

## Introduction

Executive Order 17-01, *State Agency Employee Wellness* directs executive branch agencies to establish two-year wellness plans detailing the agency's objectives and activities to assess and improve employee health. These plans are to focus on the primary drivers of increased health care costs including

- Emotional health
- Lack of physical activity
- Poor nutrition
- Tobacco use

Agencies are responsible for developing, implementing and evaluating workplace wellness-related efforts.

PEBB's Wellness Manager will assist agencies with drafting and monitoring wellness plan implementation.

Plans should include the following components:

- Cover page with agency name, logo, and the date
- Executive summary and/or director's overview, including a section on leadership
- Status of employee health and wellness programming
- Results of any assessment(s)
- Goals, strategies and planned actions
- Resources the agency will employ that support goals, strategies and planned actions
- Contact information for the personnel or committee that drafted the plan
- Signature of agency director

# 2024 – 2026 State Agency Wellness Plan Guidance Document

---



**2024 – 2026 plans will cover calendar years 2024 and 2025.**

**Plans from these agencies are due April 1, 2024 for 2024-2026 and every 2 years thereafter:**

- Consumer and Business Services
- Department of Administrative Services
- Department of Corrections
- Forestry Department
- Department of Human Services
- Public Utilities Commission
- Higher Education Coordinating Commission
- Department of Public Safety Standards & Training
- Public Utilities Commission
- Department of Justice
- Department of Revenue
- Department of Transportation
- Oregon Health Authority
- Oregon State Police
- Oregon Youth Authority
- Division of State Lands
- Business Oregon
- State Board of Nursing
- Commission for the Blind
- Office of the Governor
- Department of Education
- Department of Environmental Quality
- Department of Fish and Wildlife
- Employment Department
- Department of Agriculture
- Department of Parks & Recreation
- Housing and Community Services
- Oregon Business Development
- Oregon Emergency Management
- Oregon Liquor Control Commission
- Oregon Military Department
- Oregon State Lottery
- Public Employees Retirement System
- Public Defense Services Commission
- Water Resources Department
- Construction Contractors Board
- Department of Energy
- Department of Veterans Affairs

Agencies with fewer than 50 employees are encouraged but not required to develop two-year wellness plans.

## 1. Agency Leadership

*Description of how employee well-being is a priority that fits with the agency mission or strategic plan, and how leadership is connected to and engages with wellness efforts.*

Leaders set the tone. They are central to changing and shaping the organization's culture. Because of their positions they can influence and support employee mental health by

- Communicating clearly and often the importance of better health throughout the organization
- Making employee health and wellbeing normal part of conversations
- Facilitating peer and team support
- Promoting and modelling flexibility
- Supporting open two-way communication
- Normalizing employees' seeking health care
- Promoting and modelling self-care

### **Actions leaders can take that demonstrate support for employee wellness:**

- With a trauma-informed approach, articulate why employee health and wellbeing are important. Be explicit to encourage employees to take steps to manage their health and take advantage of health benefits and policies that support their health.
- Serve as a role model, sharing personal experiences as appropriate.
- Evaluate members of the management team for their effectiveness in creating a workplace culture of health.
- Schedule regular interaction with the wellness committee and agency leadership to review the status of the plan, discuss continual improvement, and to celebrate accomplishments.
- Attend events and participate in the agency's wellness initiatives.
- Ensure division directors understand the importance of having a wellness plan and of supporting employee health and wellness at work.
- Ensure division and program administrators understand what does and doesn't contribute to a culture of health at work.
- Assure that a member of the management team serves on the agency wellness committee.
- Articulate a positive climate throughout the agency in support of the agency wellness plan goals.
- Incorporate messaging from leaders to employees in the Resources section of this document.
- Seek ways to align the agency's mission and values with the goals in the wellness plan.

## **Actions managers and supervisors can take that demonstrate support for employee wellness:**

- Ensure all new and current employees are aware of the agency's two-year wellness plan.
- Attend wellness events and participate in wellness initiatives.
- Communicate to staff verbally and in actions that their health and your own health are important.
- Become familiar with PEBB benefits. Remind employees of their benefits and how to access them.
- Adopt practices and protocols so that healthy food and opportunities to be physically active are the norm in the workplace.
- Take steps to assure the workplace is physically and psychologically safe
- Recognize healthy behavior. Positive observational programs are simple and low or no cost.
- Serve on the agency wellness committee.
- Celebrate accomplishments.

