

# Staying Healthy in a Changing Environment

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# Staying Healthy in a Changing Environment Configuration Guide

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Welcome to the Course Configuration Guide. The purpose of this resource is to provide useful information for administrators to understand what all the options are to customize their EVERFI courses. Whether every single configurable page is used or just one, it is important that learners are receiving the most up-to-date and relevant information they need.

Each EVERFI course has standard configuration options while newer, updated courses have additional fully-configurable pages throughout the content. These options allow you to tailor the learning experience to your unique organization or institution. Not only will this impact the aesthetic, but it will also help the content resonate more with participants and build trust knowing their organization or institution put thought and intention into the training.

We recommend reading through and printing out the full guide to understand the course learning objectives and to plan what content you want to use. There are suggestions from our subject-matter experts throughout the guide and areas to make notes and collaborate with other colleagues or departments who may have content to contribute.

What you can find in this guide:

1. Configurations Layouts
2. Course Overview
3. Course Map
4. Configuration Options per Module

# Configurations Layout: Standard Page

**Important to note:** All elements per page (Title, Body Text, and Image) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

## 1. Your Logo

This logo appears throughout your Foundry account. Please contact your Account Manager to add or update this element.

The logo should be a high resolution image that can render well on small screens.

## 2. Title

The title appears in the top left corner of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

## 3. Body Text

This open text field is positioned under the Title on the left half of the page.

There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

## 4. Image

Images appear in the top right corner of the page.

Using your organization's imagery here goes a long way. Forgo the stock photos if you can and upload familiar faces and places your learners will recognize.

1

EVERFI

🔧 Tools
👤 Michelle C

🏠 Main Menu    ≡ Navigation
📄 Citations

2

## This is the custom title

3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

4



Back

Next

# Configurations Layout: Video Page

**Important to note:** All elements per page (Title, Body Text, and Video) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

## 1. Your Logo

This logo appears throughout your Foundry account. Please contact your Account Manager to add or update this element.

The logo should be a high resolution image that can render well on small screens.

## 2. Title

The title appears at the top of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

## 3. Body Text

This open text field is positioned under the Title and spans the full length of the page.

There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

## 4. Video

Uploaded videos appear below the Body Text.

Requirements:

- YouTube URL input
- Use the highest quality possible (HD)
- Quality adjusts per connection speed
- Enable Closed Captioning

The screenshot shows a web interface for configuring a video page. It features a dark blue navigation bar at the top with the Everfi logo (1), a 'Tools' icon, and the user name 'Michelle C'. Below the navigation bar is a 'Main Menu' and 'Navigation' section. The main content area is divided into four sections, each highlighted with a red box and a numbered callout:

- 1:** The Everfi logo.
- 2:** A custom title field containing the text "This is the custom title".
- 3:** A body text field containing a paragraph of Lorem Ipsum text.
- 4:** A video player showing a video titled "TEST VIDEO" with a large number '3' on the screen. The player includes a play button, a 'Watch later' button, and a 'Share' button.

# Configurations Layout: Policy and Resource Page

## 1. Title

The title appears at the top of the configurable page just below the navigation bar.

Because this is the policy page, simply stating the policy name or call-to-action is sufficient.

## 2. Body Text

This open text field is positioned under the Title.

This space can be used to add context and company expectations around the following policy.

## 3. Policy / Resource Title

Add the name of the specific policy or resource in this field. This appears in the content page as well as in the Policy Acknowledgement pop-up as shown below.

To configure this element go to the Policies or Resources sections of the Admin Dashboard.

## 4. Policy / Resource

This is where you attach your specific policies or resources for learners to access and e-sign.

Some courses have the option to include multiple documents or web pages which will be indicated in the following pages. We strongly recommend using a URL for easy maintenance.

The screenshot illustrates the configuration layout for a Policy and Resource page. It is divided into two main sections: a main page configuration and a pop-up acknowledgment window.

**Main Page Configuration:**

- 1. Title:** A text field containing "This is the custom title".
- 2. Body Text:** A large text area containing placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."
- 3. Policy / Resource Title:** A text field containing "Sample Policy" with a "View Policy" link below it.

