

Promoting Mental Health at Work



1919 University Avenue West, Suite 400, St. Paul, MN 55104 | Tel. 651-645-2948 or 888-NAMIHELPS | Fax: 651-645-7379 www.namimn.org

WHAT EMPLOYERS CAN DO

Achieve 3
Goals to Qualify
as a Mentally
Healthy
Workplace

1. Educate employees on mental illnesses in the workplace. There are three programs available through NAMI Minnesota: **Make it Ok**, the **online Make it Ok** training, and a one-hour **Good Mental Health in the Workplace** presentation. (required)
2. Increase awareness about mental illnesses by including information in employee newsletters, posting Make it Ok posters on the bulletin boards, including NAMI informational sheets in breakrooms.
3. Sponsor the NAMIWalk, the largest public awareness raising event in the state, at the \$250 level and have a sign with your company's logo and/or name along the walk route which will be seen by over 4000 people.

OR

- Form a NAMIWalk team (no fees) as a way to let your employees know that you care about their and their family's mental health.
4. Ensure your insurance includes a wide array of mental health benefits including depression screening, mental health crisis services and more.
 5. Make sure your employees know what is available through your EAP or health insurance and are aware of potential accommodations.
 6. Have your employees take the Make it Ok pledge.
 7. Survey the employees regarding their comfort in raising the issue of mental illness with their supervisor or HR department
 8. Educate your managers or supervisors about accommodations for people with mental illnesses.
 9. Add mental health to sick leave policy.
 10. Create a quiet room.



NAMI Minnesota (National Alliance on Mental Illness) is a non-profit organization dedicated to improving the lives of



Mental Illnesses in the Workplace



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FOR EMPLOYERS:

What to look for:

- ◆ Tardiness, absences
- ◆ Lack of cooperation, can't work with others
- ◆ Decreased productivity, frequent accidents, difficulty screening out stimuli
- ◆ Physical complaints such as stomach aches, pain, fatigue
- ◆ Difficulty concentrating, remembering things
- ◆ Making excuses for poor work or missed deadlines
- ◆ Anger, overly emotional, anxious
- ◆ Reduced interest in one's work
- ◆ Difficulty handling stress, schedules, multiple tasks
- ◆ Willingness to take on extra work, excessive energy, inappropriate work goals
- ◆ Risk-taking, out of control behaviors, sudden weight changes

What to do:

- ◆ Ask open ended questions – What has your day been like? How are things going? Tell me about your workload
- ◆ Listen nonjudgmentally
- ◆ Give reassurance and information (e.g., FMLA)
- ◆ Encourage them to seek help, refer them to resources available at your organization
- ◆ Follow up with them

FOR EMPLOYEES:

How to take care of yourself:

- ◆ Pay attention to diet, exercise and sleep
- ◆ Avoid or limit alcohol, tobacco, other drugs
- ◆ Engage in favorite hobby or activity
- ◆ Be with friends, connect with others
- ◆ Take time to recharge batteries
- ◆ Spend time in nature
- ◆ Reduce stress
- ◆ Consider adjusting schedule, if possible

Seek help if you need to:

- ◆ Reach out to someone you trust – family, friend, faith leader
- ◆ Contact your primary care physician or employee assistance program
- ◆ Be aware of your rights (e.g., ADA, FMLA)

Suicidal behavior:

What it might look like—

- ◆ Talking about it, a preoccupation with death
- ◆ No hope for the future, making final arrangements, giving away possessions
- ◆ Self-loathing, unexplained anger
- ◆ Social isolation, changes in hygiene or appearance
- ◆ Alcohol or drug abuse

What you can do as a co-worker—

- ◆ Express empathy, offer hope
- ◆ Ask about it (don't worry, it doesn't promote it)—do they have a plan?
- ◆ Listen nonjudgmentally
- ◆ Contact crisis team or 911



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Workplace Accommodations



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Attendance:

- ◆ Flexible scheduling, e.g., earlier or later starting time
- ◆ Modified break schedules
- ◆ Leave for therapy appointments
- ◆ Work from home, flex space
- ◆ Part-time, job sharing
- ◆ Not requiring work time outside of typical hours

