Configuring Recognizing Drugs and Alcohol at Work

Recognizing Drugs and Alcohol at Work Configuration Guide

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 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. Not only will this impact the aesthetic, but it will also help the content resonate more with participants and build trust knowing their organization 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 at your organization. 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.

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

① **EVERFI**

🔧 Tools 👤 Michelle C

🏠 Main Menu ☰ Navigation 📖 Citations

② **This is the custom title**

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④ TEST VIDEO 🕐 Watch later ➔ Share

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.

Recognizing Drugs and Alcohol at Work

Course Overview

Every employer has a responsibility to provide a safe work environment for its employees. Many employers are also responsible for the safety of others, including customers, suppliers, and even the general public.

When safety is compromised because an employee is under the influence of drugs or alcohol, the employer is potentially liable for any resulting harm. Supervisors are responsible for understanding and enforcing the organization's policies on drugs and alcohol in the workplace.

Learning Outcomes

This course shows supervisors how to recognize and evaluate the signs of impairment due to drug and alcohol abuse. This course covers different types of drugs, requirements for reasonable suspicion, rules for drug and alcohol testing, and how to respond to test results.

Course Details

- **Audience:** Supervisor Employees
- **Course Length**: 30 minutes
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

Course Map

Module 1: Introduction
- Drugs and Alcohol at Work
- Custom Welcome Letter*
- Custom Welcome Video*
- Corporate Messaging*
- Summary

Module 2: Recognizing Drug and Alcohol Abuse
- Recognizing Drug and Alcohol Abuse
- Employees Must Be Fit to Work
- A Manager's Responsibility
- Rules for Drug and Alcohol Testing
- Why Reasonable Suspicion is Required
- Test Your Knowledge
- Summary

Module 3: Reasonable Suspicion of Drug Use
- Reasonable Suspicion of Drug Use
- Legal and Illegal Substances
- Legal Substances
- Common Types of Drugs
- Reasonable Suspicion
- Test Your Knowledge
- Identifying Evidence
- Evidence of Substance Abuse
- Symptoms of Impairment
- Test Your Knowledge
- Reasonable Suspicion Should Be Individualized
- Summary

Module 4: When Reasonable Suspicion Exists
- When Reasonable Suspicion Exists
- Your Duty as a Manager
- What to Do When Drug Testing is Required
- Asking About Drug and Alcohol Use
- Objections to Testing
- Test Your Knowledge
- Megan's Story (6 pages)
- Alcohol Impairment
- Reasonable Suspicion of Alcohol Impairment
- When Alcohol Testing is Permitted
- Test Your Knowledge
- Documentation
- Documenting the Incident
- Responding to Drug Test Results
- Medical Marijuana Discrimination
- Summary

Module 5: Policies and Resources
- Policies and Resources
- A Shared Responsibility
- Organization's Policy*
- Specific Prohibited Behaviors to the Client*
- Outlined Consequences of Breaking Policy*
- How to Reach out for Help*
- Confidentiality Statement*
- Course Summary

* indicates a configurable page

Module 1: Introduction

Topics:
- Introduction to Recognizing Drugs & Alcohol At Work
- Guidance on how to use the course

Learning Objectives:
- Start the course with an understanding of what to expect (topically) and how the course works (functionally)
- Begin to build an understanding surrounding the many topic areas that comprise a supervisor's responsibility to recognize substance abuse at work

Element in Course ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ Configuration Name	Suggested Content	Notes
Custom Welcome Letter ● Title ● Text ● Image ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ Introduction Module: ● Page 4 Title ● Page 4 Text ● Page 4 Image	● Introduce the course topic and learning objectives ● Set expectations, goals, deadlines ● Contact info for EVERFI tech support and an organization contact ● Use an image of recognizable people or places (CEO, Head of HR, co-workers, working space) ● Image Dimensions: 575px H by 495px W	

Element in Course - - - - - - - - - - - - - - - Configuration Name	Suggested Content	Notes
Custom Welcome Video ● Title ● Text ● YouTube Video - - - - - - - - - - - - - - - Introduction Module: ● Page 5 Title ● Page 5 Text ● Page 5 Video	● This page can be used in place of the Welcome Message ● Use any existing videos you have or create a quick talking head interview with Executives ● Keep the video short, 30-45 seconds ● Video upload must be a YouTube URL with Closed Captioning	
Corporate Messaging ● Title ● Text ● Image - - - - - - - - - - - - - - - Introduction Module: ● Page 6 Title ● Page 6 Text ● Page 6 Image	● Reiterate the value and purpose of the course and how it integrates into the company culture ● Reference the learning outcomes and summary earlier in this gude ● URLs to web pages with relevant resources, contact information, or information learners can bookmark ● Use more organization-specific imagery	

Module 2: Recognizing Drug and Alcohol Use

This Module does not have any configurable pages.

Topics:
- A supervisor's responsibility to understand and enforce relevant policies
- Employees' fitness to work
- The rules for drug and alcohol testing, including privacy considerations

Learning Objectives:
- Recognize a supervisor's responsibility to understand and enforce relevant policies on addiction and abuse in the workplace
- Review the rules for drug and alcohol testing

Module 3: Reasonable Suspicion of Drug Use

This Module does not have any configurable pages.

