

Kaiser Permanente/OEBB Workplace Wellness Space Grants 2024

Application Webinar

April 10, 2024, 3:30 pm

Welcome & Agenda



Introductions



Purpose



Grant Guidelines



Elements of a Strong Application



Application Process and Support



Q & A

Why create a workplace wellness space?

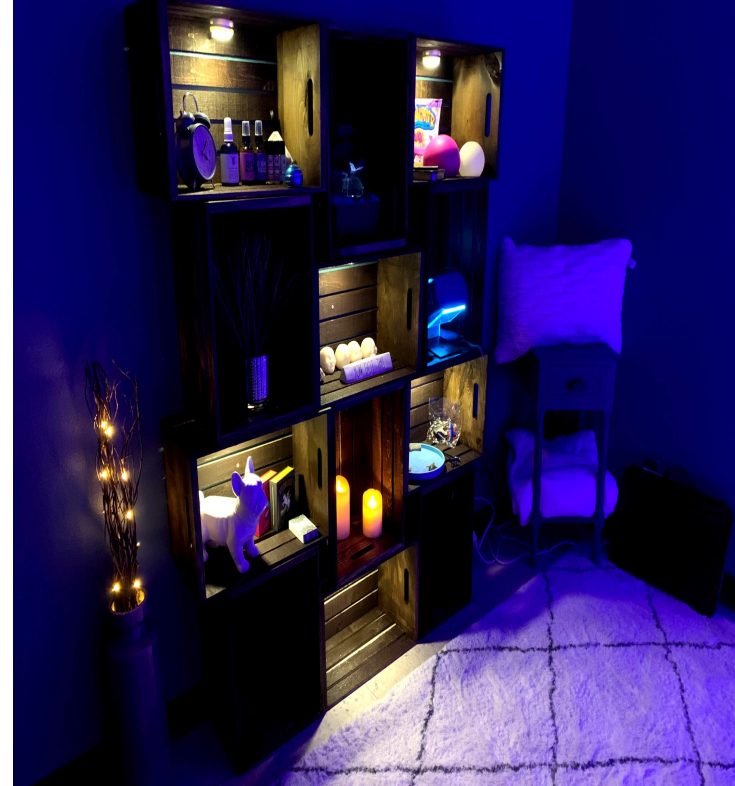
Chronic stress is one of the most important health issues facing employees, yet most workplaces provide little time and few opportunities for self-care during the day



Canby School District

Workplace Wellness Space Grants

- ✓ Create safe, dedicated, comfortable environments
- ✓ Reduce stress
- ✓ Improve mental health and wellbeing
- ✓ Increase social interaction
- ✓ Promote team building
- ✓ Convey to staff that their wellness matters



Willamina School District

What A Workplace Wellness Space Grant Can Accomplish



Key Elements for Creating a Workplace Wellness Space

Chronic stress is one of the most important health issues facing employees

The majority of Americans cite work as a significant source of stress; almost 2/3 of educators say work is "always" or "often" stressful. Most workplaces provide little time and few opportunities for self-care during the day. Dedicated employee wellness spaces can promote relaxation, social interaction, and work collaboration to decrease stress levels, as well as increase interaction and team building.*

Here are key elements for planning and designing an inviting workplace wellness space

Ask employees about their desired features and priorities for a wellness room. This is a critical first step that will create a space that meets employees' needs:



- » Conduct a brief survey with employees to identify the amenities they would like to see in a wellness space.
- » During meetings, discuss top priorities for the wellness space.

Create a welcoming and relaxing environment:

- » Refresh paint, floor coverings or window coverings.
- » Use decorations—add photos, plants, and art pieces.
- » Switch from overhead fluorescent lighting to softer light from table and floor lamps.



Design a wellness space to facilitate socializing:

- » Select sofas, pillows, and comfortable chairs.
- » Select round tables and chairs.

Include a space for individual alone time:



- » Include room dividers (can be temporary).
- » Place an individual chair apart from other furniture in a quiet corner.
- » Create a sign-up sheet for use of the quiet space.

