WORKFORCE HEALTH | RESOURCES

Rest and Revive sleep management toolkit

INTERACTIVE ACTION GUIDE

kp.org/workforcehealth

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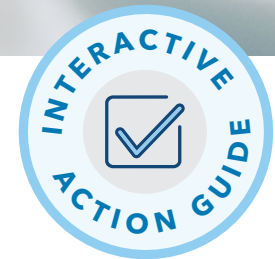
A sleep-deprived employee can

cost employers

up to

$3,100

EACH YEAR.

Source: National Security Council, accessed February 4, 2021.

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Welcome to your *Rest and Revive* toolkit

More than a third of U.S. workers suffer from fatigue. When your employees get less than 7 hours of sleep a night, it impacts your workplace through absenteeism, health care costs, risk of injury, and accidents.* But with this easy-to-use toolkit, you can help your employees get on a path to better sleep—helping to improve morale, reduce stress, and even lower health care costs for you and your employees. Here's what's included:

COVID-19 disclaimer: Kaiser Permanente supports the health of you and your employees. However, due to the pandemic, some of the tips and tools provided in this kit may not align with COVID-19 worksite safety guidelines. For CDC-recommended safety guidelines for COVID-19 prevention, please visit **cdc.gov** or contact your Kaiser Permanente representative.

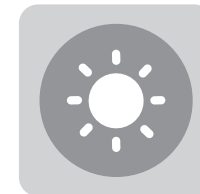**7 weekly emails** to guide your employees through the program, plus a promotional email to kick things off

A poster to help drive engagement at the workplace

An employee guide with facts and tips for getting better sleep

A sleep log for keeping track of each night's rest

A daytime activity log to show how food, drinks, and physical activity affect sleep

Ready to get started? ❯

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✔ Take the first step

Maximize your program's impact with this hands-on action guide. It's designed for flexibility to fit your organization's needs — and improve engagement by helping your employees adopt better sleep habits. You simply check off the boxes as the checklist walks you through the four basic steps of a successful program:

1 Assess + **2 Plan** + **3 Engage** + **4 Measure**

Not your first workforce health program? Skip ahead to the "Plan" section on page 6.

Use data to learn where your organization stands on workforce health.

Set goals, schedule events and activities, and develop a communications strategy.

Launch and promote the program to your workforce.

Evaluate your program's success and set future goals.

Let's go! >

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① Assess

Steps	When	What to do	Tools and resources
○ Get leadership endorsement.	Preprogram	○ Present a business case to your leadership team on the benefits of healthy activities.	• **Build a case for workforce health** shows how to engage leadership with facts and figures.
		○ Have your CEO or other leaders demonstrate their commitment to workforce health.	
○ Gather baseline organizational data.	Preprogram	○ Survey your employees on their interest in healthy lifestyle activities.	• Create your own free surveys with **SurveyMonkey** or **Google**. • For more ideas, see our **employee health interest survey**.
		○ Assess your work environment to see what you're already doing to support healthy behaviors. Look at: • Food in vending machines • How walkable your workspace is • Whether you're hosting healthy meetings	• **Worksite walkability audit tool** helps you assess walkability at your workplace. • *Healthy Meetings Guide*

Ready to plan? Let's go! ❯

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② Plan

Steps	When	What to do	Tools and resources
○ Promote your program.	Preprogram	○ Form a wellness committee to manage your program.	• *Wellness Committee Toolkit*

	2 to 3 weeks before first email	○ Have a leader or your wellness coordinator send out the first promotional email introducing *Rest and Revive.* Include:
		• Program start date
		• Details on the kickoff if you're having one
			• *Rest and Revive* promotional materials:
			  ○ **Promotional email**
			  ○ **Employee flyer**
			• **Employee guide**

		○ Print and post promotional materials in kitchen and break rooms.	**TIP** Host a kickoff event and invite one of your top executives to speak. Include a short demonstration of a guided imagery

Ready to engage? Let's go! ❯

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③ Engage

Steps	When	What to do	Tools and resources
O Send emails to your employees.	Week 1	O Send **"Self-assessment and goal-setting"** email: • Help your employees track their sleep habits and look for factors affecting their sleep.	• **"Self-assessment and goal-setting" email** • **Sleep workbook**: o Sleep log o Daytime activity log o Sleep action plan o Personal notes
	Week 2	O Send **"Building a healthy foundation"** email: • Learn about healthy sleep habits. • Try going to sleep at the same time each night and waking up at the same time each morning. • Stay out of bed when not sleeping.	• **"Building a healthy foundation" email**
	Week 3	O Send **"Understanding your sleep habits"** email: • Have employees take the sleep survey. • Then have them read what their responses indicate.	• **"Understanding your sleep habits" email**

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③ Engage *(continued)*

Steps	When	What to do	Tools and resources
○ Send emails to your employees.	Week 4	○ Send **"Identifying sleep thieves"** email: • Avoid or limit the use of alcohol before bed. • Avoid or limit the use of caffeine and tobacco.	• **"Identifying sleep thieves" email** • *Tobacco-Free Campus Toolkit* • **Sleep topics** from the National Sleep Foundation
	Week 5	○ Send **"Managing stress"** email: • Use deep breathing to relax. • Practice mindfulness as another daytime relaxation technique.	• **"Managing stress" email** • **Share stories** to refresh your employees' minds, bodies, and spirits. • Share **podcasts**.
	Week 6	○ Send **"What if I still can't sleep?"** email: • Share tips on making healthy behavior changes with small goals and physical activity. • If one of your employees thinks they have a more serious condition, tell them to contact their doctor.	• **"What if I still can't sleep?" email** • Share information on insomnia and **the question of sleeping pills**.
	Week 7	○ Send **"Assessing your plan and looking forward"** email.	• **"Assessing your plan and looking forward" email**

Ready to measure? Let's go! ❯

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④ Measure

Steps	When	What to do	Tools and resources
○ Evaluate your program.	Week 8	○ Survey program participants and capture results.	• Create your own postprogram survey with **SurveyMonkey** or **Google**.
○ Plan future programs.		○ Consider another program, such as a walking program, while employees are motivated.	• *Walking for Workforce Health Toolkit* • **Other programs**

⊘ Contact your Kaiser Permanente representative for more information.

*"What is Fatigue Costing Your Company?" National Security Council, accessed January 28, 2021.

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