



## more information

Contact your local HR office to find your agency's EAP Administrator or search OPM's Work-Life Contact Tool available at: [opm.gov/CCLContact](https://opm.gov/CCLContact)

Additional information is available at [opm.gov/worklife](https://opm.gov/worklife)



## 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.

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OPM's Work-Life staff is here to assist.  
Please reach out to us any time at [worklife@opm.gov](mailto:worklife@opm.gov).