

EPIC QUICK HITS: 30 Minutes to Building a Productive Remote Environment

AGENDA

Macro level – Organizational Focus

- Changes in day-to-day working environment

Micro level – Employee Focus

- Employee productivity
- Employee morale
- Employee physical health
- Employee social health

Communicating With Your Workforce

- Best practices for communicating in a crisis
- What you need to be communicating right now
- Helping employees feel connected and supported

PRESENTERS



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Sr. Wellness Consultant
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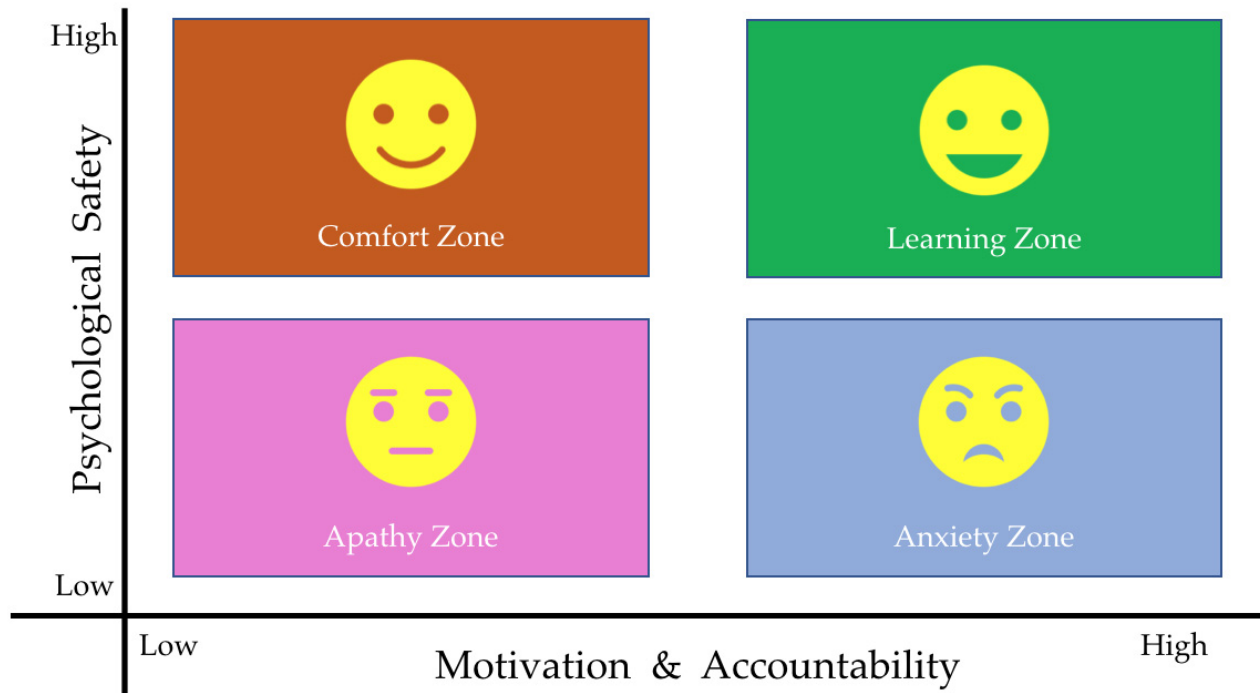
Bob Simpson

Director & National Practice Leader,
Communication & Engagement
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ORGANIZATIONAL FOCUS

Establishing work from home policies/guidelines

Creating psychological safety



ORGANIZATIONAL FOCUS

Adjusting work expectations

- Multiple family members working from home
- Parents becoming daycare and teachers during the day
- Income changes and financial stress

Including empathy into your messaging

- Acknowledge the current environment
- Create a safe space to communicate obstacles and concerns

Trust your employees

- Don't micromanage
- Focus on work product

EMPLOYEE FOCUS



EMPLOYEE PRODUCTIVITY



Establishing a workspace

Creating an ergonomic work station

Establishing a workday routine/schedule

Planning for day in advance

EMPLOYEE MORALE



EAP benefits

Behavioral health benefits

Engaging with your employees

Practicing mindfulness & daily gratitude

EMPLOYEE PHYSICAL HEALTH



Encourage breaks throughout the daily routine

Physical activity tips

Eating healthy

EMPLOYEE SOCIAL HEALTH



Create a organizational community

- Activities, challenges, forums

Encourage family time

- Offer tips and resources on setting daily planner for family sheltering in place
- Remind employees of technology resources to video chat with friends and family

COMMUNICATION

Your employees are looking to you for information

- Communicate more frequently & be redundant
- Be empathetic and honest
- Don't forget the human element
- Recognize individual contributions

Leverage your managers

- Encourage regular dialogue with employees
- Equip your managers with tools and knowledge to support employees
- Look for signs of distress

Make information easily accessible

How can I
manage my
kids and my
work?