## **2. Status**

*A description of current practices and policies that support employee wellness.*

Include a brief paragraph on any challenges your agency experienced to implement your 2022-2024 wellness plan. Note what activities were dropped and what changed. For example, was there a change in staffing or executive sponsorship for the wellness committee? Did the agency conduct a needs assessment or survey that resulted in changes to the goals or activities in the wellness plan? Did the agency update an existing policy or adopt a new policy that impacts employee health and wellness?

## **3. Data**

*Description of employee health, agency culture and workplace environment, employee preferences, and how health and wellness goals were prioritized.*

- A. The results of any one or more of the following assessments can inform the goal setting process. PEBB's Wellness Manager can assist with accessing and completing these assessment tools.
1. [HERO Scorecard](#)
  2. [CDC Worksite Health ScoreCard](#)
  3. [CDC National Healthy Worksite Program Health and Safety Climate Survey \(INPUTS\)](#)

#### 4. [NIOSH's Total Worker Health](#)

B. For larger agencies these data sources offer additional information on employee health and wellbeing, and can be used to inform the goal-setting process:

1. Medical claims
2. Annual reports from PEBB's employee assistance program (EAP), Canopy on your agency's use of their services. Reports include month-by-month use, total number of members served, for what service(s) and more. These reports may help agencies understand the issues their employees seek help with. The reports could also inform efforts to promote EAP services and other mental and emotional health supports that are available. Agencies with fewer than 75 employees cannot receive a report due to confidentiality. Agencies can still connect with the EAP for more general usage information.

To request your agency EAP report:

- Email Canopy at [info@canopywell.com](mailto:info@canopywell.com) to request the specific time period and they will email a report to you, or,
  - Login online. Each agency has their own specific login. For initial login information call Canopy at (800) 433-2320
3. If your agency conducted any employee engagement or interest surveys the results can be used to determine what wellness topics would be most appropriate to offer

NOTE: PEBB will conduct a wellbeing survey in early 2024. All state agency employees will be invited to participate. Statewide and larger agency results will be available later in 2024. Agencies may decide to update or change goals and activities in their wellness plan based on the survey results.

### 3. Principles that should guide wellness programming

*These principles should guide the development of the wellness plan and wellness programming.*

- Equity
- Trauma-informed
- Socio-ecological approach
- Disability inclusion

A. Equity: The Health Equity Framework from Healthier Together Oregon is the basis for PEBB's efforts to achieve health equity. The vision:

# 2024 – 2026 State Agency Wellness Plan

## Guidance Document

---



*Oregon will be a place where health and well-being are achieved across the lifespan for people of all races, ethnicities, disabilities, genders, sexual orientations, socioeconomic status, nationalities and geographic locations.*

Priority populations:

- Black, Indigenous, People of Color, and American Indian/Alaska Native People (BIPOC-AI/AN)
- People with low incomes
- People with disabilities (See section on *Disability Inclusion* in this document)
- People who identify as LGBTQIA2S+? (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, 2 Spirit, questioning and the countless affirmative other ways in which people may choose to self-identify)
- People who live in rural areas

The Governor's Office of Diversity, Equity, and Inclusion released a framework that all state agencies could use to center equity and racial justice. Actions in the framework pertinent to wellness efforts include

- Using inclusive communications
- Ensuring a safe, inclusive, and accessible workplace for everyone

When planning and implementing wellness programs and activities ask,

- "Whose voices and perspectives are not at the table?"
- "What can we do to ensure they are part of our decision-making process?"
- "Does our committee include employees from priority populations?"
- "Do our communication materials have reflect a diverse workforce?"

B. **Trauma-informed:** It's important to understand the effects that trauma and the environment have on individual health and wellbeing. Rather than viewing health and wellbeing as the result of strictly individual or personal choices, addressing and supporting health using a trauma-informed approach and as part of the wholistic socio-ecological framework can better assure that wellness programming, activities and supports are accessible, meaningful, effective and equitable for everyone in the workplace.

**Trauma:** One or a series of events or circumstances that an individual, communities or a society experiences as harmful or life-threatening. Generations of people can experience trauma (termed intergenerational trauma) due to widespread and systemic oppression of groups.