**Policy Acknowledgment Pop-up:**

- 3. Policy / Resource Title:** A text field containing "Sample Policy".
- 4. Policy / Resource:** A text field containing "View Policy".
- Below the text fields, there is a checkbox labeled "I hereby acknowledge that I have reviewed and understand this policy".
- A "Close" button is located at the bottom of the pop-up.

# Staying Healthy in a Changing Environment

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## Course Overview

The global pandemic of COVID-19 has required organizations and institutions to navigate critical decisions to maintain business continuity, while ensuring the health and safety of their people. As organizations and institutions reopen, leaders now face the challenge of protecting and maintaining community well-being as they return to an evolving workplace and campus.

EVERFI recognizes each organization is unique, and there has never been a greater need to build resilience and community. As the leading global education technology company, EVERFI is committed to supporting you through this unprecedented time with digital training to support your return to a safe, healthy and inclusive campus and work environment.

In this learning experience, administrators can select to assign the course based on the following populations:

- Employees/faculty/staff returning to the office
- Remote employees/faculty/staff
- Student learners

In order to select the appropriate course to assign, review the course options on the next page. The table will provide you with the list of modules in each course version as well as the appropriate title.

## Learning Outcomes

Staying Healthy in a Changing Environment provides learners with practical guidance on how to protect their physical health, support their mental well-being, and work/learn effectively onsite or offsite.

## Course Details

- **Audience:** Course dependant
- **Course Length:** 25 minutes or less (course option dependent)
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

# Module Options

## Overview

This course was created in order to ensure that all learners have the information they need to stay healthy in this changing environment. The course has five different options, depending on your organization type, in order to allow you to assign the most appropriate course version. Below you will find the titles of the course as well as the module names for each version.

By having a version for remote employees, workplace employees and students you can ensure that your learners receive content geared to their specific scenario.

Staying Healthy in a Changing Environment	Staying Healthy in a Changing Environment: <b>All employees</b>	Staying Healthy in a Changing Environment for <b>Remote Employees</b>	Staying Healthy in a Changing Environment for <b>Workplace Employees</b>	Staying Healthy in a Changing Environment: <b>Students</b>
Introduction	Introduction	Introduction	Introduction	Introduction
COVID-19 Basics	COVID-19 Basics	COVID-19 Basics	COVID-19 Basics	COVID-19 Basics
Mental Wellness	Mental Wellness	Mental Wellness	Mental Wellness	Mental Wellness
Conclusion	Working in this New Environment	Working in this New Environment	Returning to the Workplace	Returning to Campus
	Returning to the Workplace	Conclusion	Conclusion	Conclusion
	Conclusion			

# Course Map

## Module: Introduction

- How to Use this Course
- [Standard Custom Page\\*](#)
- [Custom Video Page\\*](#)
- [Custom Resource Page\\*](#)
- Pre-course Survey
- Get Started

## Module: COVID-19 Basics

- Introduction to COVID-19
- What is COVID-19?
- What are the symptoms?
- Key Terms
- Personal Safety Best Practices
- Use All Methods
- Check In
- Safe Return
- Extra Care
- What we Know to be True
- [Standard Custom Page\\*](#)
- [Custom Video Page\\*](#)
- [Custom Resource Page\\*](#)
- [Custom Policy Page\\*](#)
- Summary

## Module: Mental Wellness

- Mental Wellness
- Causes of Stress
- How are you?
- Coping with Stress
- Express your Boundaries
- Seeking Additional Support
- [Standard Custom Page\\*](#)
- [Custom Resource Page\\*](#)
- Summary

## Module: Working In This New Environment

- Working in this New Environment
- Working Remotely
- Requesting Accommodations
- The New Normal
- Safety When Returning to the Workplace
- [Standard Custom Page\\*](#)
- [Custom Resource Page\\*](#)
- [Custom Policy Page\\*](#)
- Summary

## Module: Returning to the Workplace

- Returning to the Workplace
- Flexibility is Essential
- Staying Healthy
- What if You Show Symptoms?
- What if Others Aren't Being Safe?
- Other Risks: Harassment
- Other Risks Discrimination
- [Standard Custom Page\\*](#)
- [Custom Resource Page\\*](#)
- [Custom Policy Page\\*](#)
- Summary

