



Healthy Bodies Coalition
Worksite Wellness Toolkit
Live Healthy Napa County

Worksite Wellness Toolkit Introduction

The purpose of a Worksite Wellness Program is to provide a healthy environment for employees. Workers often spend long hours on the job, so making sure they have access to healthy food, beverages, and physical activity can greatly improve the workplace. This toolkit is very brief and has the following sections:

- Employee Survey
- Environmental Assessment
- Planning Tool
- Worksite Wellness Policy
- Evaluation Tool

Adding a Worksite Wellness Program may seem complex, but there are simple changes that can be made to improve the health and well-being of employees. Whether serving healthy foods at events, or encouraging more physical activity throughout the day, small shifts in policy can have long-term health impacts. Within the Worksite Wellness Policy, there are priority areas which can be tailored to the workplace. These include:

- Healthy beverages provided at work, meetings, and events
- Healthy food provided at work, meetings, and events
- Physical activity at work, meetings, and events
- Breastfeeding at work
- Tobacco free lifestyle
- Stress reduction

The priority areas can be added slowly or all at once depending on the results of the Employee Survey, Workplace Environmental Assessment tool, and the size and scope of the business. This Worksite Wellness Toolkit is much smaller than many others available. Should the business need a more detailed plan for workplace wellness, the Bay Area Nutrition & Physical Activity Collaborative (BANPAC) *Healthy Worksite Toolkit* can be found at http://www.banpac.org/banpac_resources_toolkit_worksite.html, or the California Department of Public Health *California Fit Business Kit* is available at <http://www.cdph.ca.gov/programs/NEOPB/Documents/300330.pdf> with additional resources available at <http://www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx>, and finally, the Centers for Disease Control and Prevention (CDC) *Workplace Health Promotion* has a comprehensive guide at <https://www.cdc.gov/workplacehealthpromotion/index.html>.

Congratulations on making employee health and wellness a priority!

*Content adapted from BANPAC *Healthy Worksite Toolkit* (2015)

Print Name/Title

Worksite Wellness Planning Tool

In order to begin planning and starting a wellness policy, it is vital to understand business capacity, receive employee input, and gauge employee interest. Fully understanding these three topic areas, will lead to a better tailored and more effective wellness policy. In addition, it is pertinent, as part of worksite wellness planning, to identify existing strengths within a company as well as wellness activities that have already been successfully integrated into the organizational structure. Doing this will better ensure that the programs and policies produced best utilize the available resources. The following steps can help guide the development of workplace wellness efforts.

1. Complete the Workplace Environmental Assessment and have all employees complete the Employee Needs Assessment. Both tools are located in the Appendix.

2. Create a Worksite Wellness Committee, comprised of employees from each sector of the company. Please reference the “How to Create a Worksite Wellness Committee Tool” located in the resource section of this toolkit. Step 2 is of the utmost importance as the worksite committee will determine the decisions made for step 3 and 4 of this worksite wellness planning tool.

3. Upon review of the employee needs and workplace environmental assessment by the committee, determine which of the following key areas are of priority; and thus will be part of the Worksite Wellness Policy:
 - Healthy beverages
 - provided at work, meetings, and events
 - Healthy food provided at work, meetings, and events
 - Physical activity at work, meetings, and events
 - Breastfeeding at work
 - Tobacco free lifestyle

- Stress reduction
- Other: _____

A sample worksite wellness policy, including full descriptions of each key area, is located below:

Worksite Wellness Policy

_____ [Name of organization] is committed to making the healthy choice the easy choice. As part of our pledge to improve the health of our workers and create a healthier workplace, we recognize key areas which can be improved during the work day. These include healthy beverage and food options, physical activity, breastfeeding accommodations, a tobacco free lifestyle, and stress reduction. This Worksite Wellness Policy applies to all adults 24 hours a day, year round and includes the following priorities (check one or more):

- Healthy beverages provided at work, meetings, and events
- Healthy food provided at work, meetings, and events
- Physical activity at work, meetings, and events
- Breastfeeding at work
- Tobacco free lifestyle
- Stress reduction

Beverages Provided at Work, Meetings, and Events

- **Provide access to free, safe drinking water**
 - Access to free, safe drinking water will be provided wherever beverages are offered and/or sold
 - At meetings, for example, safe tap water will be offered rather than individual bottles
 - If safe tap water is not available, then large containers of safe water will be supplied
- **Beverages standards for staff**

