

## Checklist #6: Mental Health and Well-Being Support

Administrators can use this checklist to understand the options to support the mental health and well-being of all staff and students during COVID-19. Complete this checklist when preparing to reopen and regularly reassess practices after opening.

### Mental Health Benefits Are Provided

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Has information been shared with staff about available counseling resources (e.g., Employee Assistance Program [EAP])?				
Has information been shared in accessible formats with students and families on mental health support and community resources?				

### Support Coping and Resilience

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Is there a plan to encourage staff and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media?  <i>Note: For more information see <a href="#">Employees: How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic</a>.</i>				
Are there trained and designated personnel for staff and students to share their concerns? Are staff and students encouraged to share their concerns with designated trained staff or people they trust?				
Are signs for the <a href="#">Disaster Distress Helpline</a> posted?				
When feeling overwhelmed with sadness, depression, anxiety, or feelings of self-harm, are staff and students encouraged to seek medical attention/professional advice or <a href="#">call the National Suicide Prevention Lifeline</a> ?				

### Changes to Work Design

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Is there a plan for open communication, training and support for staff as they adapt to changing and difficult circumstances (e.g., learning new technology)?				

### Connect

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Is there a plan for all staff meetings to include the ability to distance at least 6 feet apart or use virtual platforms?				
Is there a system for staff training and technical support for new job demands, such as use of virtual platforms and learning technologies?				

### Communicate

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Are mental health support services available at school communicated to staff, students, parents, guardians, and caregivers?  <i>Note: communications should be accessible to persons with disabilities and limited English proficiency.</i>				