



# HEALTHY WORKPLACE AWARDS 2021

MENTAL HEALTH PROMOTION | CRITERIA AND CHECKLIST: ALL CATEGORIES

PRESENTED BY



## MENTAL HEALTH PROMOTION AWARD

Mental health promotion is the “process of enhancing the capacity of individuals and communities to increase control over their lives and improve their mental health...It is an approach that fosters individual and community resilience and promotes socially supportive environments” (Ministry of Health and Long-Term Care [MOHLTC], 2018, p. 7; Government of Canada, 2006). The criteria below is based on the Mental Health Promotion Framework outlined in the “[Mental Health Promotion in Windsor-Essex County](#)” document by the Windsor-Essex County Health Unit (WECHU).

From the list below, select the activities or measures that have been implemented to facilitate mental health promotion in your business or workplace during the COVID-19 pandemic.

### BRONZE

To qualify for the BRONZE award, your business or workplace must demonstrate that you have implemented at least ONE activity for BOTH promotion/awareness raising and education/skill-building in mental health promotion. Please provide evidence (e.g., picture, screenshots, electronic documents, or other proof) for each activity or measure along with a short description.

#### PROMOTION/AWARENESS RAISING

Employees should be reminded about social, psychological, and mental health supports available in the community and through your workplace (e.g., Family and Employee Assistance Program, Health and Safety Committee, Wellness Committee). Some promotion/awareness raising activities/resources to support positive mental health and the mental health needs of employees, include: promoting and supporting positive mental health, providing information on available programs, services, and mental health supports (e.g., posters, fact sheets, articles) through workplace wellness bulletin boards, e-blast/email reminders, intranet/internal communication, and social media. Please select one or more from the following:

- ☐ **Promotion of cognitive, psychological, social, or emotional health (e.g., resilience, coping, stress management, social belonging/isolation/loneliness, mental wellness and self-care)**

Attach evidence: \_\_\_\_\_

This may include raising awareness about what your workplace does to promote and inform employees about mental health promotion supports and/or providing information and resources that reinforce the importance of maintaining positive mental health and wellness at work during the COVID-19 pandemic.

- ☐ **Promote awareness and knowledge of anti-stigma and anti-discrimination in the workplace during COVID-19**

Attach evidence: \_\_\_\_\_

This may include posting anti-stigma or zero tolerance for discrimination information on bulletin boards, intranet, and other workplace platforms. Some other examples may include raising awareness that employees returning to work after self-isolation are not a source of infection to others and increasing knowledge and awareness about eliminating racial and ethnic stereotypes in the workplace surrounding COVID-19.

- ☐ **Promote awareness of the importance of healthy lifestyle behaviors in maintaining mental and physical health (e.g., physical activity, substance use, healthy eating, adequate sleep)**

Attach evidence: \_\_\_\_\_

This may include providing employees with information and links to credible resources that offer tips on how to get enough quality sleep while working different shifts, how to reduce stress through a healthy, balanced, and nutritious diet, or how to engage in daily physical activity while physical distancing (e.g., virtual fitness classes).

- ☐ **Promote awareness of resources linked to finance management**

Attach evidence: \_\_\_\_\_

This may include providing employees with information and links to credible sources of money management or financial counselling (e.g., Financial Fitness Credit Counselling Services, FSEAP.)

☐ **Promote awareness of resources that promote positive mental health while adapting to alternative work arrangements**

Attach evidence: \_\_\_\_\_

This may include providing tips on maintaining positive mental health while working from home, tips on adjusting to a new schedule or home office space.

☐ **Promote awareness about the importance of maintaining a healthy work-life balance during COVID-19**

Attach evidence: \_\_\_\_\_

This may include encouraging employees to work within usual hours, regularly take allowed breaks, and taking time off if needed. This may also include sharing resources indicating where to access mental health promotion supports specializing in addressing work, family, and life stressors.

