

Your Guide to Sleep and Wellbeing



Do you wake up feeling groggy or wish you had more energy, but don't know where to start? A good night's sleep allows you to take on the day — and this guide is here to help! Read on to learn about the programs and other resources offered by RR Donnelley (RRD) to improve and manage your sleep.

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NAVIGATING YOUR OPTIONS

Good sleep isn't just a luxury — it's a fundamental component of overall health and wellbeing. Neglecting sleep can lead to serious health issues, including cardiovascular disease, diabetes and obesity. Sleep issues can be caused by habits or medical conditions like sleep apnea, which impacts 9% of the US population (American Medical Association). During sleep, our bodies undergo various processes that:

- Repair and restore organs, consolidate memory and regulate hormones
- Improve cognitive function, emotional regulation and physical health
- Boost immunity, reduce stress and enhance mood

That's why it's important to make quality sleep a priority. Your sleep has a big impact on your health. If the basics aren't working, or your sleep is negatively impacting your life or safety, you may need to see a doctor. Keep reading for more on forming healthy sleep habits and how to access extra support if you need it.

For more information on all your RRD benefits, visit myRRDbenefits.com.

TIPS TO COUNT YOUR ZZZS

Setting yourself up for a successful night's sleep is crucial for your overall health and can significantly improve your daily functioning. Here are some practical tips to help you create healthy sleep habits:

- **Establish a routine:** Try to go to bed and wake up at the same time every day, even on weekends. Consistency reinforces your body's sleep-wake cycle.
- **Create a restful environment:** Make your bedroom conducive to sleep. Keep it cool, quiet and dark. Use shades, curtains or sleep masks to block out light. Lower the light on alarm clocks if they have a dimmer switch.
- **Limit screen time:** Turn off electronic devices at least an hour before bedtime. The blue light emitted by TVs, phones, tablets and computers can interfere with your ability to fall asleep.
- **Be mindful of what you eat and drink:** Avoid large meals, caffeine and alcohol before bedtime. These can disrupt sleep or make it difficult to stay asleep.
- **Get comfortable:** Develop bedtime habits that signal to your body it's time to wind down. This might include reading a book, taking a warm bath or doing some gentle stretches.
- **Manage stress:** Techniques such as journaling, meditation or deep breathing can help reduce stress and promote better sleep. Check out the [Mental and Emotional Wellbeing Guide](#) for more tips.
- **Limit naps:** If you choose to nap during the day, limit yourself to about 20-30 minutes. This can help prevent sleep disruptions at night.
- **Exercise regularly:** Physical activity can help you fall asleep faster and enjoy deeper sleep — but don't exercise too close to bedtime, as it might have the opposite effect.

By incorporating these tips into your daily routine, you can improve your sleep quality and, by extension, your overall health and wellbeing.



WHEN TO SEE A DOCTOR

If the tips aren't working, or if you find that tiredness is negatively impacting your life or safety, it may be time to go to the doctor. It's important to understand signs that you might need additional support to get a good night's sleep, or that your sleep troubles might be caused by an underlying medical condition. Symptoms to watch out for might include:

- Persistent insomnia
- Excessive daytime sleepiness
- Loud snoring, especially when accompanied by pauses in breathing
- Waking up frequently during the night
- Difficulty concentrating
- Mood changes
- Chronic pain or discomfort at night
- Strong urge to move your legs at night
- Sleepwalking or sleep talking

If you experience any of these symptoms regularly, it's important to discuss them with a provider who can diagnose potential sleep disorders and recommend appropriate treatment. If needed, your provider can also refer you to a sleep specialist.

Getting Treatment

Sleep treatment can seem intimidating, but it's easier than you think! While many imagine an overnight sleep study at a medical center, you may have options for completing testing and treatment at home with an easy-to-use kit provided by your doctor.

It's also important to know that there are many types of treatments for sleep issues depending on the underlying cause. For example, treatments may range from managing restless leg syndrome to sleep-disrupting conditions, such as CPAP therapy for sleep apnea and CBT-I for insomnia. Contact your provider to discuss the available options.

Keep in mind...

Before using over-the-counter sleep aids and supplements, be sure to talk to your doctor and determine if it's the best course of action. Your doctor may have important information on interactions and side effects and can help you identify if you need any other treatment. If your doctor prescribes a prescription medication for sleep, you can reach out to a pharmacy provider for preferred drugs and generic options to save on costs.

Keep in mind that some prescription sleep treatments may have limitations on the duration of coverage, so you'll want to ensure that you're also addressing the underlying causes of any sleep issues. Contact your provider for more information.

CONTACT A PROVIDER

RRD plans have coverage for testing and treatment related to sleep concerns. Reach out to your carrier for more details.

