



COPE FAMILY CENTER WORKSITE WELLNESS POLICY

The vision of Cope Family Center is that all children in Napa County are healthy, safe and have the opportunity to reach their greatest potential. As such, it is the culture of Cope Family Center to provide a supportive work environment that promotes the optimal health and well-being of its employees. As part of our commitment to improve the health of our workforce and create a healthier work environment, Cope Family Center recognizes the need to provide access to healthy eating and drinking options as well as physical activity opportunities. Cope Family Center will strive to be a role model for our clients and partner organizations, our guidelines apply to all adults who work in Cope Family Center, 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
- Stress reduction
- Organizational Wellness Support

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

***100% Healthy Beverage Standards:**

- **Access to free, safe drinking water**
Require that there is 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.
- **Beverage Standards for Staff**
All beverages served (e.g., at meetings or events) and sold at Cope Family Center should 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 juices 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 selections should be local, seasonal, and organic when possible and emphasize fruit, vegetables, whole grains, and non-fat or low-fat dairy products.
 - If meat is served, a vegetarian option should also be provided when financially feasible.
 - Include lean meat such as skinless poultry, fish, beans, tofu, eggs, nuts, and seeds.
 - Encourage staff to seek out 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 smaller 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 bulletin boards, etc.)
 - Encourage staff to bring in healthy items to share for events, meetings, and celebrations.

Physical Activity At Work, Meetings, and Events

Our organization will:

- Hold fitness challenges throughout the year where employees determine their own goals.
- Create physical activity opportunities for staff and clients throughout the work day by implementing one of the following: schedule at least one 10 minute break per meetings lasting longer than 2 hours, or schedule at least one walking meeting per day, or schedule at least one 10 minute stretch break per day.
- Promote and practice physical activity at all community meetings and events where the organization is the recognized sponsor or lead by scheduling at least one 10-minute physical activity break.
- Promote and display physical activity opportunities within and near the worksite for staff and clients (i.e. map out walking routes inside and outside the building, organize walking groups, provide yoga mats or a stretching area, or via an employee wellness bulletin board).
- Modify and promote the Flexible Work Schedule Policy to include time for physical activity as an appropriate use of flexible time.
- Support employees' efforts to engage in physical activity during non-work hours by offering information on discount costs at off-site exercise facilities.

Breastfeeding at work

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

- Designating a private and convenient space (other than 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.
- Providing 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 and Vape Free Lifestyle

Our organization will encourage a tobacco free lifestyle by:

- Promoting and referring tobacco and e-cigarette users to the state or other tobacco cessation telephone quit line.

- Informing employees about health insurance coverage or programs that include tobacco cessation education and counseling.
- Displaying signs (including “no smoking or vaping” signs) with information about the tobacco-use policy.

Stress Reduction

Our organization will:

- Provide accurate job descriptions for employees
- Ensure regular breaks are taken as required by law or outlined in policy
- Ensure access to equipment needed for work performance
- Make changes when possible to the environment to improve lighting and ergonomics
- Consider employee input to target areas causing the most work-related stress.

Organizational Wellness Support:

- Establish a wellness and safety committee to support communications, promotions, and administrative tasks associated with implementing worksite wellness activities.
- Integrate organizational wellness policies and practices into all open enrollment, employee orientation materials, etc.
- Survey staff annually to gain feedback and assess policy and then amend as needed to ensure that the policy reflects the needs and desires of the staff and the organization.