

# Support Mental Health Recovery

WELL Health-Safety Rating™

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## HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **policy and / or operations schedule to enable families and individuals to access mental health services and resources that provide support during and after emergencies.**

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented.

The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project areas.



The below sample documentation is intended to provide guidance for creating an effective policy to support mental health. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

## EXAMPLE DOCUMENT

Example for Feature Sections a, b c and d

### [Company] Mental Health Recovery Policy

**Location:** [project address]

[Company] understands that when there is a traumatic event, employees may need immediate mental health support for recovery. Traumatic events could include, but are not limited to: pandemic, terrorist event, natural disaster, significant transportation accident, death of a company team member or a close company contact, etc.

In preparation for traumatic events, the management team receives annual psychological first aid training through *[name of training program]* with the intention of being best able to respond to staff during and after traumatic events. The training is also available to all employees interested in participating and the program covers *[details of training program]*. Employees should consider their direct manager a resource during and after traumatic events.

A list of resources (including books, articles, hotlines and apps) regarding mental health recovery from traumatic events is posted in the employee breakroom and available on palm cards at the front desk in the lobby.

In the event of a traumatic event affecting multiple or all employees, the following actions will be taken:

1. An email will be sent immediately out to all potentially affected employees that includes:
  - a. A reminder of company health care policy mental health services, including:
    - i. Mental health professionals posted on employee benefits website that specialize in crisis counseling or trauma-focused psychotherapy and the contact information for the in-plan professionals through a virtual service platform *[names of telemental health services, with contact information]* or located within *[distance]* of the building *[names of professionals, with contact information]*.
    - ii. Mental health professionals posted on employee benefits website that specialize in bereavement counseling and the contact information for the in-plan professionals through a virtual service platform *[names of telemental health services, with contact information]* or located within *[distance]* of the building *[names of professionals, with contact information]*.
1. Example: Links to online resources:
  - a. [\*Grief and Mourning Basics\*](#), from the Center for Loss and Life Transition
  - b. [\*Helpful Websites for Grieving\*](#), from the Center for Grief Recovery and Therapeutic Services
  - c. [\*Trauma and Disaster Mental Health\*](#), from the American Counseling Association
  - d. [\*How to Cope at Work When You're Grieving a Loved One's Death\*](#), by Chris Raymond
  - e. [\*Grieving the Loss of a Pet\*](#), by Julie Axelrod
2. Example: Resources in the *[public location in the building]* library:
  - a. [\*Understanding Your Grief: Ten Essential Touchstones for Finding Hope and Healing Your Heart\*](#), by Dr. Alan D. Wolfelt
  - b. [\*Resilient Grieving: Finding Strength and Embracing Life After a Loss That Changes Everything\*](#), by Lucy Hone, Ph.D.
  - c. [\*Please Be Patient, I'm Grieving: How to Care For and Support the Grieving Heart\*](#), by Gary Roe
  - d. Note – if there are other books that could compliment this selection, please email *[name]* in *[department]* to purchase them.

- iii. A full list of other mental health services provided within the plan and the contact information for *[name]* *[contact information]* in human resources who can confidentially counsel on details of each service and provide guidance on how to access them. These include:
    1. A list of hotlines:
      - a. *Example: National Center for Post-Traumatic Stress Disorder Info Line: 1-802-296-6300*
      - b. *Example: Disaster Distress Helpline: 1-800-985-5990*
      - c. *Example: National Mental Health Association: 1-800-969-6642*
    2. A list of apps that employees have access to including:
      - a. *Example: Coping with Grief - A free proximity-based social network connecting & supporting people grieving or who have grieved with the objective of creating a global community that can be there for each other (find on Google Play, Amazon now with the Apple App Store)*
      - b. *Example: Headspace – meditation app (subscription provided through human resources office, email [name] at [email address] for access.)*
2. Managers are required to share these same resources directly with direct reports immediately after a traumatic event, including at check-ins upon returning to work after the traumatic event. Check-in dates may need to be adjusted to an earlier date to ensure resources are provided in a timely manner.

#### TIPS FOR MULTIPLE LOCATIONS

- For organizations participating in WELL Portfolio or the multiple projects pathway, this policy and/or operations schedule is categorized as Shareable. It may be shared across multiple projects, as long as they all meet the strategies that are outlined in the document.
  - If you have projects pursuing the rating together that use different health benefits policies, distinct documentation should be developed for each (e.g. local referral information, resources and possibly also trainings may vary from project to project and must be evaluated on a project by project basis). Identify each of the specific projects by name (must match project names in WELL Online.)