Trauma includes

- historical, contemporary, and systemic social injustices and oppression
- racism
- violence

# 2024 – 2026 State Agency Wellness Plan Guidance Document

- interpersonal abuse
- adverse childhood experiences
- poverty
- natural disasters
- war
- sexual violence
- neglect
- other harmful experiences of perceived or real threat of harm to self and others

Trauma may have lasting effects on an individual's or community's physical and emotional safety. Responses to trauma can affect daily and long-term functioning, health outcomes, interpersonal relationships, and mental, physical, social, emotional, or spiritual well-being. Trauma may affect individuals physically, emotionally, developmentally, and genetically. It may result in earlier and more complex chronic disease and increased risk for suicide and addiction. (from Oregon Health Authority policy, Organizational Resilience and Healing Approach)

**6 key principles to a trauma-informed approach:** Safety, trustworthiness and transparency, peer support, collaboration and mutuality, empowerment, voice, and choice; and cultural, historical and gender issues. Together these principles create a workplace environment that respects people's experiences and manages the incidence of re-traumatization.

## C. Socio-ecological approach:

This way of looking at health and wellbeing emphasizes that many factors influence health. This visual from the Centers for Disease Control and Prevention (CDC) shows the four-level model of the factors affecting health.

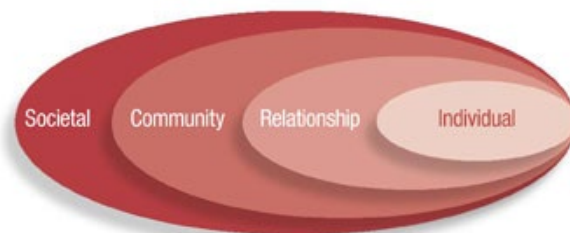


Figure 1.2. The Social-Ecological Model: A Framework for Prevention

**Individual:** biology and other personal characteristics, such as age, education, income, and health history.

**Relationship:** includes a person's closest social circle, such as friends, partners, and family members, all of whom influence a person's behavior and contribute to his or her experiences. Co-workers might be in this category, as well.

**Community:** the settings in which people have social relationships, such as schools, workplaces, and neighborhoods.

**Societal:** factors that favor or impair health are cultural and social norms and the health, economic, educational, and social policies that help to create, maintain, or lessen socioeconomic inequalities between groups.

# 2024 – 2026 State Agency Wellness Plan

## Guidance Document

---



Understanding that past (and current) trauma and the contexts and environments that each person operates within influences personal health, it's easier to see that supportive relationships, community and society are important for people to be healthy.

### D. Disability Inclusion

Historically, people with disabilities have faced barriers to managing or improving their health. For example, people with disabilities have lower rates of physical activity not because they aren't able or don't want to be physically active. Often, the environment isn't structured to accommodate their needs. People with disabilities may then have increased rates of many chronic conditions related to physical inactivity.

Assume 1 in 4 people in a room have a disability, even if you cannot see it. (Oregon 2021 Behavioral Risk Factor Surveillance System)

Best practices for inclusive and accessible wellness effort:

1. **Goals include employees with disabilities** – activities explicitly or unambiguously state that employees with disabilities are included.
2. **Planning includes input from employees with disabilities** – employees share what makes activities accessible and inclusive.
3. **Activities are accessible** – activities are conducted in accessible environments.
4. **Accommodations are provided** - the individual needs of employees are accommodated.
5. **Outreach and communication efforts are inclusive** – a variety of accessible methods are used to promote and conduct activities (large print, captioning, braille, interpreters.) Put the person first, not the disability. Example: Mary uses a wheelchair (*not* confined or bound to a wheelchair). TJ has cerebral palsy (*not* CP victim).
6. **Cost and feasibility of activities are considered** – activities address potential resource implications.
7. **Activities are affordable to all employees**
8. **Follow-up and evaluation collection methods are accessible** - include feedback from employees with disabilities.

### **Additional information**

[Disability Inclusion, Centers for Disease Control and Prevention](#)

[9 Guidelines for Disability Inclusion](#)

[National Center on Health and Physical Activity for Disability](#)

## **4. Goals and planned actions**

When crafting goals, consider differences between urban and rural locations, work environment (office and non-office settings, and remote/hybrid), and the different types of work done by employees. Ensure the plan addresses employee wellness throughout the agency and takes into consideration the individual needs of employees with varying abilities.