## Module: Conclusion

- [Standard Custom Page\\*](#)
- [Custom Policy Page\\*](#)
- Post Course Survey
- Summary

\* indicates a configurable page

# Course Map

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## Module: Returning To Campus\*\*

- Introduction
- Flexibility is Essential
- Plan to Manage Additional Stress
- Before You Go
- Symptoms While On Campus
- Exposure to COVID-19 on Campus
- Check In
- What if Others Aren't Being Safe?
- Other Risks: Harassment
- Other Risks: Discrimination
- **Standard Custom Page\***
- **Custom Resource Page\***
- Summary

\*\*Only found in student version

\* indicates a configurable page

# Module: Introduction

## Learning Objectives:

- Understand how to successfully navigate and complete the course

Configuration Name(s)	Page Layout	Suggested Content
Page 3: <ul style="list-style-type: none"> <li>• Custom Title</li> <li>• Custom Text</li> <li>• Custom Image</li> </ul>	Standard Page	<ul style="list-style-type: none"> <li>• A written welcome message to declare the goals and takeaways of the experience, community expectations, any course deadlines, expectations to complete the course, any mandates if not done on time</li> <li>• Have the message come from a member of the leadership team that learners will recognize and will relay the importance of the course.</li> <li>• Use imagery from your organization that learners will recognize: headshot of who wrote the letter, images of learners buildings/common areas</li> <li>• Stay away from using stock images</li> <li>• Image Dimensions: 575px H by 495px W</li> </ul>
Page 4: <ul style="list-style-type: none"> <li>• Custom Video Title</li> <li>• Custom Video Text</li> <li>• Custom Video</li> </ul>	Video Page	<ul style="list-style-type: none"> <li>• A welcome message in video format for learners that can be used instead of or in addition to the written letter</li> <li>• Have the message come from a member of the leadership team that learners will recognize and will relay the importance of the course and the organization's broader commitment to safety, well-being and inclusion.</li> <li>• Reiterate the goals and takeaways of the experience, community expectations</li> <li>• Requirements               <ul style="list-style-type: none"> <li>○ Needs to be a Youtube Video</li> <li>○ Enable Closed Captioning</li> </ul> </li> </ul>
Page 5: <ul style="list-style-type: none"> <li>• Resource Custom Page Title</li> <li>• Resource Custom Page Text</li> <li>• Custom Resources</li> </ul>	Resource Page	<ul style="list-style-type: none"> <li>• Include a COVID -19 Overview - type resource</li> <li>• Link to the CDC website or a local COVID resource</li> <li>• Can be a PDF or a URL</li> </ul>

# Module: COVID Basics

## Learning Objectives:

- Learners will be able to apply strategies to reduce the possibility of contracting COVID-19
- Understand what COVID-19 is and how it can be contracted
- Recall strategies to protect oneself and others from contracting COVID-19
- Apply strategies to protect oneself and others from contracting COVID-19

Configuration Name(s)	Page Layout	Suggested Content
Page 13: <ul style="list-style-type: none"> <li>• Custom title</li> <li>• Custom Text</li> <li>• Custom Image</li> </ul>	Standard Page	<ul style="list-style-type: none"> <li>• Introduce the course topic and learning objectives</li> <li>• Convey the organizational goal of taking this course and community expectations</li> <li>• Stay away from using stock images</li> <li>• Use an image of recognizable people or places (President, Head of HR, co-workers, working space)</li> <li>• Image Dimensions: 575px H by 495px W</li> </ul>
Page 14: <ul style="list-style-type: none"> <li>• Custom Video Title</li> <li>• Custom Video Text</li> <li>• Custom Video</li> </ul>	Video Page	<ul style="list-style-type: none"> <li>• Add a video that includes information related to COVID- 19, your organization's response and/or guidance regarding COVID-19, proper use of personal protective equipment here.</li> <li>• Requirements               <ul style="list-style-type: none"> <li>○ Needs to be a Youtube Video link</li> <li>○ Enable Closed Captioning</li> </ul> </li> </ul>
Page 15: <ul style="list-style-type: none"> <li>• Resource Page Title</li> <li>• Resource Page Text</li> <li>• Resource 1</li> <li>• Resource 2</li> </ul>	Resource Page	<ul style="list-style-type: none"> <li>• Any information that you don't need learners to sign an acknowledgment about should go here. Examples:               <ul style="list-style-type: none"> <li>○ Resources about cleaning protocols/schedules</li> <li>○ Requesting workplace accommodations</li> <li>○ Proper use of elevators/common spaces</li> <li>○ Guidelines for interacting with third parties,</li> </ul> </li> </ul>
Page 16 <ul style="list-style-type: none"> <li>• Covid Policy Title</li> <li>• Covid Policy Text</li> <li>• Covid Policy</li> </ul>	Policy Page	<ul style="list-style-type: none"> <li>• Include your company's policy about COVID-19 expectations or important information you would like learners to read and acknowledge</li> <li>• Examples: testing policies, use of common areas, reporting protocols, meeting with third parties, travel policies, workplace accommodation, remote work policies, etc.</li> </ul>

