

Employee Health & Wellness Overview

For Leaders Transitioning from Ascension

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System Employee Health & Wellness Team



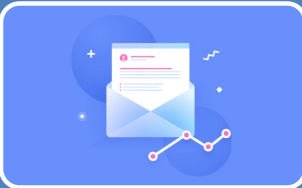
New Employees?



Conditions of Employment (COE)



Employee Health (EH) determines required tests or health requirements for each employee per policy



OnBase email notifications are sent **28 days prior** to due date for each test to the employee. Periodic updates are sent to employee and manager as well.



The information source to manage your employee's EH COE is in **Health Resource Dashboard in Global HR**

Communicable Illness Management

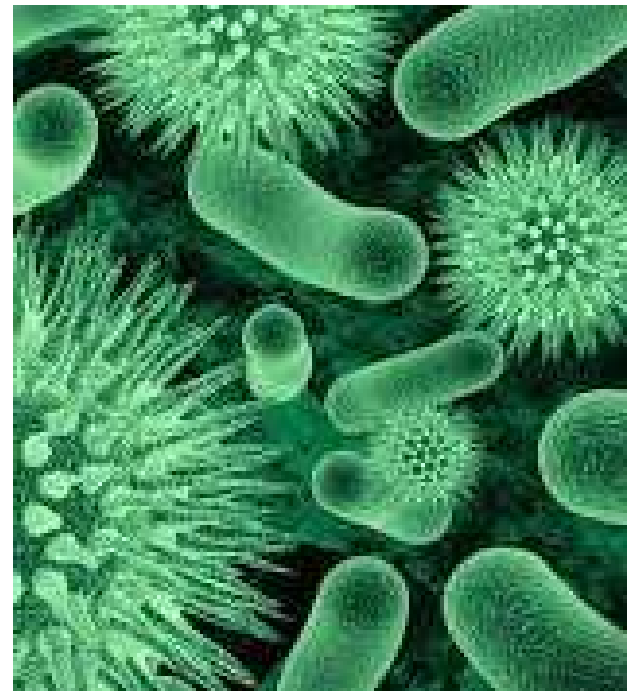
- Employees with a personal communicable illness **must report illness to illness team at 715-843-1198.**

The illness team is available 7 days a week:

6:30 am – 6:30 pm Mon – Fri

7:00 am-5:30 pm Sat & Sun and Holidays

- Employees with any communicable illness (i.e., influenza, pink eye, shingles, COVID) will be cleared to return to work by an Employee Health RN.



COVID Attestation

- As of close Employees will not have to complete a DAILY attestation.
- Employees will ONLY need to complete an attestation if they have symptoms.
- More communication to all employees will occur after close.

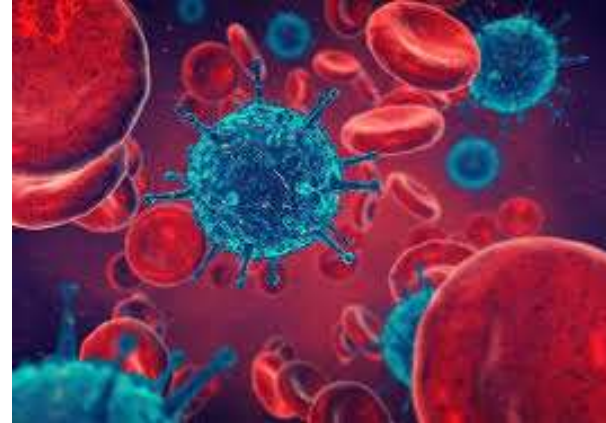
COVID Employee Illness and Exposure

Supervisor's Role:

- Direct employees with COVID symptoms to complete an attestation and stay/go home.
- Supervisors will receive an email with employee's off – work information.
- Supervisors will receive an email when employee is cleared to return to work
- Do not direct COVID testing
- Questions? Illness Team at **715-843-1198**

Supervisor's Resources:

Visit [COVID link](#) to all COVID related policies on Aspirus Intranet



Non-Work-Related Injury

Supervisors: direct the Employee to call Leave Management Services (LMS)

LMS will then evaluate for temporary or permanent accommodations.



Work-Related Injury

Supervisors: direct employees to fill out an employee event report in **Safety Zone** for all work-related incidents. **If medical care is needed, refer employee to Occupational Health.**

Employee will be assigned an EH Case Manager who is the liaison between Employee, Supervisor, Work Comp Insurer, Providers.

