

Required Activities

Contributing to ongoing data collection via surveys, monthly reporting, etc.

Required:

1. Take the introductory survey & meet with Recovery Friendly advisor to review results.
 - a) Intro survey includes: the [National Safety Council's Employer Substance Use Cost Calculator](#) and [the National Safety Council's Mental Health Employer Cost Calculator](#)
2. Complete the [Maryland Recovery Friendly Workplace Readiness Questionnaire](#) & meet with Recovery Friendly Advisor to review results.
3. Complete orientation with Recovery Friendly Advisor (include representatives from company leadership and HR)

To recertify annually:

1. Complete the [Maryland Recovery Friendly Workplace Readiness Questionnaire](#) & meet with Recovery Friendly Advisor to review results.

Providing overdose response training for employees and having naloxone present in the workplace

Required:

1. Staff training on overdose response and naloxone administration.
2. Have naloxone on-site and available to employees in one location (e.g. Include naloxone in first aid kits).

To recertify annually:

1. Provide overdose response refresher class for staff.
2. Replace on-site naloxone supplies when expired or out of stock.

Stigma-reducing programming for the workplace:

Required:

1. Post information for employees with available resources, such as health and wellness programs, employee resource groups, mentoring and peer recovery support (i.e. in-office or via email/ intranet, whichever is most accessible for employees)
2. Provide education to employees on:

- a) The company’s substance use policies and the steps it is taking to ensure that employees can ask for help for a substance use issue;
 - b) How to seek help for substance use and/or mental distress and available benefits (e.g., employee assistance program, insurance coverage, medical or disability leave, return-to-work policies/plans/agreements, potential accommodations, etc.).
3. Provide education for managers and supervisors on:
- a) Communicating with employees about substance misuse and/or substance use disorder; linking employees with appropriate organizational resources, including the employee assistance program and/or member assistance program; and managing a successful return to the workplace when an absence for addiction treatment is required; and,
 - b) Provisions of the Americans with Disabilities Act (ADA) and the Rehabilitation Act, including requirements to offer reasonable accommodations to applicants and employees who have disabilities and protections, with very limited exceptions, against the disclosure of applicants’ and employees’ medical information.

To recertify annually:

- Remind staff about available benefits and how to seek help for substance use & mental health/distress through multiple mediums and in digestible, easy-to-understand ways, with clear instructions on how to access them.

Updating/creating policies/practices addressing hiring, retention, and support of employees with an opioid or other substance use disorder

Required:

1. Identify a designated team or individual that addresses recovery and mental health with leadership support. *(Ex. Develop a Recovery Friendly Workplace committee or incorporate Recovery Friendly Workplace principles/activities into existing health/wellness committees)*
2. Work with Recovery Friendly Advisor to review benefits and resources to ensure ready access to comprehensive, evidence-based Substance Use Disorder treatment and to information, supports, and resources through the company, through health or wellness programs, or through partnerships with treatment providers, Recovery Community Organizations and other organizations;
3. Establishing policies to address substance use as a health condition, emphasizing access to treatment and support and developing post-treatment return-to-work policies/plans;

4. Offering employees who are in treatment or recovery reasonable accommodations as appropriate and feasible (i.e. flexible time off policies to accommodate recovery meetings, counseling appointments, and treatment activities including Medication Assisted Treatment)

To recertify annually:

- Provide Recovery Friendly Advisor with updated contact information for designated team/individual responsible for addressing recovery & mental health.
- Provide Recovery Friendly Advisor summary of substance use and mental distress related benefits.
- Complete the [Maryland Recovery Friendly Workplace Readiness Questionnaire](#) & meet with Recovery Friendly Advisor to review results.