# Module: Mental Wellness

## Learning Objectives:

- Learners will be able to apply strategies to manage stress
- Identify stressors in their lives
- Recall strategies to manage stress and mental wellbeing
- Apply strategies to manage stress that align with their individual needs

Configuration Name(s)	Page Layout	Suggested Content
Page 8: <ul style="list-style-type: none"> <li>• Custom Title</li> <li>• Custom Text</li> <li>• Custom Image</li> </ul>	Standard Page	<ul style="list-style-type: none"> <li>• Message from a member of the leadership team to convey the organization's desire to support the mental wellbeing of learners through this time of extraordinary change and stress</li> <li>• Image Dimensions: 575px H by 495px W</li> </ul>
Page 9: <ul style="list-style-type: none"> <li>• Resource Custom Title</li> <li>• Resource Custom Text</li> <li>• Resource 1</li> <li>• Resource 2</li> </ul>	Resource Page	<ul style="list-style-type: none"> <li>• Highlight existing resources for viewers to learn more employee assistance resources within your organization such as EAP information or information about health plan benefits for mental wellness and how to access them</li> <li>• Reiterate the importance of self-care</li> </ul>

# Module: Working in this New Environment

## Learning Objectives:

- Apply strategies to navigate the transition back to the in-person workplace
- Apply strategies to work from home successfully
- Use strategies to request accommodations
- Recall ways to create an equitable working environment for both in-person and remote employees
- Report unsafe behaviors observed in the workplace

Configuration Name(s)	Page Layout	Suggested Content
Page 7: <ul style="list-style-type: none"> <li>• Custom Title</li> <li>• Custom Text</li> <li>• Custom Image</li> </ul>	Standard Page	<ul style="list-style-type: none"> <li>• A written message to set the tone of the company working in a new environment</li> <li>• Have the message come from leadership that learners will recognize and will relay the importance of the course .</li> <li>• Stay away from using stock images</li> <li>• Image Dimensions: 575px H by 495px W</li> </ul>
Page 8: <ul style="list-style-type: none"> <li>• Resource Page Title</li> <li>• Resource Page Text</li> <li>• Resource 1</li> <li>• Resource 2</li> </ul>	Resource Page	<ul style="list-style-type: none"> <li>• Information, videos, or company resources about working remotely, setting up your remote office, time management, or other useful information that would support employees transition from working in an in-person setting to working virtually.</li> <li>• Workplace accommodation policies or procedures or resources available to support employees who are caregivers (e.g., childcare or elder care.</li> <li>• Can be a PDF or a URL</li> </ul>
Page 9: <ul style="list-style-type: none"> <li>• Policy Custom Title</li> <li>• Policy Custom Text</li> <li>• Policy</li> </ul>	Policy Page	<ul style="list-style-type: none"> <li>• Share policies specifically requiring an acknowledgement related to working remotely</li> </ul>

# Module: Returning to the Workplace

## Learning Objectives:

- Learners will apply strategies to safely return to the in-person workplace
- Apply safety best practices to keep yourself and other employees safe.
- Stay home if you show symptoms of illness
- Take action if you see others showing unsafe, discriminatory, or harassing behavior

