

East Tennessee Wellness Roundtable

HYBRID & REMOTE WORKSITE WELLNESS TOOLKIT

A guide to wellness in non-traditional work environments.

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For **free** additional resources to support wellness programming at your organization, visit the East Tennessee Wellness Roundtable at:

<https://etwellness.org/free-worksite-wellness-resources>.

Resources available at the time of publication include: organizational support, infrastructure, tobacco, nutrition, lactation, pregnancy, physical activity, substance abuse, stress, and disease prevention.

Additional wellness equipment and supplies may be available as grant funds allow. Equipment and supplies for your organization can be requested through the ETWR Recognition Application, available at:

<https://etwellness.org/etwr-recognition>.

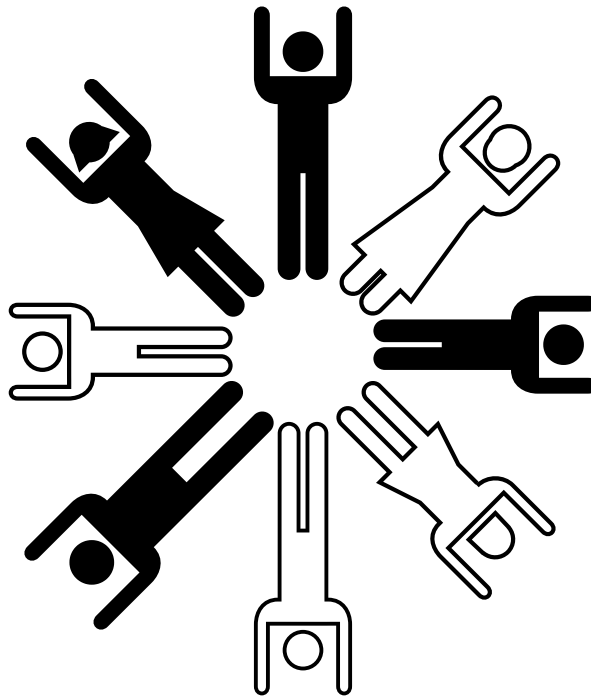
Welcome to:



The Worksite Wellness in Hybrid & Remote Settings Toolkit

Why Should Worksites Invest in Remote Wellness?

The lack of a physical workplace can often result in feelings of isolation and a diminished work-life balance. It is essential for organizations to offer their employees resources that promote both physical and mental well-being, foster strong relationships with colleagues, and cultivate a sense of purpose in their work.



What are Worksite Wellness Challenges?

Worksite Wellness Challenges are short-term contests and team-building activities designed to encourage employees to adopt behaviors that improve their health and overall well-being.

The Eight:



Dimensions of Wellness

What are the 8 Dimensions of Wellness?

1. Physical: *Physical wellness* consists of making lifestyle choices that are beneficial to your physical well-being. Examples: maintaining a balanced, healthy diet, getting at least 8 hours of sleep each night, and engaging in exercise activities.

2. Spiritual: *Spiritual wellness* necessitates finding purpose and meaning in your life. Examples: Self reflecting through meditation and journaling.



3. Social: *Social Wellness* is defined as developing and sustaining a meaningful, well-developed support system. Examples: spending quality time with your friends and loved ones and volunteering in your community.

4. Emotional: *Emotional Wellness* involves seeking ways to effectively cope with life's challenges. Examples: seeking and accepting help from others, being kind to yourself, and practicing gratitude.

The Eight:



Dimensions of Wellness Cont'd

What are the 8 Dimensions of Wellness?

5. Intellectual: *Intellectual Wellness* is defined as recognizing one's abilities and identifying ways to expand knowledge and skillsets. Examples: Participating in active listening and being open-minded.

6. Occupational: *Occupational Wellness* is defined as gaining personal satisfaction and enrichment from one's work. Examples: Engaging in interesting and motivating work and having the flexibility to work independently and with others.



7. Environmental: *Environmental Wellness* involves leading a lifestyle that values the relationship between ourselves, our community, and the environment. Examples: Biking or walking for your daily commute and spending time outdoors.

8. Financial: *Financial Wellness* involves the process of learning how to successfully manage your financial expenses. Examples: Planning ahead and setting budget goal and establishing a 401(k) plan .



How to:

Master Communication Overload

What Is Communication Overload?

Remote and hybrid work often brings an unexpected challenge: **communication overload**. Despite the physical distance, the volume of messages and notifications can leave employees feeling overwhelmed.