Differentiate the wellness space from other workspaces so employees can relax and regroup during the day:



- » Keep office equipment and supplies in another room or stored neatly in cupboards.
- » Do not use the wellness space as a storage room.
- » Designate the space for employees only.

Offer options for relaxing physical activities or mindfulness:

- » Provide yoga mats, floor pillows or hand weights.
- » Provide equipment to play soothing music or mindfulness guides.



Develop plans to activate and maintain the wellness space.



- » Rotate wellness champion responsibilities to coordinate maintaining and cleaning the space (building maintenance, employee assignments).
- » Develop a calendar for events including wellness-related trainings, educational sessions, social activities, and team building.
- » Adopt policies that facilitate and sustain use of the wellness space. Examples include a policy to provide classroom coverage for teachers needing to use the wellness space after a traumatic encounter or a policy to allow employees a mindfulness break during the work day.

Kaiser Permanente OEBC Workplace Wellness Space Grants

- Provide up to \$5,000 school/workplace or up to \$20,000/district to set up dedicated employee wellness spaces

Grant Guidelines

Use grant funds to support:



Wellness space renovations to create an appealing, calming environment



Furniture to facilitate interaction and team building



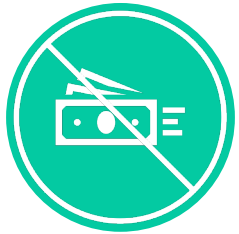
Equipment to facilitate relaxation, stress reduction and light physical activity



Training that leads to sustainable wellness and relaxation practices

Grant Guidelines

Grant funds are NOT allowed to support:



Employee salaries



One-time activities and events



Supplies the workplace won't be able to purchase after the grant ends



Incentives or promotional items

Workplace Wellness Space Requirements



Including Training/Professional Development in Your Application

Creating the workplace wellness space is the grant's **primary** focus.

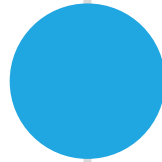
Enhances what will be accomplished through workplace wellness space

No more than 20% of proposed budget

Promotes self-care, fosters equity/inclusion, reduces stress/anxiety, builds resilience

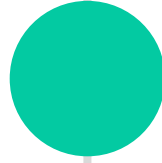
Eligibility

- Tax exempt school districts/schools/workplaces offering Kaiser Permanente health insurance through OEGB are eligible to apply
- Past WWSG program recipients may apply

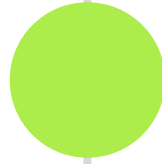


SCHOOL DISTRICTS

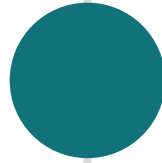
Applications from school districts receive priority in funding decisions



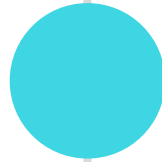
SCHOOLS AND PUBLIC CHARTER SCHOOLS



EDUCATIONAL SERVICE DISTRICTS



COMMUNITY COLLEGES



CITIES, COUNTIES, SPECIAL DISTRICTS [per ORS 198]

Elements of a Strong Application



Make the case for why your workplace needs a wellness space



Describe how the wellness space promotes employee relaxation, interaction and collaboration