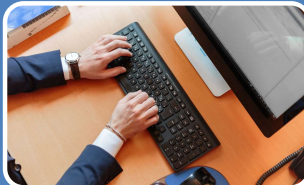


Injury Event Management



Supervisor Conducts Incident Follow up and Investigation:

Assess and evaluate cause of incident and provide update on any hazards or unsafe conditions; observations, witnesses, etc.



Supervisor Completes Supervisor Report:

Document Findings from investigation in the Safety Zone Supervisor Report with in 3 days of event.

Notify EH if incident warrants additional investigation by EH and Workers Comp Carrier



Post Event Action:

EH will assure appropriate resources are in place to complete review or manage unsafe work environment

Work Related Injury Follow Up

When an employee seeks professional medical services:

- Employee must provide Return to Work slip to Employee Health
- When light duty work is required, it will be managed through EH.
- Supervisor must allow employees time off for medical appointments
- Medical appointment time is not paid.



Injury Prevention

- For ergonomics assessments and evaluations contact EH
- Report all 'good catches' in Safety Zone
- Contact EH for assistance with:
 - Safe Lifting
 - Slips/Trips/Falls prevention
 - Stretch & Flex
 - Getting more movement in your day
 - Standing/Walking Meetings
 - Clinical areas; safe sharps



Culture of Health and Wellbeing

Vision

Create a culture of Health and Wellness for all Aspirus System employees and families.

Mission

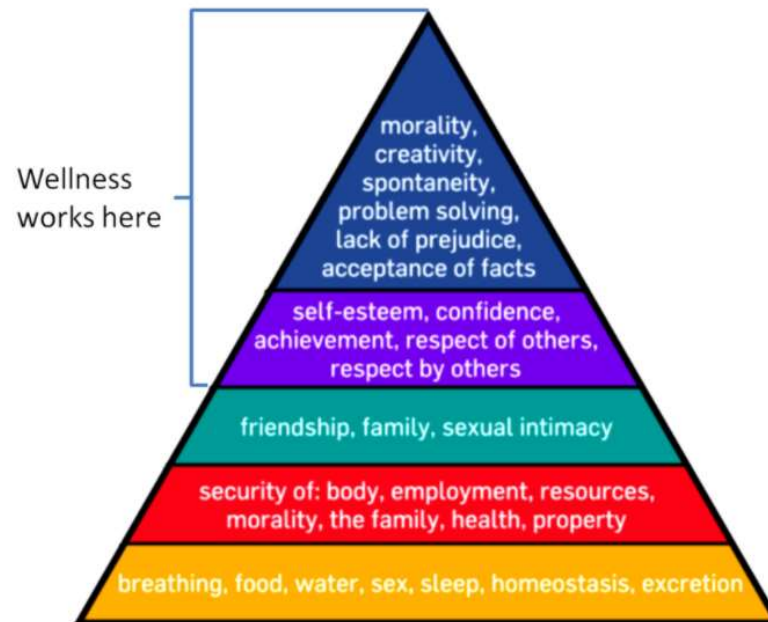
The Aspirus Employee Wellness Program will provide and encourage opportunities for employees and families to initiate, practice, adopt and maintain healthy lifestyle choices.

This focus promotes measurable wellness outcomes, a healthful work environment, increased employee engagement, as well as a reduction of sick events, turnover, work related injuries and health insurance claim costs.



Why Wellness?

- Improve Productivity
- Reduce Absenteeism
- Improve Employee Recruitment/Retention
- Help Build Morale and Improve Workplace Culture



Support Wellness



- **Be a Role Model**
 - ✓ Enroll in and Promote Wellness offerings
 - ✓ Complete and Promote Quarterly Activities
 - ✓ Model Work Life Balance
- **Communicate Often**
 - ✓ Round Regularly
 - ✓ Ask, How are you *really*?
- **Know your Wellness Champ**
 - ✓ Ensure your Department has an **active** Wellness Champ; Know your Champ!
 - ✓ Support your Wellness Champ and allow **time** for wellness promotion and activities.
- **Recognize Achievements**
- **Promote Mental/Emotional Health**
- **Lead With Empathy**

Other areas that support wellness include:

- **Employee Assistance Services (EAS)**
 - For Employees and their Families
 - Michigan & Wisconsin
- **Leave Management Services**
- **Organizational Learning and Development**
- **Spiritual Care**
- **Total Rewards**
- **Human Resources Business Partners**



QUESTIONS

Please contact Aspirus Employee Health & Wellness Central Office
1-844-568-0688 or 715-847-2785