Mastering Communication Overload 101



- **Conduct regular check-ins** with employees through feedback loops or one-on-one meetings to assess workload and stress management.
- **Provide training** on how to adopt effective communication and time management skills to help employees manage their workloads more efficiently.
- **Emphasize the importance** of a healthy work-life balance by encouraging employees to restrict communication access outside of their work hours.

Extra, Extra:



Ways to Write A Wellness Newsletter

How to Enhance the Engagement of Your Newsletter

A successful wellness letter will be visually appealing and concentrate on at least one of the eight dimensions of wellness. Here is an example:

Managing Emotional Well-Being During the Holidays

Although the holiday spirit and year-end festivities can be filled with joy, it can also create stress that negatively impacts your emotional health.

As reported by the Cleveland Clinic, approximately 5% of American adults suffer from seasonal depression, and 10% to 20% experience a milder variant known as the "winter blues." While it is crucial to focus on your emotional wellbeing all year-round, the dreariness of winter can trigger feelings of sadness. Here are some helpful strategies to combat those winter blues:

Connect with your Close Friends and Loved Ones:

Research has shown that cultivating a social support network can greatly alleviate the adverse impacts of stress and boost self-esteem. Use this opportunity to step back from the pressures of remote work and connect with some loved ones or close friends. Consider organizing a holiday gathering. Go on a coffee date. Call a relative who is close to you.

Embrace the Power of Saying "No!":

Although the holiday season brings excitement for many, it can also be draining mentally and physically. By setting healthy boundaries with your social circles, you can preserve your energy and focus on your emotional wellbeing.

Take Care of your Physical Health:

Limited sun exposure in the winter can lead to lethargy and depression. Regular exercise, whether indoors or outdoors, can positively impact your energy levels and emotional well-being.

Don't be afraid to get creative with the text and visuals

Ensure that most information pertaining to wellness is grounded in empirical evidence

Employee Wellness Spotlight

Excerpt from Interview with Senior Program Manager, John Doe:

"This winter, I am prioritizing my emotional well-being by dedicating the last 30 minutes of my lunch break to enjoy a brisk jog on the treadmill in the employee fitness center."



John Doe

Interview remote workers to learn more about how they are incorporating wellness into their daily lives

Let's Talk:

Ideas for Physical Activity



How to Propose Ideas for Physical Activity to Remote/Hybrid Employees:



LET'S GET ACTIVE: IDEAS FOR ENGAGING REMOTE/HYBRID EMPLOYEES IN PHYSICAL ACTIVITY

Create an Exercise Challenge

Engage remote employees in physical activity through creating an exercise challenge, such as:

- Daily walking or running for a set time
- Forming a sports league for workplace competition.



Provide Incentives

Offer employees prizes for use at home and in the office, such as:

- Water Bottles
- Healthy Recipe Books
- Subscriptions to Mindfulness Apps (e.g., Calm, Headspace)



Host Walking Events

Organize and host a free walkathon that encourages all employees to participate for a meaningful cause, such as:

- Walk to End Alzheimer's
- HEART Walk
- Create your own walk



POLICIES/CULTURE THAT YOU CAN ADOPT TO ENCOURAGE PHYSICAL WELLNESS IN THE REMOTE/HYBRID WORKPLACE

Flex-Time Policy

- A Flex-Time policy, as defined by the U.S. Department of Labor, offers an alternative to the traditional 9-to-5, 40-hour work week, allowing employees to adjust their arrival and departure times.
- This flexibility may encourage employees to dedicate this time to physical activity

Walking Meeting

- A meeting that is hosted while walking or moving either indoors or outdoors.
- An effective way to brainstorm, solve problems, and check-in with colleagues.

The 20-20-20 Rule

- After 20 minutes of screen time, employees should look at an object that is 20 feet away for 20 seconds to reduce eye strain.

How to:



Create a Nutritious Workspace

Introduction to Nutrition

Why is Nutrition Important?

According to the World Health Organization "Nutrition is vital for health and development, leading to stronger immune systems, better maternal and child health, and reduced risk of noncommunicable diseases."



How Can Remote Workers Maintain a Nutrient-Dense Diet While Working from Home?

We suggest the following strategies:

- Stock up on nutritious snacks such as yogurt, trail mix, nuts, seeds, and peanut butter.
- Establish a workspace that is separate from the kitchen to reduce the temptation to access the refrigerator.
- Take a lunch break away from your desk to recharge after extended periods of work.

