

2022 NASPEs AWARD

Eva N. Santos Communication Awards

Nominations from dues-paying states are considered for eligibility. Nominated leaders and programs should have a positive effect on the administration of state human resource programs. A state's central human resource department or line agency human resource operations may administer nominated programs.

Programs and projects must have been operational for at least six months and must be transferable to other states. Selection criteria are based on the questions asked on the award application. Included in this packet are the specific criteria for each award and their categories. Nominations are encouraged in all areas of human resource management administration.

NOMINATION INFORMATION

Title of Nomination: Kentucky Employee Assistance Program COVID Response

State: KY

Contact Person: Trina Koontz

Contact's Title: Benefits Branch Manager, KEAP

Agency: Kentucky Personnel Cabinet

Mailing Address: 501 High St, Frankfort, KY 40601

Telephone: 502-564-5788

E-mail: trina.koontz@ky.gov

NOMINATOR INFORMATION

Nominator: Mary Elizabeth Bailey Title: Commissioner

State: KY Agency: Kentucky Personnel Cabinet

Telephone: 502-564-7571

E-mail: marye.bailey@ky.gov

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- Meet all eligibility requirements • Meet deadline requirements
- Include a complete nomination packet • Conform to all copyright laws

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DETAILS

Feel free to include links to websites and snapshots as part of your nomination.

1. Please provide a brief description of the submission.

The COVID-19 pandemic impacted us all in many unforeseen ways. The Kentucky Employee Assistance Program (KEAP) took a proactive approach at reaching out to employees of the Commonwealth of Kentucky with a centralized location for tips to assist with virus-related anxiety. These included several pre-recorded “wellness breaks” put on by KEAP staff as well as webinars on the following topics: Self-Care During Covid-19 , Alone at Work: Isolation Risks When Telecommuting, Working at Home with Kids, and Re-entry: Maximizing resilience, flexibility and interpersonal skills as workplaces return to “normal”

2. How long has the submission been in existence?

At the beginning of the pandemic, KEAP produced a series of “wellness breaks” aimed at helping employees take time each day for intentional, mindful, self-care practice. Recorded versions were added to their “Tips to help you manage virus-related anxiety” page that housed a number of resources. KEAP then developed and offered webinars specifically to assist employees with increasing their coping skills during the virus-related challenges and added recorded versions to the webpage upon completion.

3. Why was this submission created?

This submission was created to assist state workers with stress, anxiety, and fears related to the coronavirus.

4. How does this submission support the goals and objectives of your agenda/department?

The Office of Employee Relations within the Kentucky Personnel Cabinet is passionate about helping state employees perform their jobs in a healthy, safe, and fulfilling manner to benefit the citizens of Kentucky. This submission further allowed KEAP to assist HR professionals in not only responding to employee concerns and needs but also by serving as an outlet for HR professionals and providing direct support to those individuals while they navigated these uncharted waters.

5. Have you been able to measure the effectiveness of this submission? If so, how?

While the effectiveness of this type of submission is difficult to measure, the number of participants that took part in KEAP webinars during this period more than doubled from the prior fiscal year.

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Link: <https://personnel.ky.gov/KEAP/Tips%20to%20help%20you%20manage%20virus-related%20anxiety.pdf>



Tips to help you manage virus-related anxiety

stigmafree

Help make KY State Government a stigma free workplace



KEAP Pandemic
Response.pdf

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Your Employee Assistance Program would like to thank you for all the hard work you are doing and the flexibility you are demonstrating during these uncertain times. We recognize that often uncertainty and anxiety go hand and hand. Taking some time each day for intentional, mindful, self-care practice can help us be more calm and focused. State Employees are in the business of serving others, that is why it is so important to invest in our own wellbeing.

Take a scheduled "wellness break" with us each day and listen to one of the following:

1. [Quiet the mind](#)
2. [Putting the brakes on automatic worry](#)
3. [Sitting with stress](#)
4. [Increase compassion to decrease distress](#)
5. [Observing your thoughts](#)

Where can I go for support related to my stress, anxiety, and fears related to the coronavirus?

The current coronavirus outbreak and constant media coverage can be anxiety-producing. While it is important to stay informed, there are things we can do to manage our mental well-being:

- Avoid speculation and get your information from reputable sources such as the official Kentucky Coronavirus Website: (telephone: **1-800-722-5725** / website: <http://www.kycovid19.ky.gov/>).
- Manage how you follow the outbreak in the media. If the news is causing you stress or anxiety, reduce your media intake and refer to the reputable information sources listed in the bullet point above.
- Talk about your fears, anxiety, and stress. The Kentucky Employee Assistance Program provides confidential services for employees. Employees may contact KEAP at 502-564-5788 or (800) 445-5327. Please also review KEAP information at <https://personnel.ky.gov/Pages/KEAP.aspx>.

Here are some additional [tips](#) to help you manage anxiety during this time.

Read a message from the American Foundation for Suicide Prevention on [Taking Care of Your Mental Health in the Face of Uncertainty](#).

Remember [LiveHealth Online](#) is safe way for KEHP members to see a psychologist or therapist at home via smart phone, tablet or computer.

View our recorded webinars:

[Self-Care During Covid-19](#), [Alone at Work: Isolation Risks When Telecommuting](#), [Working at Home with Kids](#), and [Re-entry: Maximizing resilience, flexibility and interpersonal skills as workplaces return to "normal"](#)



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