☐ **Other**

Attach evidence: \_\_\_\_\_

## EDUCATION AND/OR SKILL-BUILDING

Examples of tools for education and/or skill-building include: checklists, online courses, virtual learning modules, webinars, presentations, or other resources covering variety of topics to facilitate mental health promotion. From the following, please select one or more education/skill-building activities that have been implemented in your business or workplace to support the mental health needs of employees or staff during COVID-19:

☐ **How to practice self-care and resiliency-building while at work**

How education or training was provided: \_\_\_\_\_

This may include a 'Take Your Break' workplace challenge to encourage workers to take their breaks and lunch at regular intervals. It may also include training and education about self-care and resiliency-building strategies at work, such as engaging in regular communication with supervisors, seeking peer support from co-workers, or developing a consistent work routine.

☐ **Stress reduction/management or relaxation workshops**

How education or training was provided: \_\_\_\_\_

This may include virtual yoga or meditation sessions, and more comprehensive training or education on mental health promotion to build the skills required to adapt to alternate work arrangements and increased workloads.

☐ **Healthy lifestyle behaviours and mental health**

How education or training was provided: \_\_\_\_\_

This may include providing access to a webinar or e-learning course sharing information about improving mental health through good nutrition, adequate sleep, daily physical activity, or minimized/avoidance of substance use.

☐ **Training of management and other employees to promote a psychologically-safe workplace (e.g., free from stigma and discrimination)**

How education or training was provided: \_\_\_\_\_

This may include training/workshops for management and employees to develop the skills required to offer the appropriate support to staff, how to appropriately respond to the mental health needs of employees, how to encourage self-care and resiliency, and how to demonstrate empathy and understanding towards employees in response to their unique challenges caused by COVID-19.

☐ **Training management and other employees to recognize and act upon the signs of distress in the workplace**

How education or training was provided: \_\_\_\_\_

This may include training such as Mental Health First Aid, ASIST, safeTALK, and suicide to HOPE workshops offered by CMHA and LivingWorks.

☐ **Provide education and training on tools to help employees stay connected with co-workers, family, and friends**

How education or training was provided: \_\_\_\_\_

Some examples include providing education or training on the various telecommunication platforms that can be used to stay connected with others at work and at home (e.g., Zoom, Blizz, Vibre, Skype, WhatsApp).

☐ **Other**

Attach evidence: \_\_\_\_\_

**SILVER**

To qualify for the SILVER award, your business or workplace must demonstrate that you have implemented at least ONE activity from promotion/awareness raising, at least ONE from education/skill-building, along with ONE or more activities from environmental and administrative supports. Please provide evidence (e.g., picture, screenshots, electronic documents, or other proof) for each activity or measure along with a short description.

**ENVIRONMENTAL & ADMINISTRATIVE SUPPORTS**

Please select ONE or more environmental and administrative supports that have been adopted or implemented in your business or workplace to support the mental health needs of your employees during COVID-19:

☐ **Encourage and support alternate or flexible work arrangements**

Type of environmental/administrative support provided: \_\_\_\_\_

This may include raising awareness about what your workplace does to promote and inform employees about mental health promotion supports and/or providing information and resources that reinforce the importance of maintaining positive mental health and wellness at work during the COVID-19 pandemic.

☐ **Provide a safe space or quiet relaxation room for employees**

Type of environmental/administrative support provided: \_\_\_\_\_

This may include providing a room where an employee can dim the lights and relax, meditate, or listen to a self-help podcast. If your employees primarily work from home, this environment may also be created and promoted virtually.

☐ **Implement a recognition program to regularly acknowledge the achievements or contributions of employees working to ensure a safe environment for co-workers and customers**

Type of environmental/administrative support provided: \_\_\_\_\_

This recognition program can highlight employees who consistently go above and beyond their normal job duties to assume additional responsibilities to support workplace COVID-19 infection control practices and policies.

