



Feature L01: Light Exposure and Education

Part 2: Promote Lighting Education

WELL v2™ pilot
Q1 2020 addenda

How to use this document:

This document is intended to serve as a guide on how to create educational materials required for Part 2: Promote Lighting Education of Feature L01: Light Exposure and Education. The level of detail provided by teams when creating these resources is up to their discretion, as long as each of the feature requirements is sufficiently addressed.

- Part 2: An educational materials outline has been provided with examples to demonstrate ways to document the feature requirements.

Note: The variable items are highlighted in yellow throughout the document.

The text is updated to the Q1 2020 version of WELL v2 pilot, which may vary from future versions of WELL v2.

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FEATURE L01: LIGHT EXPOSURE AND EDUCATION

PART 2: PROMOTE LIGHTING EDUCATION EXAMPLE EDUCATIONAL MATERIALS

Note: When documenting this feature, the team can either submit actual educational materials or a narrative describing the materials. Below are examples of narratives that describe created materials.

<<PROJECT NAME>> provides educational resources on circadian rhythm, sleep hygiene, age-related increases in light requirements and/or importance of daylight exposure on circadian and mental health. These materials take the form of << INSERT PROJECT SPECIFIC INFORMATION, SELECTING TWO OF THE BELOW >>

- A. Educational signage (placed at high traffic points around the space).
 - a. *Example: Our project utilizes the signage similar to the [Welcome to WELL toolkit](#), which we adapted to apply to WELL v2 features. We place temporary signage at <<INSERT LOCATION>> and permanent signage at <<INSERT LOCATION>> according to the following conditions:*
 - i. *Temporary signage*
 - 1. *Print specs*
 - a. *Print and mount on foam board*
 - b. *0.25" (+) thickness*
 - 2. *Display options:*
 - a. *Used with standing easel*
 - b. *Adhered to the wall with double-sided tape or Velcro®*
 - ii. *Permanent signage*
 - 1. *Print specs*
 - a. *Reverse printing on acrylic - the image is printed on the backside of the acrylic material to preserve its smooth glassy texture on the front*
 - b. *Acrylic face mounting on acrylic - print graphics and adhere to the backside of the acrylic material to preserve its smooth glassy texture on the front*
 - c. *0.25" (+) thickness*
 - 2. *Display options:*
 - a. *Used with standing easel*
 - b. *Installed to the wall with brushed silver floating wall, stand-off mounts*
 - c. *Small signage can be adhered to the wall with double-sided tape*
 - b. *Example: Our project chose to create our own signage by utilizing lighting research on human health from <<INSERT RESOURCE>>. Examples of graphics are attached to this document. Graphics will be placed at the following two high traffic locations: <<INSERT LOCATION>> and <<INSERT LOCATION>>.*
- B. Newsletters or newsletter entries (issued to all occupants at least every quarter).
 - a. *Example: At <<INSERT PROJECT NAME>> newsletters are issued to occupants according to the following criteria:*
 - i. *Newsletters are issued every quarter with information on trainings and/or links to other written or online information such as articles or videos.*

- ii. <<INSERT EMPLOYEE ROLE>> oversees the creation of these newsletters and sources articles and videos from credible sources, such as <<INSERT RESOURCE>> and <<INSERT RESOURCE>>.
 - iii. Newsletters are issued via <<INSERT DISTRIBUTION TYPE>>.
 - iv. An example of our first newsletter is attached <<INSERT>>.
 - b. Example: Students at <<INSERT PROJECT NAME>> are within the ages of X-XX. Every quarter, we email all students and their families a newsletter that highlights healthy habits, including how to apply the WELL features within the school. This newsletter includes information on circadian rhythms and sleep hygiene that aims to best position each student to exceed in the classroom. We search for resources from <<INSERT>> and <<INSERT>> as these are culturally and literacy-level appropriate and focus on our occupant age group. Staff and other employees within <<INSERT PROJECT NAME>> receive a separate quarterly newsletter highlighting the same healthy habits, including how to apply the WELL features within the school. This newsletter includes information on circadian rhythms and sleep hygiene that aims to best position staff and adult employees in their professional life. We search for resources from <<INSERT>> and <<INSERT>> as these are culturally appropriate and focus on this second occupant age group.
- C. Resources in the digital and/or physical library of health and wellness educational materials (as specified in Part 2: Promote Health and Wellness Education of Feature C01: Health and Wellness Awareness) include information on circadian rhythm, sleep hygiene, age-related increase in light requirements and/or importance of daylight exposure to circadian and mental health.
- a. Example: The following books/magazine subscriptions/educational videos are available in the digital and/or physical library:
 - i. <<TITLE, TOPIC COVERED>>
 - ii. <<TITLE, TOPIC COVERED>>