Configuration Name(s)	Page Layout	Suggested Content
Page 9: <ul style="list-style-type: none"> <li>• Custom Title</li> <li>• Custom Text</li> <li>• Custom Image</li> </ul>	Standard Page	<ul style="list-style-type: none"> <li>• Communicate your organization's stance and resources on the topics covered in this section:               <ul style="list-style-type: none"> <li>○ Applying safety best practices and social distancing</li> <li>○ Staying at home if you are showing symptoms</li> <li>○ The importance of a shared commitment to working together (and holding each other accountable) to create a safe environment</li> </ul> </li> <li>• Image Dimensions: 575px H by 495px W</li> </ul>
Page 10: <ul style="list-style-type: none"> <li>• Custom Resource Title</li> <li>• Custom Resource Text</li> <li>• Resource 1</li> <li>• Resource 2</li> </ul>	Resource Page	<ul style="list-style-type: none"> <li>• Share a resource about identifying COVID-19 symptoms</li> <li>• Guidance for handling situations where colleagues or others don't follow safety protocols</li> <li>• Create a poster and share to depict social distancing in the office, proper hand washing methods or mask requirements</li> <li>• Can be a PDF or a URL</li> </ul>
Page 11: <ul style="list-style-type: none"> <li>• Policy Title</li> <li>• Policy Text</li> <li>• Policy</li> </ul>	Policy Page	<ul style="list-style-type: none"> <li>• Share your organization's policy on work environment changes, flexible work schedules and time-off due to having to quarantine</li> <li>• Policies about returning to an in-person work environment on this page.</li> <li>• Add your anti-harassment / anti-discrimination policy</li> </ul>

# Module: Returning to Campus

## Learning Objectives:

- Learners will be able to apply strategies to support the healthy protocols and procedures that allow campuses to reopen
- Understand the role that learners play in supporting and maintaining a healthy campus community
- Recall strategies to maintain and support personal health and wellness while on campus
- Apply strategies to approach and redirect community members who are not supporting COVID-19 based protocols

Configuration Name(s)	Page Layout	Suggested Content
Page 12: <ul style="list-style-type: none"> <li>• Custom Title</li> <li>• Custom Text</li> <li>• Custom Image</li> </ul>	Standard Page	<ul style="list-style-type: none"> <li>• This page can be used to share information about your campuses decision related to returning to campus including information and expectations around social distancing practices inside and outside the classroom.</li> <li>• Alternatively, this can be used as an opportunity for your dean of students, provost, or director of student life to write a letter welcoming your students back to campus.</li> <li>• Stay away from using stock images</li> <li>• Image Dimensions: 575px H by 495px W</li> </ul>
Page 13: <ul style="list-style-type: none"> <li>• Resource Page Title</li> <li>• Resource Page Text</li> <li>• Resource 1</li> <li>• Resource 2</li> </ul>	Resource Page	<ul style="list-style-type: none"> <li>• This module is for students and should include resources you want to share with your students about returning to campus. They can include resources from organizations like the CDC, or WHO, or campus-specific resources from your office of student life, office of the presidents, or health services.</li> <li>• Share resources around testing upon returning to campus.</li> <li>• Provide additional information about in-person and online learning options.</li> <li>• Include digital and in-person resources to ensure accessibility.</li> </ul>

# Module: Conclusion

## Learning Objectives:

- Successfully complete the course

Configuration Name(s)	Page Layout	Suggested Content
Page 3: <ul style="list-style-type: none"> <li>• Custom Title</li> <li>• Custom Text</li> <li>• Custom Image</li> </ul>	Standard Page	<ul style="list-style-type: none"> <li>• A closing message for learners</li> <li>• Have the letter come from the President, other leadership, or the person who wrote the Welcome Letter</li> <li>• Reiterate the goals and takeaways of the experience, community expectations</li> <li>• Use imagery from your institution that learners will recognize: headshot of who wrote the letter, images of learners, buildings/common areas, etc.</li> <li>• Stay away from using stock images</li> <li>• Image Dimensions: 575px H by 495px W</li> </ul>
Page 4: <ul style="list-style-type: none"> <li>• Policy Page Title</li> <li>• Policy Page Text</li> <li>• Policy</li> </ul>	Policy Page	<ul style="list-style-type: none"> <li>• Add your organization's COVID-19 Policy or any other relevant policy that has not yet been included</li> <li>• This can be a PDF or URL - we recommend URL to ensure information is up to date</li> </ul>