Tips for Work-Life Coordinators and Supervisors

Mental Health

Caring for the mental well-being of Federal employees is always a priority. As we prepare for the eventual return of employees to the workplace, Work-Life Coordinators and Supervisors should strive to be aware of the mental health factors that may affect an employee’s transition back into their work location and the resources available.

- Be aware that employees may be returning to the workplace with concerns and responsibilities that may not have been present before the pandemic. Flexibilities are encouraged to help employees who may need modified workplace schedules or arrangements to deal with unforeseen circumstances.

- Talk with employees and be aware of their concerns. Offer information about agency resources such as Employee Assistance Programs (EAP) and Family and Dependent Care resources.

- Be sensitive to employee concerns that may contribute to anxiety. Examples of concerns include safe commuting, disinfecting protocols, and plans for social distancing at the workplace.

- Put a plan in place to communicate and discuss agency defined procedures and processes regarding return to work protocols. Help empower employees and help alleviate potential anxiety by keeping employees informed on agency procedures.

- Ask for employee input on solutions. Facilitate an open dialogue regarding how to handle new challenges that may arise. Seek and implement employee feedback where possible.

OPM’s Work-Life staff is here to assist. Please reach out to us any time at worklife@opm.gov.