



Adjusting to a New Summer

As we are all adapting to our new normal, we want to remind you about these benefit resources and tips to help you and your family stay well during these unprecedented times.

Resources at a Glance

HDHP and PPO Participants	Kaiser Participants
Genesys Care Coordinators Genesyshealthplan.com 1-877-498-3041	Kaiser Permanente kp.org 1-800-464-4000
OC24health www.OC24health.com 1-855-617-2116	Telehealth kp.org 1-866-454-8855
Optum Employee Assistance Program	
www.liveandworkwell.com (access code: genesyste) 1-866-248-4094	

How to Apply New Skills in a Different Environment

Working remotely can be a much different experience – one that comes with new opportunities and some unique challenges – than being in the office. Here are a few tips to stay productive when working from home.

- **Designate a Workspace.** It can be challenging to stay focused when your work atmosphere changes. To help avoid distractions, designate a quiet space in your home (separate from your common living area) as your workstation. This can help you better separate work from home, focus when needed and truly disconnect at the end of the day.
- **Make Time for Self-Care.** Sticking to a consistent routine can help you maintain work-life balance when your office is at home. Carve out time throughout the day for things you enjoy and keep you healthy, such as:
 - Dressing for success! Get out of your pajamas and in a productive mindset.
 - Spending time outdoors – even if just for a quick lunchtime walk. Don't forget sunscreen with broad-spectrum protection and an SPF of 30 or higher and to check out the [tips from the CDC](#) on visiting parks and recreational facilities during COVID-19.

- And, don't forget to get regular, quality sleep.
- **Balance Work and Family.** Professional productivity and offering availability for your children while you're home together can be challenging. But, a fun and productive day for everyone is possible with some planning.
 - Set a schedule and stick to it – this includes time for schoolwork, established break times for fun, chores, and meals.
 - Be accessible while setting boundaries. If your children are old enough, ask them to let you concentrate on work for set hours throughout the day. You could also designate this as “children and adult homework” hours. And, when you have a phone call, let them know that you may be unavailable during that time.
 - Make time for fun! Outside of planned breaks away from the computer with your kids, there are many online resources for virtual learning experiences you can leverage – streaming classes, virtual tours, scientific experiments, and more.

Managing your Financial Accounts

You may be eligible to make changes to your existing accounts during this time. Read on to learn more on your Flexible Spending Accounts, 401(k), and/or Health Savings Account.

REMINDER! Health Savings Account (HSA) Migration to HealthEquity (for employees enrolled in one of the three HDHP plans).

Employees who have Health Savings Accounts should have received their new HSA card at their home address this past week from HealthEquity, the new financial partner who merged with WageWorks in the fall of 2019. **Employees will need to login in to the WageWorks/HealthEquity portal, register on the HealthEquity portal as a new user, and confirm/re-enter their contact and dependent information.** On the HealthEquity portal you can activate your new card, order a new HSA card for your dependent if you wish to do that, and add beneficiaries on the portal. We recommend that you add at least one beneficiary to protect your assets in the event something would happen to you.

The last day to use your WageWorks HSA debit card is May 14, 2020. Please note that your May 15th contributions will post to the HealthEquity HSA and the remaining funds from your WageWorks HSA will be available in your HealthEquity HSA on May 22nd.

Please note that those employees who also had a limited use FSA account will need to retain their previous WageWorks FSA debit card and use both cards until **December 31, 2020**. WageWorks will continue to manage the FSA and HealthEquity will manage the HSA through the end of the 2020 plan year.

- **Dependent Care FSAs**

If you contribute to a Dependent Care FSA (DCFSA), and are impacted by a qualifying event, you might be able to change your contribution amounts. Examples of such changes include:

- changes in dependent care provider costs;
- changes in the participant's and/or spouse's work schedules;
- changes in dependent care providers; or
- changes to in-home childcare.

Remember, any money left in the account at the end of the plan year is forfeited. To learn more, call **1-877-924-3967** or visit www.wageworks.com.

- **Commuter Benefits**

If you are no longer commuting to the office for work, you probably don't have the same commuting expenses you had before. If you are contributing to a Commuter Flexible Spending Account and would like to change your contribution, call **1-877-924-3967** or visit www.wageworks.com.

WELLNESS CORNER

National Women's Health Week May 10-16, 2020

This week is National Women's Health Week and serves as a reminder for women and girls to make their health a priority. While the steps that build a foundation of good health are the same for everyone, the U.S. Department of Health and Human Service Office on Women's Health (OWH) encourages women everywhere to focus on what makes them unique, especially during this time. Here are some steps to help you find what works for you:

- Talk to your healthcare provider:
 - if you have concerns about COVID-19;
 - if you are sick;
 - if stress is getting in the way of your daily activities; and/or,
 - if you have a health condition, such as asthma, diabetes, high blood pressure or obesity, to develop or maintain a plan to keep it under control.
- Get and stay active regularly in your home or outside your home. Stay physically active with yoga, biking, running or another favorite activity.
- Eat heart-healthy, well-balanced meals and snacks. Choose healthy foods most of the time and limit the amount of unhealthy foods you eat.
- Take care of your mental health, including finding healthy ways to manage stress and practicing good sleeping habits.