☐ **Implement a program to recognize employees who contribute to building positive mental health in the workplace.**

Type of environmental/administrative support provided: \_\_\_\_\_

This recognition can highlight employees who support the re-integration of co-workers returning to work after COVID-19 self-isolation or missing work due to illness. This recognition may be acknowledged daily, weekly, or in monthly meetings, or on a quarterly basis, where a digital certificate/plaque can be issued to employees who have demonstrated compassion for their co-workers or customers.

- ☐ **Offer mental health promotion services directly or through an Employee & Family Assistance Program (EFAP) \_\_\_\_\_ provider**

Type of environmental/administrative support provided: \_\_\_\_\_

This includes having an EFAP provider in place and ensure that employees know how to access the confidential services for Mental Health Promotion and support.

- ☐ **Conduct periodic anonymous stress audits for employees and management.**

Type of environmental/administrative support provided: \_\_\_\_\_

This may include conducting/administering an industry-specific survey at a set interval to identify the major contributors to stress in the workplace to inform successful mitigation strategies.

- ☐ **Other**

Type of environmental/administrative support provided: \_\_\_\_\_

## GOLD

To qualify for the GOLD award, your business or workplace must demonstrate that you have implemented at least ONE activity from promotion/awareness raising, at least ONE from education/skill-building, at least ONE activity from environmental and administrative supports, in addition to ONE or more supportive policies. Please provide evidence (e.g., picture, screenshots, electronic documents, or other proof) for each activity or measure along with a short description.

### SUPPORTIVE POLICIES

Policies should outline the expectations for employees, employers, contractors, and customers in the workplace or business setting to promote the mental health and wellbeing for all parties. Please select ONE or more supportive policies that have been implemented in your business or workplace to promote and support positive mental health in your workplace during COVID-19

- ☐ **Mental health stigma reduction/anti-discrimination policy**

Attach evidence of policy: \_\_\_\_\_

This policy would include a firm position for zero tolerance on any level of discrimination or stigmatizing behavior \_\_\_\_\_ within the organization.

- ☐ **Alternate work arrangement policy**

Attach evidence of policy: \_\_\_\_\_

These policies should address whether an alternative work arrangement allowed for variations such as: working from \_\_\_\_\_ home, providing services virtually, staggering work shifts, or other flexible work arrangements.

- ☐ **Sick/family leave policy**

Attach evidence of policy: \_\_\_\_\_

This would include provisions that go beyond the requirements of Employment Standards or Ministry of Labour, Training and Skills Development requirements for COVID-19 related absences.

- ☐ **Psychological Health and Safety in the Workplaces**

Attach evidence of policy: \_\_\_\_\_

This would include adopting and implementing some or all of the Psychological Health and Safety in the [Workplace Standard](#).

☐ **Stress management programs or policies**

Attach evidence of policy: \_\_\_\_\_

This policy demonstrates an organizational commitment to provide resources (i.e., time and/or money) and support for employees accessing mental health promotion programs and services related to stress management (e.g., massage, yoga, tai chi, meditation). This may also include providing full or partial reimbursements for employees utilizing stress management programs and tools.

☐ **COVID-19 return to work policy**

Attach evidence of policy: \_\_\_\_\_

This policy should include plans for workers to return to work in a safe and non-stigmatizing way after being required to self-isolate due to a positive test for COVID-19, close contact with a confirmed case, or recent travel.

☐ **Other**

Attach evidence of policy: \_\_\_\_\_

### WINNER'S BOOKLET SUBMISSION: WORKPLACE STATEMENT

- ☐ Please submit a maximum 200-word write-up that highlights some of the challenges your business or workplace faced, in terms of planning to meet the mental health needs of your employees and the community at large. Briefly share some of the strategies that were adopted to respond to the challenges posed specifically by COVID-19 on workplace mental health. You may also discuss some key mental health promotion resources or community supports you have developed or have found useful during your pandemic planning and response