Concentration:

- ◆ Reduce distractions – sound panels, white noise, ear buds, music, and organizers to reduce clutter
- ◆ Increase natural lighting, use full spectrum lighting
- ◆ Allow lamps instead of fluorescent lights which make noise
- ◆ Modify way instructions and feedback are given, written versus auditory or record instructions
- ◆ Restructure job temporarily, focus on essential functions
- ◆ Assign one task at a time
- ◆ Divide larger tasks into smaller ones
- ◆ Provide written checklists
- ◆ Use color-coding schemes to prioritize tasks
- ◆ Use memory aids, email applications
- ◆ Use calendars with automatic reminders
- ◆ Allow extra time to learn tasks

Emotional:

- ◆ Encourage use of stress management techniques
- ◆ Allow presence of a support animal
- ◆ Allow telephone calls to people who provide support
- ◆ Refer to EAP

Fatigue:

- ◆ Flexible scheduling
- ◆ Goal-oriented workload
- ◆ Reduce workplace stress
- ◆ Allow for walks outside
- ◆ Provide a place for a rest period

Co-Worker Interactions:

- ◆ Encourage employee to walk away from frustrating situations
- ◆ Provide opportunities for privacy
- ◆ Provide mental illness awareness training to coworkers and supervisors
- ◆ Meet regularly

When it's a Family Member:

- ◆ Treat like other illnesses - may need time off to take loved one to treatment
- ◆ Refer to EAP
- ◆ Refer to NAMI classes and support groups

Workplace Mental Health Resources



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ADA Home Page

<https://www.ada.gov/>

ADA Information Line

U.S. Department of Justice

For ADA publications and questions

800-514-0301 (voice)

800-514-0383 (TTY)

<https://www.ada.gov/>

Mailing Address for ADA Information

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, NW

Disability Rights Section - NYAV

Washington, DC 20530

ADA and IT Technical Assistance Center

www.adata.org/

Great Lakes ADA and Accessible IT Center

www.adagreatlakes.org/

ADA Minnesota

888-630-9793

www.adaminnesota.org

American Psychiatric Society, Partnership for Workplace Mental Health

www.workplacementalhealth.org

Bazon Center for Mental Health Law

www.bazon.org/resource-library/publications/

[The Disability Rights Legal Center](#)

[A Guide to Disability Rights Law](#)

[Minnesota Council on Disability](#)

National Disability Rights Network

820 1st Street NE, Suite 740

Washington, DC 20002

Contact us at info@ndrn.org

www.ndrn.org

[State of Minnesota Disability Resources](#)

Job Accommodation Network

www.askjan.org/

Make It OK

www.makeitok.org

U.S. Equal Employment Opportunity Commission

800-669-4000 (voice)

800-669-6820 (TTY)

www.eeoc.gov

U.S. Equal Employment Opportunity Commission

Mailing Address

1801 L Street, NW

Washington, DC 20507

U.S. Small Business Administration

www.sba.gov/ada/

MEMBER



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Crisis Resources



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If you or someone you know is experiencing a mental health crisis, help is available. There is hope. No matter the age or the challenges people face, help is a phone call, text, or online chat away. The following resources will help those in a crisis:

