

Workforce Secondary Traumatic Stress (STS) Compliance Checklist

[Substitute House Bill 1363 \(2021–22\) Session Law](#), addressing secondary trauma in the K–12 workforce, acknowledges the significant toll STS has on educators, and subsequently students. This legislation focuses on the adoption of policy and procedures so that districts and schools can take meaningful steps in supporting their staff’s health and well-being.

SHB 1363 (2021–22) includes specific requirements for school districts to address and prevent secondary traumatic stress in their educational community. This document is intended to assist districts in the implementation of these requirements.

Requirement	Completed	Notes
Our district promotes a positive workplace climate with a focus on diversity and inclusion that, at minimum, incorporates the elements found in: <ul style="list-style-type: none"> • Policy 5515 • Procedure 5515P 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Our district has established a district-wide workforce mental health committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Our workforce mental health committee has shared secondary traumatic stress resources, stress management resources, and other mental health resources to all staff <ul style="list-style-type: none"> • Resources available on OSPI’s website 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Our workforce mental health committee has shared links to a secondary traumatic stress self-assessment tool <ul style="list-style-type: none"> • Assessment available on OSPI’s website 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Our district provides appropriate resources and trainings	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Our workforce mental health committee reports a summary of activities of the committee at least annually <ul style="list-style-type: none"> • Resources Available on OSPI’s website 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Our district regularly assesses the school-level implementation of this policy with input from staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Forming a Workforce Mental Health Committee

The district will establish a diverse and inclusive Workforce Mental Health Committee. Leading practice recommends that the district seek committee members who have the interest and skills

to best serve the committee. Depending on the size of the district, the Workforce Mental Health Committee should consist of the following:

- One teacher and classified staff member from the K–8 level
- One teacher and classified staff member from the high school level
- One K–8 building administrator and one high school building administrator
- One staff member from student services and/or support staff (school counselors, social workers, liaisons, etc.)
- One central office administrator who has funding authority and one central office administrator who can represent Human Resources; this can be the same person

It is important that the committee is comprised of a group of diverse individuals across staff categories and positions to ensure all staff are represented and considered. Each school district varies in size and staffing, and Mental Health Committees may look different in smaller districts than those of middle to large sized districts.

- Example: A small district may have a team comprised of the following:
 - One teacher and classified staff member
 - One building administrator
 - One staff member from student services and/or support staff (school counselors, social workers, liaisons, etc.) and
 - One central office administrator who has funding authority and one central office administrator who can represent Human Resources; this may be the same person

How to Access and Distribute Resources

Districts can access resources from multiple organizations and partners in staff well-being on OSPI's [Workforce Secondary Traumatic Stress](#) webpage. Resources include webinars, handouts, assessments, and online wellness programs through Alliance for a Healthier Generation, Kaiser Permanente, and SmartHealth.

Districts can choose the most suitable method for distribution of resources based on their specific needs and communication resources. This may include:

- Newsletters
- Posters
- Email
- Staff meetings
- District websites
- Other district communication methods