



Area Agency on Aging Serving Napa and Solano

WORKSITE WELLNESS POLICY

The Area Agency on Aging serving Napa and Solano (AAANS) is committed to making the healthy choice the easy choice. As such, it is the culture of AAANS to provide a supportive work environment that promotes the optimal health and well-being of its staff. As part of our commitment to improve the health of our workforce and create a healthier work environment, AAANS recognizes the need to provide access to healthy eating and drinking options, physical activity opportunities, breastfeeding accommodations, as well as encourage employees to lead a tobacco free lifestyle. These AAANS Worksite Wellness Policy guidelines apply to all adults year-round and include:

- Beverages purchased by the organization for consumption at meetings, celebrations, and events
- Healthy food provided at work, meetings, celebrations, and events
- Physical activity in the workplace, at meetings and events
- Breastfeeding in the workplace
- Tobacco free lifestyle

Food and Beverages Provided At Work, Meetings, and Events:

***100% Healthy Beverage Standards:**

- **Access to free, safe drinking water**

Wherever beverages are offered and/or sold. At meetings, for example, it is recommended that safe tap water, rather than individual bottles of water, be offered. If safe tap water is not available, then it is recommended that large jugs of water are utilized.

- **Beverages Standards for Staff**

Beverages served (e.g., at meetings or events) will only include:

- Water with no additives, including vitamins, minerals (e.g., electrolytes), stimulants (e.g., caffeine) and sweeteners.
- Unflavored non-fat or 1% cow's milk with no added sweeteners
- Unflavored non-dairy milk alternatives with no added sweeteners
 - No more than 2.5 grams of fat per 8 fluid ounces
- Fruit or vegetable-based juice drinks that have a maximum of 160 calories and 230 mg of sodium per container and no added sweeteners
- 100% fruit or vegetable juice with a maximum of 160 calories, 230 mg of sodium per container and no added sweeteners
- Coffee and tea with no added caloric sweeteners (this does not include cream and sugar – those are considered condiments and do not apply)

***50% Healthy Food Standards**

- Food selection should be local, seasonal, and organic when possible and emphasize fruit, vegetables, whole grains, and non-fat or low-fat dairy products.
 - Vegetarian options should be provided for any meal provided. (Consider a vegan option for larger groups.)
 - Include lean protein such as skinless poultry, fish, beans, tofu, eggs, nuts, and seeds.
 - Select food with no trans-fat, and low in saturated fat, sodium and added sugar.
 - Choose food that is prepared by grilling, baking, or sautéing with healthy fats.
 - Provide fresh fruit or other healthy options for dessert.
 - Serve appropriately sized portions for all foods. (i.e., cut bagels in half, use small serving utensils, 3 ounce protein portions.)
 - Reusable, washable serving containers and eating utensils will be used if able.
 - Promote healthy food options when appropriate. (i.e., healthy recipes via newsletters, employee wellness bulletins boards, etc.)

Physical Activity At Work, Meetings, and Events:

Our organization will:

- Hold fitness challenges throughout the year where employees determine their own goals such as the Alzheimer's Walk or Bike to Work Day.
- Create physical activity (PA) opportunities for staff and clients throughout the work day by implementing at least one 10 minute stretch break and one organized 10 minute physical activity break each day.
- Promote and practice PA during non-work hours by organizing workplace outings and/or offering group discounts on gym classes.
- Promote and display PA opportunities within and near the worksite for staff and clients (i.e. community events, partner activities, etc.) by discussing the opportunities during the end of the day check-in or by creating employee bulletin boards, newsletters, etc.

Breastfeeding At Work:

Our organization will provide an atmosphere of acceptance for breastfeeding mothers at the worksite by:

- Providing a private and convenient space (other than a restroom) that may be used by an employee to breastfeed or express breast milk and provide space to securely and hygienically store expressed milk
- Providing reasonable flexible paid or unpaid break times to allow mothers to express breast milk or nurse their infant
- Provide employees leaving on maternity leave with a breastfeeding accommodation education packet that includes a copy of the worksite's breastfeeding policy and breastfeeding support resources

Tobacco:

Our organization will encourage a tobacco free lifestyle by:

- Promoting and referring tobacco and e-cigarette users to state or other tobacco cessation telephone quit line
- Informing employees about health insurance coverage or programs that include tobacco cessation medication and counseling
- Displaying signs (including “no smoking or no vaping” signs) with information about your tobacco –use policy

Leanne Martinsen

Signature

September 8, 2016

Date

Leanne Martinsen / Executive Director

Print Name/Title