# 2024 – 2026 State Agency Wellness Plan Guidance Document

---



Goals should be based on information collected about the workplace and from employees. Complete one or more of the assessment tools and review other data sources listed in this document. Then, select goals from each of these topic areas at a minimum:

- Organizational Supports
- Tobacco Use
- Physical Activity
- Nutrition
- Emotional Health

## **PEBB's Wellbeing Framework**

The wellbeing framework is a multi-year strategy and roadmap adopted in 2022 by the PEBB Member Advisory Committee (PMAC), the Worksite Wellness Coordinating Council and the PEBB Board. The framework is a comprehensive view and approach to wellbeing. In addition to the five topic areas above it includes these three pillars. Agencies are encouraged to align their 2024-2026 wellness plans with all seven areas of wellbeing. See page 13 for more information on these three additional pillars of wellbeing.

- Social
- Financial
- Purpose-spirituality

Some goals and activities from your 2022-2024 agency wellness plan should be continued, such as those related to leadership engagement and communications. Below are sample goals and activities to consider including in your plan. Use these or create your own goals and activities based on assessment results, employee feedback, etc.

Use the **SMART** format to craft goals (Specific, Measurable, Achievable, Realistic, and Timely).

## **Required Goal Areas**

### **Emotional Health**

*“By December 31, 2025 employees will have received 3 reminders about mental health benefits through their health plan.”*

Activities to accomplish this goal could include:

- Contact PEBB's Wellness Manager for a complete list of mental health resources available from each health plan (Kaiser Permanente, Moda Health, and Providence.)
- Adapt as needed any suggested talking points and messaging in the Resource section of this document.
- Share list of

*“By December 31, 2025 offer at least two seminars or trainings available from Canopy employee assistance program (or other vendor).”*

Activities to accomplish this goal could include:

# 2024 – 2026 State Agency Wellness Plan Guidance Document

---



- Request your agency's report on Canopy EAP use.
- Consider polling employees to determine their preferred topics. [This list of 70 questions](#) can be used as a starting point to ask employees about their mental health.
- Review Canopy's [list of trainings and seminars](#). If you don't see a topic offered that matches what employees need/want, contact Canopy to request it.
- Assure that trainings are taped and close captioned.
- Send a link to the recording and a short message to employees about the training.

*“By July 31, 2025 at least one manager will be certified in Mental Health First Aid.”*

Activities to accomplish this goal could include:

- Learn more about [Mental Health First Aid for the Workplace](#) and search for their on-line and in-person courses
- [National Alliance on Mental Illness](#) (NAMI Oregon) offers Mental Health First Aid

## **Organizational Supports**

*“By July 31, 2024 develop an annual calendar of wellness messages from agency leadership to include in employee communications.”*

Activities to accomplish this goal could include:

- Review the list of suggested talking points and messaging in the Resources section of this document.
- Engage your agency communications team to agree on what messages to use, the frequency and method(s), e.g., quarterly emails from leadership to all employees, a column or short article from leadership in monthly employee wellness newsletters, etc.

*“By September 30, 2024 adopt a policy or guideline that permits employees to use work time and resources (e.g., state issued computer and phone) to manage their health conditions, such as using health plan resources, on-line classes, etc.”*

Activities to accomplish this goal could include:

- Contact PEBB Wellness Manager for information
- Work with agency leadership or use appropriate internal channels to craft the policy or guideline
- Agency leadership communicates the recommendation or policy to employees

*“By July 31, 2024 assure that all managers receive this request: “At staff meetings please include a reminder to your employees about PEBB webinars and other benefits that are available to help with their wellbeing.” (or similar)*

Activities to accomplish this goal could include:

# 2024 – 2026 State Agency Wellness Plan

## Guidance Document

---



- Review the list of suggested talking points and messaging in the Resources section of this document.
- Ask managers to remind employees about the [PEBB Webinars & Events newsletters](#) and other programs from the carriers are available to help them with their wellbeing.

### **Nutrition**

*“By September 30, 2024 the Wellness Committee will have identified healthier food and beverage choices that are sold in building vending machines and cafeterias.”*

*“By December 31, 2025 the Wellness Committee will have a system for promoting healthier choices to employees.”*

Activities to accomplish these goals could include:

- Develop list of vending machines and retail food service operations located in your agency’s buildings.
- Refer to the Food and Beverage examples from King County (WA) [Healthy Vending Guidelines](#) to develop a list of healthier snack ideas.
- Receive permission from the Commission for the Blind to identify healthier food and beverage choices on vending machines and/or menu boards.
- Promote healthier snack choices in employee communications. This could be done whether you receive permission from the Commission for the Blind to identify healthier items sold through their vending operations.
- Contact PEBB Wellness Manager to request healthier food and beverage promotional materials.

