

Kaiser Permanente Wellness Space Grants District Lead Tip Sheet

Congratulations on being awarded a Kaiser Permanente workplace wellness space grant! Here are tips for working with the schools in your district to smoothly and successfully implement your grant.

Launch—within the first 2 weeks of receiving your grant

- Let the schools know that the workplace wellness space grant has been awarded
 - Identify who will coordinate the project at the school level
 - Notify the school principals of the award
- Develop a plan for transferring the grant funding or grant funded equipment/supplies to the schools promptly so they can implement the project within the grant timeline
- Provide clear guidance to schools on what they need to do to access the grant resources
- Share the following tip sheets with the school coordinators:
 - Key Elements for Creating a Workplace Wellness Space
 - Workplace Wellness Grant School Coordinator Tip Sheet



For additional assistance setting up the wellness spaces, contact your Kaiser Permanente account team, or Emmie Hiersche, Sr. Workforce Health Consultant, emmie.hiersche@kp.org.

Implement—during the first month of your grant

- Develop a menu of items schools can select from within the grant budget to create the wellness spaces
 - Revisit the activities proposed in your grant application to ensure schools implement the same or similar activities
- Determine whether equipment/supplies will be ordered centrally from the district office or by the schools directly
- Support schools in obtaining needed approvals to create the wellness spaces
 - Smooth the way for schools to work with district facilities and maintenance personnel to make renovations, install equipment, etc.



Communicate—ongoing throughout the grant

- Communicate with the school coordinators on a regular basis to answer questions and check on progress
- Consider bringing the school coordinators together for peer learning and support electronically or in person if feasible
- Encourage school coordinators to communicate regularly with school staff about the workplace wellness space to create excitement, buy in, and utilization of the wellness space
- Take advantage of existing communications opportunities such as district meetings and newsletters to discuss the wellness space grant



Wrap up—during the last month of your grant and beyond

- Towards the end of the grant, touch base with the school coordinators to 1) make sure they conducted all of the grant activities and 2) learn about their accomplishments, impacts, and solutions to challenges
- Collect pre and post photos from the participating schools
- Participate in creating a success story about your district's experience
 - Contact your OEGB wellness lead to share your experience creating wellness spaces
- Complete the grant-end survey sent to you by Community Partners incorporating information gathered through check-ins with the school leads

