



bp's back-to-work resource guide

After more than a year of remote work, bp is welcoming employees back to the office. While the prospect of collaborating with colleagues in-person and swapping their home office on the kitchen table for a dedicated workspace is exciting, returning to the office won't be as easy as flipping a switch. bp is here to help ease the transition. Read on to learn about programs and resources available free or at discounted pricing to address the varying needs of bp employees and families.

But first....

3 things you can do to assure a smooth transition:

1.

Be proactive. Share your current situation with your manager and team and discuss what you need to make your return to office successful.

2.

Be flexible. The school days likely won't go just as planned and neither will your workdays. Aim to be open and honest with your colleagues and children.

3.

Give yourself & your coworkers some slack. We are all readjusting to being in the office, with new work/life guidelines. Be patient and understanding with yourself and others.



Solutions from Bright Horizons



Family caregiving

- **Backup Care** provides temporary child and elder care resources from a national network of licensed in-home caregivers. You are eligible for 15 days of back-up care per calendar year.
- **Sittercity** offers comprehensive nanny placement, sitters, pet care and housekeeper search from a [website](#) with over 3,000 vetted providers nationwide. bp employees can access the site for free.



Educational support

After over a year of remote learning, many children will need extra help catching up on their learning when schools reopen or ongoing support with virtual schooling. Options include:

- **Virtual tutoring through Back-up Care** – Receive up to four hours of one-on-one tutoring with one Back-Up Care use from recognized tutoring services in more than 300 subjects.
- **Bright Horizons Special Needs™** – Find help for the stresses your children may be experiencing as they transition back to in-person schooling. Access live monthly webinars, on demand webinars, eGuides, advisory sessions with an expert, and more.
- **Online academic and test prep tutoring** – Available in private and small group formats for ages 3-18 years old from leading tutoring companies who support success in school. Discounts range from 20-33%.
- **Child Care center** – Through bp's partnership with [KinderCare](#) and [Bright Horizons](#), employees receive a 10% tuition discount for full-time enrollment in centers providing virtual learning space for school-aged children. You may purchase priority access to Bright Horizons centers.

Register at [Bright Horizons](#) (Username: BPcare / Password: care4you), or call 1 877 BH CARES (1 877 242 2737).

Access Special Needs: Visit clients.brighthouse.com/bp. Scroll down to 'Access Special Needs Support' and click on 'Use It' to set up your personal username and password and get started.



Emotional support and other resources from BP Care

For support of any kind, call on BP Care, your employee assistance program (EAP).

- **Counseling & support** – No-cost support is available to you and anyone living with you for anything from family and caregiving to emotional support, health and wellbeing. Your bp benefits give you access for up to six free confidential counseling sessions per issue.
- **BP Care website** – your one-stop resource for articles, webinars and videos to help you and your family tackle life's pressing concerns.
- **Referrals** – Get help locating fully qualified resources, such as daycare, schools, automotive, legal, financial, and more.
- **On-site EAP counselors** – are available at some bp locations. Call BP Care to make an appointment.

BP Care is available 24 hours, 7 Days a week.

By phone at 800 409 3687 or visit the EAP website: EAPHelplink.com, Company Code: bp.



Raise your hand if you need help

At times even the best-laid plans can go awry. If you have scheduling issues, flexibility requests or other concerns, please reach out to your line manager. They understand the challenges and are here to support you.



Questions about benefits?

Contact the bp Benefits Center at 800 890 4100 or online via [LifeBenefits](#). Advocates are available Monday through Friday from 7am to 7pm Central time to provide free, confidential support to employees enrolled in bp's health plans.