

EHOH 6630/EHRS 679

MAP-ERC

Scope of Work for Routt County's Public Health Department

Provided by: Honest Springs Consulting Company

*****Note:** Honest Springs is not a real consulting company and was created in fulfillment of a project for students in the MAP ERC training program. This is elaborated on further in section titled "Acceptance".

Introduction:

Our firm, Honest Springs Consulting Company, is an organized collective of different occupational health and safety graduate students who specialize in improving the health, safety, and overall well-being of workers through education and maintenance of proper workplace health, safety, and well-being policies and practices. We recognize that every organization is structurally and functionally unique, requiring tailored approaches that will help specific organizations address current workplace dynamics that are hindering the safety, health, and/or wellbeing of their employees.

Since there are different needs throughout the year, the number of County employees fluctuates. There are approximately 280 employees year-round and 320 employees during the high seasons of winter and summer. It would be difficult to accurately summarize the work that goes on at Routt County, since employment opportunities cover a wide variety of occupations and include a large range of job tasks. In terms of safety, the Routt County representatives reported that injury prevalence was low and not of major concern to them, but that lifting injuries, slips, trips, and falls seem to be the most prevalent. Representatives were more concerned with the overall well-being of their employees, specifically mental health.

Routt County representatives are focused and determined to investigate ways that they can provide on-site mental and physical health outlets and resources for Routt County workers. Yoga sessions are already an available resource to employees, but representatives are looking to bring in additional mental health providers and resources. Similarly, representatives are interested in hiring someone in a full-time wellness capacity, with the available funds to do so. Specific mental health concerns that were reported by representatives include difficulties dealing with increased stress, increased mood disturbances, and decreased motivation in the wake of COVID-19. Representatives report that as a community, Routt County has long been dealing with high death by suicide rates. Further, the timeline of mental health concerns reportedly increasing for Routt County employees around the time of COVID-19 aligns with data showing that Routt County saw an increase in suicide in 2020 (Vital statistics, 2020). This data illuminates the imminent nature of mental health concerns, highlighting the need to prioritize the mitigation of specific concerns amongst Routt County employees, which have been brought to our attention by representatives within the organization.

The unanimous concern that Routt County representatives held regarding the current mental health of their workers is what led our firm to develop an intervention solely focused on the outcome of improving employee mental health and well-being. This project will be undertaken in order to provide Routt County and its employees with the necessary information and tools to address mental health concerns on the organizational and individual levels. Evidence-based recommendations for organizational level change will be made to Routt County representatives in our white paper. For individual level education about mental health and well-being in the workplace, employees will be invited to a Zoom presentation where they can learn about stress management techniques and physical well-being practices that are simple, relevant, and easy to implement.

Scope of Work:

For this Scope of Work, Honest Springs Consulting proposes three deliverables for the Routt County Human Resources and Public Health departments. These deliverables will be utilized to assess the workplace mental health of Routt County employees and provide a starting point for the generation of an employee wellness program. The assumption that Routt County employees are in need of a mental health focused intervention stems from Routt County representatives' unanimous testimony of their concern for their employees' mental health, especially after the pandemic. The scope of this project is limited to providing an initial assessment and a review of areas of need for the mental health of employees of Routt County and will include suggestions, based on data collected, on how to improve employee well-being. The deliverables are outlined as follows:

Deliverable 1: Survey

- A survey provided by David Shapiro from the Center for Health Work and Environment (CHWE) will be disseminated to the Routt County employees by Honest Springs Consulting. The survey used, Employee Mental Health Pulse Survey, is an anonymous survey focused on assessing the mental health climate of the workplace. Data from the survey will be compared to the survey's built in database Qualtrics and further analyzed for subsequent deliverables.