All beverages served, including at meetings and events, will be **100% healthy** and will only include:

 - Water with no additives, including vitamins, minerals (e.g., electrolytes), stimulants (e.g., caffeine) and 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

- o Coffee and tea with no added caloric sweeteners (this does not include cream and sugar – those are considered condiments and do not apply)
- o Diet beverages with zero calories and non-caloric sweeteners (e.g., zero-calorie vitamin-enhanced waters)**

** For beverages to be healthiest, we encourage removal of diet beverages from the policy

Food Provided at Work, Meetings, and Events

- When food is served, including at meetings and celebrations, **at least half (50%)** will be healthy and will include:
 - o Local, seasonal, and organic when possible
 - o Fruit, vegetables, whole grains, and non-fat or low-fat dairy products
 - o Moderate sized portions for all foods (i.e. cut bagels in half, use small serving utensils, 3 ounce protein portions)
 - o If meat is served, a vegetarian option will also be provided (consider a vegan option for larger groups, or based on staff input)
 - o Lean meat such as skinless poultry, or fish, or healthy proteins like beans, tofu, eggs, nuts, and seeds
 - o Food with no trans-fat, and low in saturated fat, sodium and added sugar
 - o Food prepared using techniques like grilling, baking, or sautéing with healthy fats
 - o Fresh fruit or other healthy options for dessert
 - o Reusable, washable serving containers and eating utensils if available

Physical Activity at Work, Meetings, and Events

Our organization will:

- Hold fitness challenges throughout the year where employees determine their own goals such as Steptember, American Heart Walk, and Bike to Work Day
- Create physical activity 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 physical activity during non-work hours by organizing company-wide outings and/or offering group discounts on gym classes
- Promote and display physical activity opportunities within and near the worksite for staff and clients (community events, partner activities, etc.) by discussing the events during the end of the day check-in or by creating employee bulletin boards, or newsletters
- Promote the use of active transport i.e. biking to work, walking to work, or using public

transit, through education on how to participate in active transport within rural settings and incentives for the use of active transport to work

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 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
- 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 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 medication and counseling
- Displaying signs (including "no smoking or no vaping" signs) with information about the tobacco-use policy

Stress Management

Our organization will:

- Provide accurate job descriptions for employees
- Ensure employee workload matches employee abilities
- 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, ergonomics, and office design
- Consider employee input to target areas causing the most work-related stress
- Implement team-building strategies
- Create and maintain open lines of communication vertically and horizontally within the organization
- Encourage the practice of mindfulness at work
- Encourage, when feasible, daily face-to-face interactions

Signature

Date

Print Name/Title

4. Noting the key areas above, focus on two priorities and fill out the planning tool below. An example is given, but each workplace is different, so consider available resources before deciding on changes. A blank planning tool is available in the Appendix.

Worksite Wellness Planning Tool

Priority 1 (<i>example</i>) : Begin a Healthy Food Policy				
Step	Activities	Resources / Materials	Personnel	Estimated Time Frame
With employee buy-in and management support, pass a Healthy Food Policy.	Conduct company-wide meeting to gauge support and vote on wellness policy content Conduct managerial meetings to	Sample policies Worksite Wellness Committee	Employees and Management	March 2017

	finalize policy vote			
Draft a Healthy Food Policy (or use the one included in the toolkit).	Conduct bi-weekly wellness committee meetings Collaboratively draft food policy using Google Docs	Worksite Wellness Committee	Employees and Management	January 2017 - February 2017
Educate employees on the benefits of eating more fruits, vegetables, and whole grains.	Conduct company-wide nutrition classes. Host healthy eating month long competitions	Flyers, Social Media, and/or Newsletters highlighting the importance of healthy eating Provide nutrition classes for employees Direct employees towards outside resources such as eatfresh.org	Worksite Wellness Committee	March 2017 - Duration of Policy .
When buying food at work or for meetings and events, ensure it meets the Healthy Food Policy.	Create flyer briefly outlining policy content Distribute flyer to employees Host meeting and events that	Healthy Food Policy Brief employees on Healthy Food Policy Direct employees	Employees and Management	March 2017 - full compliance by June 2017

	follow the healthy food policy	towards outside healthy eating resources, such as eatfresh.org		
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- Once the planning tool is complete, review the activities and timeline and implement accordingly. If guidance is needed on how to carry out a priority or are simply in need flyers for distribution, the resource list, located in Appendix, contains a range of helpful information for each priority area.