Topics:
- Legal and illegal substances in the workplace
- The definition of reasonable suspicion, and why it is required
- How to identify evidence of substance abuse
- Symptoms of impairment in your employees

Learning Objectives:
- Define legal and illegal substances in the workplace
- Review how to credibly evaluate whether there is reasonable suspicion of drug or alcohol abuse
- Review how to identify signs of substance abuse and symptoms of impairment in employees

Module 4: When Reasonable Suspicion Exists

This Module does not have any configurable pages.

Topics:
- A supervisor's responsibility to ensure safety in the workplace
- What to do when drug testing is required
- Asking your employees about drug and alcohol abuse
- Documenting incidents of abuse or investigation
- Responding to drug test results
- Disability and medical marijuana discrimination

Learning Objectives:
- Recognize a supervisor's responsibility to ensure safety and security in the workplace
- Review how to respond appropriately when there is reasonable suspicion
- Review how to respond to drug test results
- Review the proper procedures for documenting incidents of abuse or investigations
- Recognize how to follow up on incidents while keeping employees' rights in mind

Module 5: Policies and Resources

Topics:
- Resources for addressing drug and alcohol problems at work
- Review and summary of Recognizing Drugs & Alcohol At Work

Learning Objectives:
- Recognize a supervisor's duty to respond immediately if they suspect an employee of being under the influence of drugs or alcohol in the workplace.
- Review organizational policies regarding substance abuse at work
- Explore topics further through provided resources

Element in Course - - - - - - - - - - - - - - - - Configuration Name	Suggested Content	Notes

Organization's Policy
● Title
● Text
● Policy name
● Document
 	
- - - - - - - - - - - - - - - - -
 	
Policies and Resource Module:
● Page 3 Title
● Page 3 Text
● Policies: Policies and Resource Module, Page 3 Policy
	● Use the policy name or other clear call-to-action for learners to e-sign the policy
	● Context and expectations to adhere to the policy
	● Reiterate protocol if there is a breach in policy or reasonable suspicion
	● Provide organization point of contact in case of questions
	● Suggested policy (only 1 can be used):
	  ● Drugs & Alcohol Policy
	  ● Substance Abuse Policy
	  ● Alcohol Policy
	  ● Drug Testing Policy
	● Using a URL makes it easier to be sure they are up to date for participants	

Element in Course - - - - - - - - - - - - - - - - Configuration Name	Suggested Content	Notes
Specific Prohibited Behaviors to the Client ● Title ● Text ● Image - - - - - - - - - - - - - - - - - Policies and Resource Module: ● Page 4 Title ● Page 4 Text ● Page 4 Image	● Outline specific prohibited behaviors at your organization ● List of common legal and illegal drugs and your organization's policy on each ● If cannabis is medically or recreationally legal in your state, clarify your organization's policy ● Drug and alcohol testing information ● Resources, procedures, or contact information to report suspicious activity ● SAMHSA helpline or other addiction resources ● Link out to any relevant company or local resources, such as an employee handbook, community organizations, etc.	
Outlined Consequences of Breaking Policy ● Title ● Text ● Image - - - - - - - - - - - - - - - - - Policies and Resource Module: ● Page 5 Title ● Page 5 Text ● Page 5 Image	● List consequences of breach of policy for specific behaviors or overall conduct ● If probation period, communicate details ● Consequences of reasonable suspicion and a positive drug or alcohol test ● Resources, procedures, or contact information to report suspicious activity ● SAMHSA helpline or other addiction resources ● Link out to any relevant company or local resources, such as an employee handbook, community organizations, support groups, etc.	

Element in Course - - - - - - - - - - - - - - - Configuration Name	Suggested Content	Notes
How to Reach Out for Help ● Title ● Text ● Resource name ● Document - - - - - - - - - - - - - - - - Policies and Resource Module: ● Page 6 Title ● Page 6 Text ● Resource: Policies and Resource Module, Page 6 Resource	● This page can be used to compile any additional resources you want learners to review in summary of the course ● Add links to existing guidance, resources, hotlines, contact information that are updated in real time ● Instructions to encrypt data ● Suggestions for strong passwords ● Using a URL makes it easier to be sure they are up to date for participants	
Confidentiality Statement ● Title ● Text ● Image - - - - - - - - - - - - - - - - Policies and Resource Module: ● Page 7 Title ● Page 7 Text ● Page 7 Image	● Provide your organization's confidentiality statement and policy ● Provide confidential reporting resources at your organization, within your community, or nationally ● Reiterate your organization's commitment to a safe and healthy work environment	

EVERFI, Inc. is the leading education technology company that has revolutionized prevention and compliance training online through its industry-leading courseware and technology. EVERFI educates employees on important skills relating to harassment, diversity and inclusion, culture, ethics, code of conduct and data security. Courses are built by a team of attorneys, prevention experts, and instructional designers who ensure that EVERFI's prevention and compliance courses are aligned with applicable law and research-based best practices. Our industry leading instructional design and subject matter expertise demonstrates our commitment to the core issues behind critical topics that are at the center of healthy workplace culture.

2300 N Street NW, Washington, D.C 20037

Learn more about EVERFI Conduct & Culture at everfi.com/offerings/conduct-and-culture