Deliverable 2: White Paper

- A white paper will be written for the leadership of the Routt County Human Resources and Public Health departments. Using the data report from the survey and current related research, this white paper will discuss evidence-based strategies and recommendations to implement in Routt County. This deliverable will contain three parts.
 1. Raw Data Report
 2. Discussion/Analysis of Data
 3. Evidence-Based Recommendations for Strategic Action Planning

Deliverable 3: Online Presentation

- The goal of the presentation is to take inferences that were made based on the survey data and discuss strategies with employees that will, on an individual level, help them look after their own mental and physical health. The setting will be a 30 minute, optional Zoom meeting, and will be recorded to be viewed by employees that are unable to attend. We plan on first discussing why mental and physical health are important and interrelated concepts (physical health affects mental health and vice versa), and how they relate to the workplace, in order to encourage and motivate employees to care about these issues. Based on what issues are brought to light via the surveys, we will discuss evidence-based stress management techniques and physical wellbeing practices that we feel are relevant to the workers at Routt County. Emphasis will be placed on ease of implementation of these strategies into their daily lives in order to assure compliance. As a presentation tool, we plan on using active learning techniques to stimulate stronger understanding and recall of the material. For example, in breakout rooms, we will have employees develop scenarios of how and when they can implement stress-management techniques or physical wellbeing practices into their work and home lives, then share and discuss as a group.

Period of Performance:

The period of performance of this project is from March 18th through May 11th, 2022. The interdisciplinary team met with the Routt County partners on March 18th to discuss the Scope of Work for the project. Estimated travel time to and from the site for a site visit is estimated to be 7 hours total. The site visit will be proposed to take place over two days to allow adequate time for travel. Once at the site, the number of hours of on-site visitation are estimated to range from 5-8 hours total time (this includes a facilities tour and further discussion with Routt County partners).

Deliverables Schedule:

Finalize survey distribution process and recipients	March 30th
Open and distribute Qualtrics survey	April 1st
Close Qualtrics survey	April 14th-21st (dependent on how quickly responses come in)
Retrieve Qualtrics data report of the survey results	April 14th-21st (dependent on when the survey is closed)
Worksite visit	April 15th (tentative)
Begin writing white paper and developing presentation	April 21st
Final draft of white paper and final draft of presentation	April 28th

Online presentation with employees	May 2nd-6th (haven't picked a date yet)
------------------------------------	---

Expenses:

The predicted expenses will be evaluated by the county team and chosen based upon the need and level of funding basis. The initial surveys provided to the team for both management and employees will be provided and implemented at no cost to collect preliminary results and develop a plan moving forward. To encourage employee engagement, our recommendations are to incentivize the survey with a chance to receive a gift card or small reward.

If there is future interest, full implementation of the Health Links service provided by the Center for Work, Health and Environment (CHWE) will start at \$325, paid to CHWE, and will include guidance and access to the Health Links services. Our team will provide recommendations based upon initial survey results and analysis, working with our partners to determine if implementation of Health Links will be needed by, and/or beneficial to Routt County and its employees.

Acceptance:

Deliverables will be accepted tentatively by our partners at Routt County and fully assessed by the county commissioners before final approval. Before submission of this form we require signatures from all parties involved to ensure we have reached a final agreement. Corrections can be made and discussed with involved parties before submission. There is an understanding that Roberta Smith will be our primary contact for this project and will communicate as necessary with the county commissioners or other involved parties that may hold rights of final approval for implementation. Our team believes we can achieve each deliverable within our condensed time frame, as well as manage the needs from the county with an understanding of possible financial restrictions.

Honest Springs Consulting Company is not a real organization, but an interdisciplinary class project that graduate students in Mountain and Plains Education and Research Center (MAP ERC) training programs participate in each year they are funded through the MAP ERC and the National Institute for Occupational Safety and Health (NIOSH), which funds the MAP ERC. The team members of Honest Springs Consulting Company are not employed by or paid by Routt County. This partnership exists in an unofficial manner to fulfill requirements of the Occupational & Environmental Health Interdisciplinary Symposium course, provided through the MAP ERC, housed within the Center for Health, Work, and the Environment at the Colorado School of Public Health.

All work, reports, designs, drawings, renderings and other work product produced by the Contractor in connection with the Project shall belong to Routt County and the Contractor shall not use any part thereof for purposes other than the Project without the written consent of Routt County.

Contractor shall be responsible for worker's compensation and all other benefits for Contractor and its employees working on the Project, and such employees shall not, for any reason, be deemed the agents, servants or employees of the County. Neither Contractor nor any employee of Contractor shall be entitled to unemployment insurance benefits through the County and the Contractor shall be obligated to pay any federal or state income taxes due with respect to any sum payable by County hereunder.