Worksite Wellness Policy Monitoring and Evaluation

Monitoring and evaluation are tools essential for the maintenance, sustainability and effectiveness of worksite wellness programs. Both tools can assess if your implementation efforts are addressing the intended targets; and in turn can help identify what gaps exist and what improvements can be made to your worksite wellness programming. Monitoring is intended for use throughout implementation, while evaluation is purposed for use after a year of policy implementation. The monitoring and evaluation methods prescribed here are ideally applied by your worksite wellness committee. Below is a detailed description of the monitoring and evaluation methods and tools.

Monitoring

Monitoring is a comprehensive assessment of your chosen activities; and is fashioned to measure program the participation and program satisfaction. Monitoring should be ongoing, thus take place at each program activity. Tools for monitoring include attendance sheets and participant satisfaction surveys. The wellness committee is advised to keep track of both participation and satisfaction, as knowing both could help determine if the program is meeting its goals.

Evaluation

Evaluation is integral to understanding and measuring the success of worksite wellness program implementation. For worksite wellness, the most effective manner to evaluate a program is through readministering the Employee Health Survey and Workplace Environmental Assessment; and comparing those results with the assessments taken at the initiation of the worksite program. Comparing before and after results, will assist in 1) comprehending the program's accomplishments and 2) helping to clearly identify which areas need improvement. After analyzing the results, it is advised that the wellness committee utilizes the worksheet below to clearly state which portions of the policy are satisfied, which areas need improvement, and preliminary steps for making changes. Administration of the survey and assessment, as well as interpreting the results, should be completed by the worksite wellness committee.

Evaluation Worksheet

As part of our workplace wellness policy, we included the following:

- Healthy beverages provided at work, meetings, and events
- Healthy food provided at work, meetings, and events
- Physical activity at work, meetings, and events
- Breastfeeding at work
- Tobacco free lifestyle
- Stress reduction

After finding areas still in need of improvement, the Worksite Wellness Policy can be revised, and the Worksite Wellness Planning Tool used to make changes so the workplace is healthier for everyone.

Beverages Provided at Work, Meetings, and Events

1. Are healthy beverages listed in the Worksite Wellness Policy always offered at work, meetings and events?

2. What areas can be improved?

3. What can be done to improve these areas?

Food Provided at Work, Meetings, and Events

1. Are foods offered at work, meetings, and events healthy at least **50% (half)** of the time as outlined in the Workplace Wellness Policy?

2. What areas can be improved?

3. What can be done to improve these areas?

Physical Activity at Work, Meetings, and Events

1. What changes have been made to increase physical activity according to the Worksite Wellness Policy?

2. What areas can be improved?

Breastfeeding at Work

1. What changes have been made to accommodate breastfeeding at work according to the Worksite Wellness Policy?

2. What areas can be improved?

3. What can be done to improve these areas?

Tobacco Free Lifestyle

1. What changes have been made to assist employees in achieving a tobacco free lifestyle as indicated in the Worksite Wellness Policy?

2. What areas can be improved?

3. What can be done to improve these areas?

Stress Reduction

1. What changes have been made to reduce stress as indicated in the Worksite Wellness Policy?

2. What areas can be improved?

3. What can be done to improve these areas?

Appendix:

Employee Needs Assessment

Health Promotion

1. Which of the employee wellness activities listed below would you like to see started at your workplace? (Check all that apply)

- Healthy drinks at meetings and events
- Healthy food at meetings and events
- Employee wellness bulletin board
- Support to quit using tobacco products
- Increased time for physical activity
- Support for breastfeeding
- Stress reduction program
- Other: _____

2. Which of the following incentives would increase your interest in joining in wellness activities? (Check all that apply)

- Employee wellness workshops
- Health promotion newsletters
- Incentives to join in employee wellness (i.e. discount gym membership, awards, or recognition)
- Employee competitions and challenges
- I would join without an incentive
- Free food at the activity
- Raffles for gifts or financial rewards
- I would not participate
- Other: _____

3. How would you prefer to receive information about the company's worksite wellness events? (Check up to two answers)

- Written materials (newsletters, flyers, memos)
- E-mail
- Department meetings
- Breakroom bulletin board
- Online
- Other: _____