### **Physical Activity**

*“By December 3, 2025 employees will receive at least 4 messages about physical activity.”*

Activities to accomplish this goal could include:

- Promote movement challenges offered by PEBB’s medical carriers and wellness vendors (Kaiser Permanente, Moda Health and Providence, and HealthyYou by WebMD ONE Health Services)
- Promote active transportation challenges sponsored by Oregon Department of Transportation’s [Get There](#) program and the [Love to Ride Oregon](#) program
- Promote [Walk with Ease](#), a free, simple fitness program. Contact PEBB Wellness Manager to request Walk with Ease promotional materials.

*“By September 30, 2024 the wellness committee will have created a map of walkable routes in and/or outside agency building(s).”*

Activities to accomplish this goal could include:

- Wellness committee members determine suitable outdoor routes including mileage that can be navigated by all employees, including those who use a wheelchair or other walking aide.

# 2024 – 2026 State Agency Wellness Plan

## Guidance Document

---



- Wellness committee members map indoor routes through cubicle configurations, hallways and other accessible areas.

### **Tobacco:**

*“By December 31, 2024 examine new employee orientation materials and assure that they include a statement about tobacco-free state properties, a protocol for how employees should respond if they observe tobacco use in prohibited areas, and PEBB’s tobacco cessation resources. This information will be available to all agency employees.”*

Activities to accomplish this goal could include:

- Draft a paragraph on the purpose and rationale for prohibiting tobacco use on state properties
- Develop a protocol for addressing reports of tobacco use in prohibited areas; create a flyer that lists PEBB’s no-cost cessation resources and send it to all employees electronically.

*“By December 31, 2025 employees will have received at least two messages about tobacco cessation supports available through their PEBB benefits.”*

Sample messaging:

“Your PEBB benefits give you comprehensive support to quit through no-cost access to:

- Consultations with a trained quit coach who knows how tough it can be to quit and ways you can stay or get back on track
- Materials to help you plan and stick to a personalized quit program
- Nicotine replacement therapy
- Coverage of certain prescribed medications to help you quit”

“Contact your medical carrier (Kaiser Permanente, Moda Health or Providence) to learn more.”

Note: Addressing the three components or pillars of wellbeing below in the 2024-2026 plan is optional. Agencies will be asked to include goals and activities for these three pillars starting with the 2026-2028 plan cycle.

### **Optional Goal Areas**

#### **Social:**

Fostering positive interactions and relationships in the workplace supports employee wellbeing. The workplace can help employees to feel a sense of community and support from their colleagues and the ability to participate in their own communities in and outside of work.

*“By December 31, 2024 the wellness committee will have taken steps to support employee social wellbeing.*

Activities to accomplish this goal could include:

- Review the results of the 2023 DAS Employee Engagement Survey\* and implement recommendations to support employee social wellbeing.

# 2024 – 2026 State Agency Wellness Plan

## Guidance Document

---



- Review the results of the 2024 PEBB Employee Wellbeing Survey\* and implement recommendations to support employee social wellbeing.
- Explore forming an Employee Resource Group (ERG)

\*Pending availability

### *Employee Resource Groups (ERGs)*

ERGs are voluntary, employee-driven groups organized around the shared interests and backgrounds of members. ERGs promote diversity, equity and inclusion, and support community building, mentorship and learning opportunities. ERGs serve as a communication channel among staff and leadership. ERGs are an internationally-recognized best practice to retain and advance a diverse and inclusive workforce. ERGs are typically found in larger agencies with a growing mix of people from different demographic groups. Another name for ERGs is an affinity group; affinity groups might emphasize a social component. Contact PEBB wellness manager for guidance on forming an ERG.

### **Financial:**

Money can be a major source of stress for many people. Worry about their current or future financial situation, whether paying for bills today, saving for children's college expenses or uncertainty about funds for long term care and retirement the stress can impact employees mentally, physically and emotionally. Hyper-focusing and worry about finances can mean the other aspects of health may not get addressed.