Looking for Healthy Lunch Ideas? Here are Four Quick and Easy Recipes to Consider for Your Next Meal:



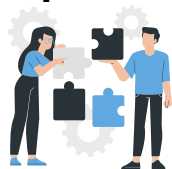
[5-Minute Vegetarian Tostada](#)

[Easy Healthy Adult Lunchables](#)

[Quinoa Black Bean Salad](#)

[Butternut Squash and Apple Soup](#)

The Importance of:



Belonging in the Workplace

How common is loneliness in a remote/hybrid work settings?

According to a 2023 State of the Global Workplace report on worker loneliness, **25% of remote and 21% of hybrid employees** reported experiencing loneliness in their work environments.

The prevalence of loneliness among remote and hybrid employees is largely due to the lack of casual in-person social interactions, leading to a weakened sense of community.



Ways to build community in a remote/hybrid workplace setting...

Starting a Virtual Book Club

Creating a virtual book club is a great way to connect employees of varying work settings. Invite members with diverse reading interests for engaging group discussions.

Book Recommendations: Atomic Habits, Five Dysfunctions of a Team, The Art of Gathering, Measure What Matters.



Virtual Employee Appreciation

Just like in-person employee appreciation efforts, virtual gestures of recognition shows remote and hybrid employees that they are valued, acknowledged, and vital to the company's success – all of which are essential to maintaining high employee retention rates.



Interoffice Networking

Regardless of the physical distance among remote, hybrid, and onsite employees, it is crucial to maintain effective communication and collaboration across all work environments. In a virtual context, promoting interoffice networking can include:

- Organizing virtual speed networking events
- Hosting online conferences



Foster:**Workplace Mental Well-Being**

Ensuring mental well-being in an isolated work setting is important for maintaining employee satisfaction and productivity. According to the Society for Human Resource Management (SHRM), it is reported that fully remote (**40%**) and hybrid work (**38%**) increases the risk of anxiety and depression.

So, how can you ensure the mental well-being of your remote-and-hybrid employees?

- **Establish support groups:** Create online spaces where employees can share their challenges and experiences, nurturing a sense of community and alleviating feelings of isolation through informal and inclusive gatherings.
- **Create a pen-pal program:** Pair employees from various teams and workspaces to strengthen interdepartmental relationships.
- **Encourage leadership check-in:** When leaders prioritize mental health by checking in with their staff, it signals to employees that their well-being is valued, thereby leading to a more positive work environment.

**Need Resources for Mental Health Services and Providers?****Local Mental Health Resources**

- [TN Dept of Mental Health 24hr Crisis Line \(call +1-865-274-7471\)](#)
- [Helen Ross McNabb Center \(call +1-800-255-9711\)](#)
- [Peninsula Behavioral Health \(call +1-865-970-9800\)](#)
- [The Gateway Program at the Metro Drug Coalition \(call +1-865-588-5550\)](#)
- [Cornerstone of Recovery \(call +1-865-270-5931\)](#)

National Mental Health Resources

- [988 Suicide & Crisis Lifeline](#)
- [National helpline for treatment referrals and information \(call + 1-800-662-HELP \(4357\)\)](#)
- [24/7 Disaster Distress Helpline \(call + 1-800-985-5990\)](#)
- [National Alliance for Mental Illness \(NAMI\) Helpline \(text “HelpLine” to 62640 or call +1-800-950-NAMI\)](#)

Please call, text, or visit the links for more information

Resources

Welcome to the Worksite Wellness in Hybrid and Remote Settings Toolkit (Page 3)

1. [Jones, D., Molitor, D., Reif, J. \(2019\). What do Workplace Wellness Programs do? Evidence from the Illinois Workplace Wellness Study. PMC PubMed Central.](#)
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3. [Six Dimensions of Wellness. National Wellness Institute.](#)
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How to: Master Communication Overload (Page 6)

5. [Pinho L. \(2020\) How To Deal With Communication Overload — A Guide To Navigate The Growing Stream of Messages We Receive Everyday. LinkedIn.](#)

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9. [Employers. Center for Disease Control and Prevention \(CDC\).](#)
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11. [The 20-20-20 Rule: Relief for Your Eyes. Safe at Work California.](#)

Ways to: Create Balanced & Nutritious Meals (Page 9)

12. [Nutrition. World Health Organization.](#)

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13. [Pendell, R. \(2024\). 1 in 5 Employees Worldwide Feel Lonely. Gallup.](#)
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15. [Mayer, K. \(2023\). A Potential Downside to Remote Work? Higher Rates of Depression. Society for Human Resource Management \(SHRM\).](#)
16. [Emergent Africa. \(2024\). Workplace Social Well-being: Fostering Positive Social Interactions and Addressing Social Isolation Among Employees. LinkedIn.](#)