4. What time of day would be the best for you to join in a health promotion activity?

- Before work
- Lunch
- After work
- Would not join
- Other: _____

Physical Activity

1. What physical activities would you join in if offered by your employer?

- Walking club
- Organized sports activities
- Discounted gym memberships
- Active way of getting to work (bike, walking, public transit)
- Walking meetings
- Physical activity or stretch breaks during meetings or during the workday
- Exercise stations
- Other: _____

2. What is the best way for your worksite to help employees to be more physically active?

General

1. Are there any barriers that stop you from joining in wellness activities? (Check all that apply)

- Lack of time
- Privacy: my employer should not be involved in my health
- Concern about others knowing details of my health
- Lack of support from management
- My job duties do not allow me to join
- Not interested
- Other: _____

2. Please provide any ideas on how to help employees make healthy choices at work: _____

3. What are some current workplace activities that you enjoy?

Workplace Environmental Assessment

Organization Name: _____

Type of Organization: _____

Date: _____

Name: _____

Position: _____

ADMINISTRATIVE AND ORGANIZATIONAL SUPPORTS	Yes	In Process	No	Potential Top Priority	Comments
Has your worksite set annual organizational objectives for wellness and health promotion?					
Does your worksite have a wellness committee?					
Does your organization have commitment for a comprehensive wellness program from all levels of management?					
Does your organization currently have dedicated funding that supports worksite wellness programming?					
Does your organization currently have a worksite wellness policy?					

HEALTHY BEVERAGES AT WORK	Yes	In Process	No	Potential Top Priority	Comments
Does your organization have safe and free drinking water available for employees?					
Does your organization present water and healthy beverages, i.e. 100% fruit juice, as the appealing choice of beverages at work, meetings, and events?					

Present healthy beverage options in prominent and convenient locations in each work setting, i.e. cafeterias, events?					
Does your organization include healthy beverages in their health promotion policy?					
Have beverages available for purchase?					
Have a written policy or formal guideline that states that 50-75% of beverages available for purchase in vending machines be healthy options?					
Have a written policy or formal guideline that states that 100% of beverages available for purchase in vending machines be healthy options?					
Does your organization have a written policy that makes 100% beverages available at meetings, events, and work the healthier options, i.e. water, 100% vegetable juice?					

FOOD AT WORK	Yes	In Process	No	Potential Top Priority	Comments
At meetings and events are 50-75% of the snacks available healthy*?					

At meetings and events are 100% of the snacks available healthy*?					
Is there a current policy or formal guideline that states 100% of available foods at meetings and events be healthy*?					
Are 50-75% of foods available for purchase on company premises, i.e. in cafeterias, vending machines, healthy*?					
Are healthy foods available in worksites displayed prominently and in convenient locations?					
Is there a price adjustment in place to encourage the purchase of healthy foods*?					
Is there a current policy or formal guideline that states 50-75% of available foods for purchase be healthy*?					
Is there a current policy or formal guideline that states 100% available foods for purchase be healthy*?					

*Fruits, vegetables, meats and whole grains and packaged foods that contain no trans-fat, are low in saturated fat, sodium and added sugar, and are organic ,when possible.

PHYSICAL ACTIVITY	Yes	In Process	No	Potential Top Priority	Comments

Is physical activity a regular part of meetings?					
Are there designated spaces for physical activity?					
Are there spaces that promote physical activity at work, i.e. showers, changing rooms?					
Provide organized individual or group physical activity opportunities?					
Promote off-site physical activity opportunities?					
Have a written policy or formal guideline stating physical activity be included in company events and meetings?					
Promotes the use of active transport, through education and incentives?					

BREASTFEEDING AT WORK	Yes	In Process	No	Potential Top Priority	Comments
Provide a private, comfortable, quiet , and easily accessible space for mothers to breastfeed or express milk?					
Provide a space for mothers to safely					

store expressed milk?					
Have a written policy or formal guideline mandating a space be provided for breastfeeding accommodations?					
Are breastfeeding mothers provided with breastfeeding educational information and resources?					
Provide a breastfeeding positive environment?					
Have a written policy or formal guideline mandating the distribution of breastfeeding educational materials?					

TOBACCO FREE	Yes	In Process	No	Potential Top Priority	Comments
Have signs stating no smoking and no vaping clearly visible throughout company premises?					
Have a written policy stating no smoking or vaping within 30 feet of company premises?					
Actively enforce policy stating no smoking or vaping within 30 feet of company premises?					
Provide resources which promote smoking cessation, i.e. information on the smoking cessation quit line?					