*“By December 31, 2025 agency will have provided employees with information about the financial wellbeing supports available through PEBB.”*

Activities to accomplish this goal could include:

- Include in an employee communication information on PEBB's [online wellness guide](#) and specifically, the financial wellbeing resources available.
- Use information from the financial wellbeing issue of PEBB's Benefit News or Webinars & Events to highlight financial wellbeing resources.

### **Purpose-spirituality:**

According to one poll 90% of respondents said that work should bring a sense of meaning to their life. (Harvard Business Publishing Corporate Learning, “Do you believe work should bring a sense of purpose to your life?” LinkedIn, July 2022.) Employees want to feel a connection to their agency's purpose or mission, and they want to see how their job and their skills contribute to the mission.

In addition to having a sense of purpose at work, people want to feel a connection to something that brings them joy, absorbs their attention or expands their awareness. Faith practices, creative endeavors, hobbies and belonging to a community can meet the desire for purpose and connection in life. The workplace can support employees' desire for purpose by offering opportunities to connect, contribute and learn.

# 2024 – 2026 State Agency Wellness Plan

## Guidance Document

---



*“By December 31, 2024 the wellness committee will select two areas to address and improve from the 2024 PEBB Wellbeing Survey results.”*

Areas to select from:

- My work does not get in the way of me practicing my religion (e.g., prayers, eating or food requirements, scheduling changes to accommodate shifts in start time or end time, the ability to take days off for religious holidays, dress or grooming practices, etc.).
- Where I work, there is a spirit of cooperation and teamwork.
- I have a clear thought-out vision and goals for my life.
- My employer's mission is very important to me.
- I feel energized and enthusiastic in my current job.
- I feel like the work I do matters.
- I feel part of a larger community at work.
- Within my team I feel a sense of belonging.
- My workplace offers activities for socializing and teambuilding. (e.g., walking meetings, fitness challenges, celebrating work anniversaries, team lunches, etc.)

*“By December 31, 2025 the agency will offer at least one activity for employees to experience connectedness.”*

Activities to accomplish this goal could include:

- Create Teams channel(s) focused on non-work areas of interest that employees can opt into. Examples: crafting, cooking, fantasy (or actual) football, a video game, mushrooming, etc. Employees can connect virtually and/or in-person.
- Offer an introductory session on mindfulness or meditation where employees can learn about the practice. Consider offering regular, drop-in mindfulness or meditation sessions.

## 5. Resources

### *PEBB*

- [Kaiser](#)
- [Moda](#)
- [Providence](#)
- [PEBB Wellness Programs](#)

### *Agencies and organizations*

- [Centers for Disease Prevention and Control Workplace Health Promotion](#)
- [NIOSH's Total Worker Health](#)
- [Oregon Healthy Workforce Center](#)
- [SAIF Integrating health and safety](#)
- [Department of Administrative Services Work Reimagined](#)

### *From PEBB's Wellness Manager*

- Technical assistance and support for agency wellness coordinators and wellness committees
- Examples of policies, guidelines and protocols that support employee health
- Agency HEM participation rates
- Medical claims data
- Sample ERG toolkit to create and maintain an ERG

### *Mental and emotional health*

Employers have an enormous opportunity by supporting employee mental health. There can be stigma around accessing services and discounted or no-cost resources. Wellness champions, ERGs and labor unions can all help communicate messages to let employees know it's OK to ask for help. In addition to the list of organizations below PEBB medical carries and Canopy EAP all offer help and support services.

Use statements like *"We all need help and support sometimes"*, *"Many people struggle at times"*, and *"It's OK to ask for help"*

### Mental and emotional health

- [The U.S. Surgeon General's Framework for Workplace Mental Health & Well-Being](#) and [explore the Framework](#)
- [Griefshare](#) Find free, in-person grief recovery support group across the country
- [NAMI](#) (National Alliance on Mental Illness) Support and education for people affected by mental illness. Helpline: M -F, 10 a.m. – 8 p.m. (ET), 1-800-950-NAMI (6264) or [info@nami.org](mailto:info@nami.org)
- [NAMI National Warmline Directory](#)
- [Mental Health America](#) (MHA) Addressing the needs of those living with mental illness and to promoting the overall mental health of all Americans.

