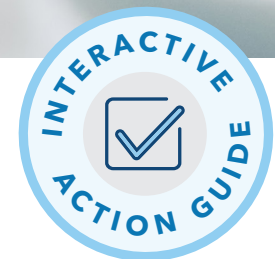




# Rest and Revive sleep management toolkit





A sleep-deprived employee can  
**cost employers**  
up to

**\$3,100**

**EACH YEAR.**

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

# 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](https://www.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



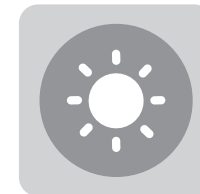
**A poster** to help drive engagement at the workplace



**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? 

## ✓ 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:



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

Let’s go! >

# 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.	<ul style="list-style-type: none"> <li>• <b>Build a case for workforce health</b> shows how to engage leadership with facts and figures.</li> </ul>
		○ 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.	<ul style="list-style-type: none"> <li>• Create your own free surveys with <b>SurveyMonkey</b> or <b>Google</b>.</li> <li>• For more ideas, see our <b>employee health interest survey</b>.</li> </ul>
		○ Assess your work environment to see what you're already doing to support healthy behaviors. Look at: <ul style="list-style-type: none"> <li>• Food in vending machines</li> <li>• How walkable your workspace is</li> <li>• Whether you're hosting healthy meetings</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Worksite walkability audit tool</b> helps you assess walkability at your workplace.</li> <li>• <b>Healthy Meetings Guide</b></li> </ul>

Ready to plan? Let's go! >

## ② Plan

Steps	When	What to do	Tools and resources
○ Promote your program.	Preprogram	○ Form a wellness committee to manage your program.	<ul style="list-style-type: none"> <li>• <a href="#">Wellness Committee Toolkit</a></li> </ul>
	2 to 3 weeks before first email	○ Have a leader or your wellness coordinator send out the first promotional email introducing <i>Rest and Revive</i> . Include: <ul style="list-style-type: none"> <li>• Program start date</li> <li>• Details on the kickoff if you're having one</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Rest and Revive</i> promotional materials:                             <ul style="list-style-type: none"> <li>○ <a href="#">Promotional email</a></li> <li>○ <a href="#">Employee flyer</a></li> </ul> </li> <li>• <a href="#">Employee guide</a></li> </ul>
		○ Print and post promotional materials in kitchen and break rooms.	<div style="border: 2px solid orange; padding: 5px; display: inline-block;"> <p><b>TIP</b> Host a kickoff event and invite one of your top executives to speak. Include a short demonstration of a guided imagery</p> </div>

Ready to engage? Let's go! 

# ③ Engage

Steps	When	What to do	Tools and resources
○ Send emails to your employees.	Week 1	<ul style="list-style-type: none"> <li>○ Send “Self-assessment and goal-setting” email:                             <ul style="list-style-type: none"> <li>• Help your employees track their sleep habits and look for factors affecting their sleep.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• “Self-assessment and goal-setting” email</li> <li>• Sleep workbook:                             <ul style="list-style-type: none"> <li>○ Sleep log</li> <li>○ Daytime activity log</li> <li>○ Sleep action plan</li> <li>○ Personal notes</li> </ul> </li> </ul>
	Week 2	<ul style="list-style-type: none"> <li>○ Send “Building a healthy foundation” email:                             <ul style="list-style-type: none"> <li>• Learn about healthy sleep habits.</li> <li>• Try going to sleep at the same time each night and waking up at the same time each morning.</li> <li>• Stay out of bed when not sleeping.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• “Building a healthy foundation” email</li> </ul>
	Week 3	<ul style="list-style-type: none"> <li>○ Send “Understanding your sleep habits” email:                             <ul style="list-style-type: none"> <li>• Have employees take the sleep survey.</li> <li>• Then have them read what their responses indicate.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• “Understanding your sleep habits” email</li> </ul>

(continues on next page)

# ③ Engage (continued)

Steps	When	What to do	Tools and resources
○ Send emails to your employees.	Week 4	<ul style="list-style-type: none"> <li>○ Send “Identifying sleep thieves” email:                             <ul style="list-style-type: none"> <li>• Avoid or limit the use of alcohol before bed.</li> <li>• Avoid or limit the use of caffeine and tobacco.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• “Identifying sleep thieves” email</li> <li>• <a href="#">Tobacco-Free Campus Toolkit</a></li> <li>• <a href="#">Sleep topics</a> from the National Sleep Foundation</li> </ul>
	Week 5	<ul style="list-style-type: none"> <li>○ Send “Managing stress” email:                             <ul style="list-style-type: none"> <li>• Use deep breathing to relax.</li> <li>• Practice mindfulness as another daytime relaxation technique.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• “Managing stress” email</li> <li>• <a href="#">Share stories</a> to refresh your employees’ minds, bodies, and spirits.</li> <li>• Share <a href="#">podcasts</a>.</li> </ul>
	Week 6	<ul style="list-style-type: none"> <li>○ Send “What if I still can’t sleep?” email:                             <ul style="list-style-type: none"> <li>• Share tips on making healthy behavior changes with small goals and physical activity.</li> <li>• If one of your employees thinks they have a more serious condition, tell them to contact their doctor.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• “What if I still can’t sleep?” email</li> <li>• Share information on insomnia and <a href="#">the question of sleeping pills</a>.</li> </ul>
	Week 7	<ul style="list-style-type: none"> <li>○ Send “Assessing your plan and looking forward” email.</li> </ul>	<ul style="list-style-type: none"> <li>• “Assessing your plan and looking forward” email</li> </ul>

Ready to measure? Let’s go! 



## ④ Measure

Steps	When	What to do	Tools and resources
○ Evaluate your program.	Week 8	○ Survey program participants and capture results.	<ul style="list-style-type: none"> <li>• Create your own postprogram survey with <a href="#">SurveyMonkey</a> or <a href="#">Google</a>.</li> </ul>
○ Plan future programs.		○ Consider another program, such as a walking program, while employees are motivated.	<ul style="list-style-type: none"> <li>• <a href="#">Walking for Workforce Health Toolkit</a></li> <li>• <a href="#">Other programs</a></li> </ul>

➤ Contact your Kaiser Permanente representative for more information.

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