Provide information on insurance plans which contain resources for smoking cessation counseling and medication?					
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STRESS REDUCTION	Yes	In Process	No	Potential Top Priority	Comments
Promote a low stress environment through providing a quiet spaces where employees can practice relaxation techniques, i.e. deep breathing?					
Provide information on stress management programs which are easily accessible to employees?					
Host company wide social events throughout the year?					
Provide training to management on how to identify and address stress related issues?					
Have a written policy or formal guideline promoting stress reduction activities in the workplace?					

Workplace Planning Tool

Priority 2:			
Step	Resources / Materials	Personnel	Estimated Time Frame

Resources:

Newsletters

[St. Josephs](#)

How to Create a Wellness Committee

[Kaiser Permanente Wellness Committee Toolkit](#)

[California Department of Public Health Wellness Committee Toolkit](#)

General

[Kaiser Permanente MyDoctor](#)

Healthy Beverages

For Wellness Committee

[Water Promotion](#)

[Healthy Beverage Promotion Posters](#)

[Sugary Drinks and Obesity Fact Sheet](#)

[How Sweet is it? Resource](#)

For Employees

[Tips on How to Master Drinking Healthy Beverages Everyday](#)

[Exciting Water Recipes](#)

[Pamphlet on the Benefits of Drinking Healthy Beverages](#)

[Frequently Asked Questions about Drinking Water](#)

[Healthy Beverage Pledge Card](#)

[Options for Healthier Beverages](#)

Healthy Food

For Wellness Committee

[Tips for implementing healthy snacks at work](#)

[Healthy Eating Guidelines](#)

[MyPlate Healthy Eating Resources](#)

[Healthy Food Self-Instructed Nutrition Booklet](#)

[Comprehensive List of Healthy Eating Tip Sheets](#)

For Employees

[Food Labels](#)

[20 ways to enjoy more fruits and vegetables \(English\)](#)

[20 ways to enjoy more fruits and vegetables \(Spanish\)](#)

[Smart Snacking for Adults and Teens \(English\)](#)

[Smart Snacking for Adults and Teens \(Spanish\)](#)

[Eating Healthy on the Run \(English\)](#)

[Eating Healthy on the Run \(Spanish\)](#)

[Tips for Creating Healthy Breakfast](#)

[Healthy Snacking Tips](#)

[Healthy Lifestyle Tips](#)

[Physical Exercise](#)

For Wellness Committee

[Simple Stretches](#)

[We Can!](#)

[MyPlate Physical Activity Resources](#)

[Physical Activity in the Workplace Guide](#)

[Current WorkPlace Initiatives](#)

For Employees

[Exercise Anywhere](#)

[Simple Stretches](#)

[Active Meetings](#)

[Tobacco](#)

Wellness Committee

[Kaiser Permanente Wellness Toolkit](#)

[Tips to helping Employees stop smoking](#)

[Resources for Tobacco Cessation Promotion](#)

[A Comprehensive List of Free Resources on How to Quit](#)

Employees

[Kaiser Permanente Flyer](#)

[Kaiser Permanente Email](#)

[Frequently Asked Question About Quitting Smoking](#)

[Financial Cost to Quitting Smoking](#)
[Smokers Confidence Assessment](#)
[Tips for Friends and Family of Smokers](#)
[A Site Dedicated to Help Smokers on Each Stage of their Journey](#)

Breast Feeding

Wellness Committee

[Steps to creating a breastfeeding friendly site](#)
[Breastfeeding Laws](#)
[Frequently Asked Questions About Break Time for Nursing Mothers](#)
[Employer Solutions to Supporting Breastfeeding Mothers at Work](#)

Employees

[Work and Pump, a support site for breastfeeding mothers](#)
[Tips for Breastfeeding Mothers](#)
[“Going Back to Work while Breastfeeding” Checklist](#)

Stress Management

For Wellness Committee

[Stress Management Toolkit](#)
[Supertracker for nutrition and physical activity challenges](#)
[Toolkit for how to use the Supertracker](#)
[Workbook for Managing Stress](#)
[Actions for a Healthy and Productive Workplace](#)
[Videos on Mindfulness in the WorkPlace](#)

Employees

[Tips for creating a Stress Free Office Space](#)