# 2024 – 2026 State Agency Wellness Plan

## Guidance Document

---



- [Anxiety and Depression Association of America](#) (ADAA) Current treatment and research information and access free resources and support.
- [American Foundation for Suicide Prevention](#) (AFSP) Raises awareness, funds scientific research and provides resources and aid to those affected by suicide.
- [FindYourWords](#) Mental health stigma reduction public health campaign
- [The Unlonely Project](#). Building community in social isolation

### Behavioral health

- [Hope for Schizophrenia](#) Understanding schizophrenia, real stories, treatment options, resources and support.
- [Depression and Bipolar Support Alliance](#) (DBSA) Education to help people with diagnoses and their loved ones to know what mood disorders are, and what can be done for treatment and management.
- [American Autism Association](#) Help for families and individuals affected by autism.
- [National Eating Disorders Association](#) (NEDA) Dedicated to supporting individuals and families affected by eating disorders.

### Addiction

- [Alcoholics Anonymous](#) International fellowship of men and women who have had a drinking problem
- [Al-Anon and Alateen](#) Mutual support group for people whose lives have been affected by someone else's drinking.
- [Celebrate Recovery](#) Christ-centered, 12 step recovery program
- [Alcoholics Victorious](#) Christian recovery
- [Refuge Recovery](#) Buddhist-oriented, non-theistic recovery program
- [Self-Management and Recovery Training](#) (SMART) Secular sobriety support group for people with a variety of addictions
- [Shatter Proof™](#) Dedicated to ending the devastation addiction causes families
- [Double Trouble in Recovery](#) 12 step program for people managing both a substance use disorder and mental illness
- [CheckUp & Choices](#) Moderate drinking program focused on reducing alcohol and drug programs, but not requiring abstinence like AA and NA.
- [Narcotics Anonymous](#) Recovery from the effects of addiction
- [Nar-Anon Family Groups](#) a worldwide fellowship for those affected by someone else's addiction



# 2024 – 2026 State Agency Wellness Plan Guidance Document

---



## Hotlines

- The National Sexual Assault Telephone Hotline: Call 1-800-656-HOPE (4673) to connect with a trained staff member in your area
- The Steve Fund: Young people of color can text “STEVE” to 741741 to connect with a trained crisis counselor, 24 hours a day, 7 days a week
- The Trevor Project Resources: If you’re a young person in crisis, feeling suicidal, or in need of a safe and judgement-free place to talk call 1-866-488-7386, instant-message a counselor on their website, or text “START” to 678678, 24 hours a day, 7 days a week,
- Trans Lifeline: Call 1-877-565-8860 24 hours a day, 7 days a week. Trans Lifeline is a trans-led organization

# 2024 – 2026 State Agency Wellness Plan Guidance Document

---



**Sample messaging from leadership to employees. Adapt as needed.**

## Theme: Caring

- “Your health and wellbeing are important to me.”
- “Your health and wellbeing are critical to serving the people of Oregon.”
- “State employees are state government’s most valuable resource.”
- “Providing a workplace environment that supports your health and wellbeing is a priority for our agency.”
- “We know you’re dedicated to your work, but we want you to be dedicated to yourself and to your families as well. Your health is important to me personally. It’s also important for your ability to do your job and serve the public. So, I want to thank you for your personal efforts.”
- “You are each a vital part of these organizations and from all of us, we see you and we appreciate each and every one of you.” (Courtesy of Oct 2020 message to Public Health Division employees from Deputy Director)
- “I recognize these are uncertain and troubling times, both at work and in our nation. Change and unknowns are difficult. We are worried about the health and wellbeing of our friends, families, communities, and the people we come to serve. We miss seeing our loved ones and doing the things that fill us. We want to remind you that taking care of yourself and your loved ones is of utmost importance. Please seek them out, take time and replenish yourselves. Without you, this work is impossible. We encourage you to value your own physical and mental health and wellbeing as much as you do the people we serve.” (Courtesy of Oct 2020 message to Public Health Division employees from Deputy Director)
- Share with employees a personal experience or challenge you faced and what you did to addressing it. Encourage managers to do the same with their reports. For example, one way to model movement is by talking about it, even if it means discussing barriers you might face while trying to stay active. This honest sharing makes a difference. It helps employees to see that you, too, are human — and that you’re all in this together.
- Record a video sharing a personal story of how PEBB’s health and wellness resources helped you in your individual health journey.
- Create meaning and a sense of purpose for employees. Celebrate achievements, call out individual workers for their accomplishments.