Blue Cross Blue Shield of Illinois — National Options

Copay Advantage, HSA Advantage and HSA Value plans

bcbsil.com/rrd | [BCBSIL Apps](#) | 1-800-538-9765 (24/7 for BCBSIL, Health Advocacy Solutions)

BCBS Coupe PPO

coupehealth.com | [Coupe App](#) | 1-800-882-5158 (Monday - Friday, 8 a.m. – 8 p.m. CT for Valet Services)

Kaiser Permanente

kp.org | [Kaiser Permanente App](#) | 1-833-KP4CARE (574-2273)

Dean Health

deancare.com | 1-800-279-1301 (Main Line) | 1-800-57-NURSE (576-8773, 24/7 Nurse Line)

CVS Caremark

caremark.com | 1-866-273-8402

RRD RESOURCES

If you want to improve your sleep habits using some of the techniques on the prior page, RRD offers resources that can help you get started:

- **Explore the resources available on myRRDbenefits.com.** Find tips for good sleep, quizzes and links to other tools and resources.
- **RRD's Employee Assistance Program (EAP), [SupportLinc](#), provides employees and their families access to mental health care and emotional wellbeing resources.** Check out the [Sleep Fitness Toolkit](#) to form good habits and achieve healthy sleep, in addition to tools like self-directed modules, webinars and tips for stress management.

Visit SupportLinc for confidential and professional guidance — at no cost to you. You do not need to be enrolled in an RRD medical option to take advantage of the offerings.

[SupportLinc.com](https://supportlinc.com) (use code RRD) | 1-888-881-LINC (5462) | [SupportLinc Apps](#)

- **If you're enrolled in one of our Blue Cross Blue Shield of Illinois (BCBSIL) national options, you and your covered dependents also have access to Learn to Live, Goodpath and SleepCharge.**

Learn to Live helps you learn new skills and break old patterns that support a healthy lifestyle — and your sleep. Find a digital sleep program and Cognitive Behavioral Therapy (CBT) programs on topics like anxiety and wellbeing. Log in at mybam.bcbsil.com, then go to Wellness then "Digital Mental Health."

bcbsil.com/rrd | 1-800-537-9765 (24/7 for BCBSIL, HAS) | [BCBSIL Apps](#)

Goodpath offers whole-person, personalized care in a coordinated way that leads to better outcomes than addressing symptoms alone. In addition to addressing sleep issues, Goodpath provides complete care to assist with digestive issues, back and neck pain, and mental health. Take a short assessment at goodpath.com/rrd.

goodpath.com/rrd | 1-800-772-8475 | [Goodpath App](#)

SleepCharge offers a comprehensive sleep care management program and personalized support to help you sleep better and get the rest you need to improve your health, mood and daily energy. To determine if this might be a good fit for you, contact SleepCharge:

[Sleepcharge.com/rrd](https://sleepcharge.com/rrd) | 1-877-615-7257, option 2 | sleep@sleepcharge.com | [SleepCharge App](#)

- **If you're enrolled in the BCBS Coupe PPO plan,** you and your covered dependents have access to the Goodpath and SleepCharge programs only.

TERMS TO KNOW

Circadian Rhythm: The natural, internal process that regulates the sleep-wake cycle and repeats every 24 hours.

Cognitive Processing Therapy (CPT): A specific type of cognitive-behavioral therapy designed to help individuals experiencing psychological distress associated with trauma. It focuses on helping to confront and reframe negative thoughts.

Cognitive Behavioral Therapy (CBT): A type of therapy that focuses on exploring relationships among a person's thoughts, feelings and behaviors.

Continuous Positive Airway Pressure (CPAP) Machine: A machine that uses mild air pressure to keep breathing airways open while you sleep.

Hypersomnia: A condition marked by excessive sleepiness during the day, which is not necessarily relieved by napping. It often involves prolonged nighttime sleep as well.

Narcolepsy: A chronic sleep disorder characterized by overwhelming daytime drowsiness and sudden attacks of sleep, often at inappropriate times.

Insomnia: A common sleep disorder that involves difficulty falling asleep, staying asleep or waking up too early and not being able to go back to sleep.

REM Sleep: Rapid Eye Movement (REM) sleep, a unique phase of sleep characterized by rapid movement of the eyes, low muscle tone and vivid dreams. It is considered important for emotional regulation and memory.

Sleep Apnea: A sleep disorder in which breathing repeatedly stops and starts during sleep, leading to disrupted sleep and a decrease in oxygen levels in the blood.

Sleep Debt: The cumulative effect of not getting enough sleep, which can lead to mental and physical fatigue.

Sleep Hygiene: Practices and habits that are conducive to sleeping well on a regular basis, such as maintaining a consistent sleep schedule and creating a comfortable sleep environment.

Sleep Paralysis: A temporary inability to move or speak while falling asleep or upon waking. This condition is often associated with hallucinations and is considered a “transitional state” between wakefulness and sleep.

ADDITIONAL RESOURCES

In addition to the resources available in this guide, you can also visit the following website for more information:

- [National Sleep Foundation](#)
- [American Psychological Association](#)

