photos of the transformation or photos from wellness trainings and workshops.
- » To share your success in creating a staff wellness space, take pre and post photos and send them to your district/workplace lead to help promote your successes in newsletters, on the website, etc. Share your success stories with your OEBB Wellness Lead.



CHECK IN

- » Check in with staff on how they are using the wellness space and collect suggestions for improvements.
 - This can be done in a staff meeting or via an email survey such as SurveyMonkey. Sample questions:
 - o What do you like to use the wellness space for?
 - o How frequently do you use the wellness space?
 - o What is preventing you from using the wellness space?
 - o Has the wellness space made a difference in your stress levels at work?
 - o What improvements would you like to see in the wellness space?



For more information, visit:
oebbwellness.com, oeachoice.com/library/activities