## Theme: What our agency is doing

- “Our agency has a two-year wellness plan aimed at supporting your health and well-being.”
- Describe specific actions and goals from the agency two-year wellness plan; point employees to where they can see the plan, such as an intranet site.
- Acknowledge the person or team members who drafted the wellness plan.
- Describe the results of your agency’s wellness efforts: what you are doing well, what needs strengthening, etc.
- Highlight a wellness event or program or someone who participated.

# 2024 – 2026 State Agency Wellness Plan

## Guidance Document

---



- Feature an interview with a manager who is taking action to manage their own health and support their employees' health.
- “Our agency is committed to creating a culture of health.”
- “Wellness is not a program. Wellness is a culture that an organization adopts.”
- Explain a policy or guideline your agency adopted such as the employee wellness policy, a healthy meetings policy, a flexible schedule policy that allows employees to care for themselves and their families, etc. “This is an example of our support, providing flexibility to help you stay healthy, engaged and satisfied at work.”
- ODHS-OHA adopted 2 policies that support employee health: Healthy Meetings, Conference and Events and Employee Wellness. Oregon Agriculture adopted a Healthy Meetings policy. Contact PEBB Wellness Manager for copies.
- A tobacco free workplace means that employees breathe clean air inside and on state property. Tobacco-free policies also make it easier for those who use tobacco to quit. “If you or family members needs help quitting your health plan has many resources to help.”

### Theme: Executive Order

- “The Governor’s Executive Order on State Agency Employee Wellness tasks our agency with drafting a two-year wellness plan that details our objectives and activities to assess and improve our employee’s health.”
- “Our wellness plan outlines goals to help you be your best, to be productive and fulfill our mission to serve Oregonians.”

### Theme: Mental and Emotional Health

- Communicate executive leadership’s endorsement of mental health and well-being programs. This can have a profound impact on how employees view and access resources.
- Refer to improving or maintaining employee mental and emotional health. Link caring for employee mental health with business objectives, core values, or agency mission statement.
- Provide training for managers to improve their ability to prevent, recognize and address mental health and workplace stress-related issues, such as burnout. Canopy employee assistance program offers this training for agencies.
- Studies show that happy employees are often more productive, and healthier.
- Recognize the value of happiness and equip employees with the tools to achieve more positive feelings. Easy-to-implement ways to create happy employees include
  - Promoting regular physical activity and movement
  - Reminding employees of mental health resources that can help lower stress, anxiety and depression
  - Offering content that enables employees to practice mindfulness through certain behaviors like journaling, taking a walk, or spending time in nature. Remind employees of the importance of taking time off to spend on vacations and

personally-rewarding activities—and make sure they have the flexibility and time off to do so.

### Theme: Actions employees can take

- Participate in agency wellness programming and planning; volunteer to be on the agency wellness committee
- Take advantage of comprehensive PEBB benefits, including the Employee Assistance Program
- Move during the day: vary your sitting and standing time, use the stairs, take walking breaks- inside or outside, managers: hold walking meetings, as appropriate. Make sure to schedule breaks in meetings that last more than an hour
- Choose healthy foods and beverages
- Ask that candy dishes be removed; adopt healthy food guidelines for workplace potlucks; discouraging unhealthy food brought into the workplace and put out in view.
- Get enough rest
- Find healthy ways to manage stress and address depression, and mental health challenges
- If you use tobacco, quit.
- Get a flu shot. Share results of flu shot clinics held at your agency and commit to increasing the number of employees who participate next year.
- Work with your manager to assure you have the right ergonomic equipment to work comfortably and safely.
- “We hope you will join us in some of the following practices as we all work to support better boundaries between work and home, practice self-care and offer grace:” Adapt as needed.
  - Enjoy a special meal with your household.
  - Try a new recipe with a favorite ingredient.
  - Take a walk in the crisp fall air.
  - Practice yoga or tai chi in the park.
  - Access the free Energizers available through HealthyYou, a PEBB benefit.
  - Listen to a meditation app. Did you know that Kaiser Permanente, Moda Health and Providence Health make these available to you for free? Check out your health plan for more information.
  - Schedule to take time off.
  - Share gratitude with people, both near and afar.
  - Build in sharing and caring into conversations with coworkers.
  - The Employee Assistance Program (EAP) is a free and confidential service available to help you, your spouse or domestic partner and other eligible dependents. You can contact the Employee Assistance Program toll free at (800) 433-2320.
  - And, if needed, crisis counseling is available through the EAP 24/7.