List step-by-step activities to be conducted during the grant period



Plan to maximize employee utilization of the wellness space



Plan to maintain the wellness space over time

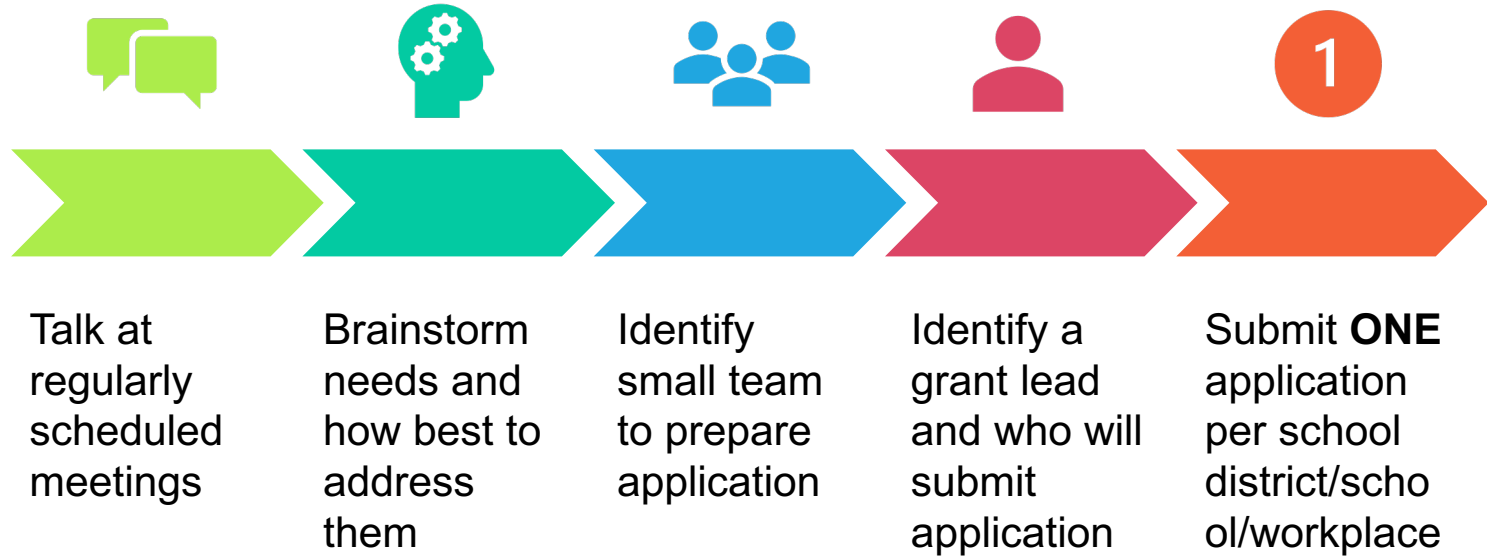


Describe how employee health or workplace wellness culture will change

Grant and Application Details

- Online application submission period: April 1-26, 2024
- Grant awards June 2024: up to \$5,000 per school/workplace; up to \$20,000/district (4 schools)
- Grant implementation: June/September 2024 – April 2025
- Application supported by workplace leadership
- Identify a project lead and administrative lead (if different)
- Only one application per school district/school/workplace accepted and reviewed
- Grants administered/funds distributed by Community Partners, Kaiser Permanente and Ad Lucem Consulting partner

Only **ONE** Application per School District/School/Workplace



Tips for District Application

Apply for up to 4 schools

- Identify up to 4 schools ready to pursue employee wellness spaces
 - District wellness committee/council provides input on identifying schools
 - School staff/wellness champions have expressed need for wellness support
 - School leadership commitment to staff wellness
 - Schools have physical space available
- Develop district application
 - Determine shared wellness needs across schools
 - With input from schools, identify common approaches to address wellness needs
 - Develop a plan for district coordination with schools: obtaining supplies, implementing activities

Grant Recipient Responsibilities



Complete brief progress and grant-end surveys describing how funds were used
District leads respond to surveys on behalf of participating schools



Participate in interview to discuss grant experience if requested



Submit photos/signed releases for promotional materials if requested



Partner with KP/OEBB to share your wellness space successes



Display signage acknowledging Kaiser Permanente as funder of the wellness space

Online application submission
period:

April 1 – 26, 2024

Community Partners sends
application link by email on
April 1, 2024

Review application
guidelines/submission form
promptly and access
application resources/tips

For Questions & Answers from
this Webinar see “Application
FAQ and Webinar Q&A” on the
application resources page

Need application submission TA?

- Review Submittable FAQ in Application Resources (Guidelines Page)
- Please contact Kahlil Gasper
WorkplaceWellness@communitypartners.org

Need help preparing your application?

- Please contact Liz Schwarte Liz@adlucemconsulting.com

Q&A

- Any questions?

THANK YOU

Questions? Contact Liz Schwarte:
liz@adluceconsulting.com