What would
I do if I
became ill?

What will
happen to
my job?

How can I
keep my
family safe?

WHAT EMPLOYEES NEED TO KNOW NOW

Self Care Tips

**How To Safely
Access Care**

**How Benefits
Work**

**Financial
Wellbeing
Resources**

**Remote Work &
Productivity**

Caregiving Tips

Self care tips	<ul style="list-style-type: none"> • Prevention tips on how to stay healthy • Reporting confirmed cases confidentially to HR • Managing stress and anxiety • EAP and other mental health resources • Acknowledge financial strain & local resources
How to safely access care	<ul style="list-style-type: none"> • COVID-19 symptoms & what to do if sick • Telemedicine and other resources
How benefits work	<ul style="list-style-type: none"> • How plans cover preventive care, telemedicine, testing, doctor visits, early Rx refills • Changes made in response to COVID-19 (free telemedicine and COVID-19 testing, eligible Health FSA/HSA items) • Early refills on prescription drugs • How time-off/leave policies work & how they coordinate disability benefits
Remote work & productivity	<ul style="list-style-type: none"> • Virtual resources and IT assistance • Establishing a daily routine • Rewards & recognition • How your organization is planning for a return to work
Caregiving tips	<ul style="list-style-type: none"> • Back up care resources or other support • Mid-year changes to Dependent Care Accounts • Resources for learning at home
Financial wellbeing resources	<ul style="list-style-type: none"> • Resources to help employees navigate market volatility and financial strain (1:1 counseling, loans, vacation/time-off sharing, etc.) • Reach out to 401k partner for support and resources

CONNECTING REMOTE TEAMS

Consistent communication

- Conference calls
- Daily and weekly check-ins
- Utilize apps like Slack or Microsoft Teams

Help employees feel connected

- Get on a video call if you haven't done so
- Virtual meetups – social lunch hour or happy hour event
- Find fun ways for employees to interact

EPIC RESOURCES

EPIC Brokers COVID-19 Webpage

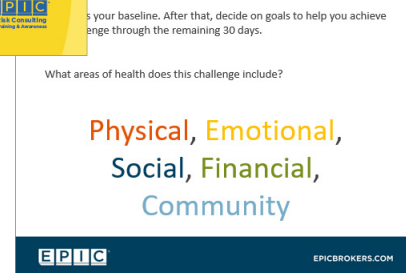
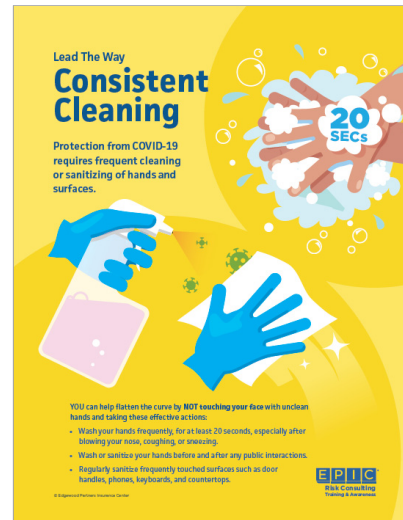
Flyers

- Home tips
- Active learning
- COVID-19 Posters

Email templates

- Home office set-up
- Staying active
- Mentally sharp tips

30-Day Health Habit Challenge



LINKS TO EXTERNAL RESOURCES

Exercise & Ergonomics Information

- [American Council on Exercise \(ACE\) Fitness Exercise Library](#)
- [National Institute of Health Ergonomic Exercises & Recommendations](#)

Fitness Apps (many are free or have special offers at this time)

- [American Heart Association Recommendations & Live Virtual Workouts](#)
- [Daily Burn](#)
- [FitOn](#)
- [MyFitnessPal](#)
- [Nike Training Club](#)

Social/Gaming

- [Jackbox Games](#)
- [Playing](#)

COVID-19 Information & Updates

- [Centers for Disease Control and Prevention](#)

PULSE SURVEYS



- **Return to Work**
- **Open Enrollment**
- **Onboarding & Offboarding**
- **Additional Benefit Offerings**
- **Wellness**
- **Assessing Financial Risk**
- **Employee Engagement**

<https://epicbrokers.com/insights/preparing-for-the-new-normal>

QUESTIONS?