<h2 style="text-align: center;">The Suicide and Crisis Lifeline</h2> <p style="text-align: center;"><i>Calls or texts to these numbers will connect you to a crisis center where trained volunteer counselors or mental health professionals are waiting to help. The calls are free and confidential.</i></p>		
<p style="text-align: center;">call 988 Veterans: option 1 En Español: opción 2</p> <p style="text-align: center;"><i>After listening to options, there will be a pause while you are transferred to an available call center.</i></p>	<p style="text-align: center;">Text to 988 -or- Text “MN” to 741741</p>	<p style="text-align: center;">Chat 988lifeline.org/chat/</p> <p style="text-align: center;"><i>Fill out a short survey so the counselor will know a bit about your situation, then you’ll see a wait-time message while you are connected to a counselor.</i></p>
<p style="text-align: center;">The Trevor Project for LGBTQ Youth: 1-866-488-7386 Text START to 678678 Chat thetrevorproject.org/get-help</p>	<p style="text-align: center;">Mobile Crisis Teams in Minnesota **274747 (from mobile phones)</p> <p style="text-align: center;"><i>Every county in Minnesota has professional crisis teams that will come to you and help resolve the crisis and link you to needed services. See page 2 for how to call them from landlines.</i></p>	<p style="text-align: center;">Blackline Support for Black, Brown, and Indigenous Communities: 1-800-604-5841 Texting and phone help available 24/7</p>
<p style="text-align: center;">Translifeline Support by and for the Trans Community 1-877-565-8860</p>	<p style="text-align: center;">Veterans Crisis Lines 988 (option 1) Text to 838255 -or- Call Vets4Warriors 1-855-838-8255</p>	<p style="text-align: center;">Minnesota Farm and Rural Helpline 1-833-600-2670 Text “FarmStress” to 898211</p> <p style="text-align: center;"><i>24/7 help for rural Minnesotans experiencing stress, anxiety, or depression. Trained counselors can also connect you to resources for business, financial, or legal help.</i></p>
<p style="text-align: center;">CALL 911 <i>if there is IMMEDIATE DANGER to you or someone else</i></p>		
<p style="text-align: center;">Stay calm and tell the dispatcher “This is a mental health emergency” and ask for a Mobile Crisis Team</p>	<p style="text-align: center;">If a Mobile Crisis Team is not available, Ask for a CIT Trained officer (Crisis Intervention Team)</p>	<p style="text-align: center;">Be prepared to share information about mental health history, diagnosis, triggers, what has worked in the past, details of the current situation, and more.</p>

Minnesota Warmlines

Support for those struggling with their mental health but aren't experiencing a crisis or emergency. Trained Peer Support specialists give free, confidential, anonymous support and are available to talk at the following centers:

Mental Health Minnesota

651-288-0400

toll free **855-WARMLINE**

Text "Support" to 85511

open 7 days a week from 9am – 9pm

Wellness in the Woods

Peer Support Connection

1-844-739-6369

Open 7 days a week from 5pm – 9am

IMALIVE Chat

Online crisis chat service with trained volunteers.

imalive.org

click the "chat now" button at the top of the page

Fast-Tracker Link to Minnesota Mental Health Resources

This website provides a searchable statewide database of mental health and substance abuse services, clinics, and providers- and you can find ones that have immediate openings.

www.fastrackermn.org

MN United Way 211

A 24/7 source of health and human services information for Minnesotans. Includes food and housing support, mental health and medical resources, legal assistance, and much more.

Call 211 or 800-543-7709

Text your zip code to 898-211

National Domestic Abuse Hotline

800-799-SAFE (7233)

Text "Start" to 88788

Free, confidential, 24/7 hotline offering lifesaving tools and immediate support to enable victims to find safety and live lives free from abuse.

NAMI Minnesota Helpline

for non-emergency mental health information, resources, education, classes, and support, call and leave a message at

1-888-626-4435

or email

namihelps@namimn.org

National Sexual Assault Hotline

800-656-HOPE (4673)

A free, confidential, 24/7 service connecting victims with trained support specialists providing support, information, resources, and referrals in their area. Online chat available at www.rainn.org

Local Mental Health and Crisis Resources

Use the following information to find and record contact information for mental health and crisis resources in your own community. Keep this information close at hand so that you can easily find it.

Mobile Crisis Teams

*Every county in Minnesota has mobile crisis teams made up of mental health professionals who will help people experiencing a mental health emergency wherever they are. People using mobile phones can call ****274747**. Dispatchers at 911 call centers will also connect you.*

To contact your county's crisis team directly or from a landline, find the phone number using the following links:

Adult Mobile Crisis Teams: **bit.ly/MNmobileCrisisTeams**

Children's Mobile Crisis Teams: **bit.ly/MNchildrensMCTs**

Your county's Mobile Crisis Team phone #

Your county's Children's Mobile Crisis Team phone #

Other Important Phone Numbers

Nearest Hospital:

Nearest Psychiatric Hospital:

Doctor's Name and Phone #:

Mental Health Provider's Name and Phone #:
