LiveWell Greenville

Healthy Workplace Toolkit

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Welcome

Welcome to the LiveWell Greenville Healthy Workplace Toolkit. It is our hope that you will find this toolkit to be a valuable resource in supporting your employees to lead a healthy lifestyle and ultimately be happier and more productive employees. Making employee health a priority for your company is of utmost importance. According to the Centers for Disease Control (CDC), obese employees garner medical costs approximately 42 percent higher compared to employees at a healthy weight. Overall, overweight and obesity is estimated to cost US employers as much as $13 billion (2003 Department of Health and Human Services as cited by National Business Group on Health). This is due to medical conditions such as diabetes, high cholesterol, and hypertension that can develop as a result of carrying excess body weight. Aiming to reduce the prevalence of overweight and obesity among your employees through creating a workplace environment conducive to eating healthy and physical activity by workers has the potential to financially benefit your company through reduction in health care costs related to medical conditions correlated with overweight and obesity.

In addition to reducing the burden of medical expenses, workplace wellness efforts may help lower absenteeism, increase employee productivity, decrease employee turnover, and boost employee morale (CDC). Healthier employees who are more productive are better able to fulfill your company's goals and serve your customers and therefore increase your bottom-line.

No matter what phase of development your workplace wellness initiative is in currently, the LiveWell Greenville Healthy Workplace Toolkit is here to help you commit to maintaining a workplace culture and environment that facilitates eating healthy, physical activity, and reduced smoking by employees. The resources included coincide with an easy five-step process to guide your workplace wellness efforts:

1. **Assess**
2. **Plan**
3. **Implement**
4. **Evaluate**
5. **Celebrate**

Please continue reading for further explanation about each of these steps and for tools that will assist you in each of these steps. Remember that LiveWell Greenville is available to provide technical assistance and support as you strive to make your company a place where the healthy choice is the easy choice for your employees.

The Case for Workplace Wellness

The following are some compelling statistics that further illustrate the need for workplace wellness initiatives that create and environment supportive of healthy decisions by employees:

- Illness and injury associated with unhealthy lifestyles or modifiable risk factors are reported to account for 25 percent of employee health care expenditures (Anderson 2000).
- Medical costs attributed to obesity and overweight are estimated to be $395 annually (36 percent) higher than those for normal weight (Strum, 2002).
- Obese employees are nearly 75 percent more likely to experience higher rates of absenteeism (seven or more absences during a six-month period) than normal weight employees (Tucker, 1998).
- A well-designed worksite wellness initiative has the potential to reduce between 25 percent and 70 percent of avoidable health care costs (SC DHEC)

Overall, employees spend more than one-third (36 percent) of their total waking hours at work. Therefore, the workplace serves as a prime outlet to reach adults and support them in forming and maintaining healthy eating and physical activity habits.

Step 1: Assess

Step 1: Assess

Before you begin your efforts to create a healthy workplace it is important to assess your current work environment with respect to opportunities and policies regarding healthy eating, physical activity, and smoking. Knowing your starting point will enable you to prioritize which areas you would like to focus on and set realistic goals. LiveWell Greenville has compiled the following tool that asks questions about the following areas of your worksite related to health:

- Smoking
- Vending machines
- Cafeteria
- Food at Employee Meetings
- Break Room
- Exercise Facility
- Physical Activity
- Screenings and assessments
- Programs
- Educational messages
- Administrative support

Please answer all questions honestly. Your answers will not be shared publicly and are for the sole purpose of helping to guide your efforts in developing and maintaining a workplace environment that supports healthy decisions by employees. You may complete the assessment by hand or electronically and fax, email, or mail to LiveWell Greenville. If you have any questions while completing the assessment please do not hesitate to contact us. LiveWell Greenville staff is also available to you free of charge to review and discuss your assessment results with you and to provide technical assistance and support as you determine your next steps.

LiveWell Greenville Healthy Workplace Assessment Tool

1.0 Preliminary info
Name of Company:
Number of full-time employees:
Number of full-time employees under age 40:
Number of full-time employees who are Caucasian:
Number of full-time employees who are African American:
Number of full-time employees who are Hispanic:
Name of Person Completing:
Current Position:
Date of Assessment:

LiveWell Greenville Healthy Workplace Assessment Tool

2.0 Smoking		
Does the worksite have a written smoke-free work environment policy? If no skip to question 3.2	**yes**	**no**
2.1 What is the extent of the smoking ban? Circle most appropriate response from values below		
1. A partial ban on smoking (designated or de facto smoking areas in the building)		
2. Smoking allowed on the grounds but not in the building or jobsite.		
3. A total ban throughout the premises (including grounds)		
2.2 Does the worksite provide any type of incentives for being a non-smoker or quitting smoking?	**yes**	**no**
(incentives could include: improved benefit allowances, added vacation days, direct cash payments, material prizes or awards, etc.)		
2.3 Can tobacco products be purchased anywhere at the worksite (e.g. vendors)	**yes**	**no**

Comments or general impressions regarding smoking policies:

3.0 Vending Machines				
3.1 Does the worksite have vending machines in each building for employees to access food during working hours?			**yes**	**no**
If no, skip to Section 4.0				
3.2 Out of the following items, how many do the vending machines offer?				
3.2.1 Fruit/vegetable juices (100% juice)	**None**	**One**	**A few**	**Many**
3.2.2 Bottled water	**None**	**One**	**A few**	**Many**
3.2.3 Diet soft drinks	**None**	**One**	**A few**	**Many**
3.2.4 Low fat/sugar snacks	**None**	**One**	**A few**	**Many**
3.2.5 Items labeled as heart healthy, low fat or low calorie	**None**	**One**	**A few**	**Many**
3.2.6 Fresh fruits/vegetables	**None**	**One**	**A few**	**Many**
3.3 Do the people who manage the vending machines provide labels to identify healthy foods?			**yes**	**no**
Note that this refers to labels in addition to ones on commercialized packages				
3.4 In the past 12 months has the worksite had any special sales or promotion of healthy options in vending machines?			**yes**	**no**

Comments or general impressions regarding vending machines:

LiveWell Greenville Healthy Workplace Assessment Tool based on the following sources:
Physical Environment Assessment Example: Utah Department of Health Bureau of Health Promotion
Worksite Wellness for Tompkins County Summary of Heart Check Survey Questions
University of Minnesota School of Public Health: Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events

LiveWell Greenville Healthy Workplace Assessment Tool

4.0 Cafeteria or other on-site food vendor				
4.1 Does the worksite have a cafeteria or regular catering services? If no, skip to section 5.0			**yes**	**no**
4.2 Out of the following items, how many are available in the cafeteria?				
4.2.1 Fresh fruit	**None**	**One**	**A few**	**Many**
4.2.2 Green salads	**None**	**One**	**A few**	**Many**
4.2.3 Low fat milk or yogurt options	**None**	**One**	**A few**	**Many**
4.2.4 Entrée labeled as low fat or heart healthy	**None**	**One**	**A few**	**Many**
4.2.5 Vegetable options (raw or cooked without added sauces or butter)	**None**	**One**	**A few**	**Many**
4.2.6 Salad bar		**Extensive**	**Limited**	**None**
4.3 Does the worksite provide labels to identify "healthy" foods in the cafeteria?			**yes**	**no**
4.4 Does the worksite provide written policies that require healthy food preparation practices in each cafeteria? (e.g. steaming, low fat/salt substitutes, limited frying)			**yes**	**no**
4.5 Did the worksite provide any special cafeteria promotions in the last 12 months to increase the sale or consumption of low-fat foods, fresh fruits, vegetables, etc.?			**yes**	**no**
4.6 Does the worksite raise the price of unhealthy foods to encourage employees to purchase lower priced healthier selections?			**yes**	**no**

Comments or general impressions regarding cafeteria or on-site food vendor:

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5.0 Food at Employee Meetings				
5.1 Does the worksite encourage provision of nutritious food options at employee meetings?			**yes**	**no**
5.2 Does the worksite require caterers to provide healthy food options?			**yes**	**no**
(e.g. whole grain sandwiches, tossed salads, fresh fruit)				
5.3 How often are the following served at employee meetings and receptions:				
5.3.1 Ice water, unsweet tea, low-fat milk, 100% fruit juice	**Never**	**Rarely**	**Sometimes**	**Most of the time**
5.3.2 Vegetable (without sauces or butter) or salad options	**Never**	**Rarely**	**Sometimes**	**Most of the time**
5.3.3 Fresh fruit	**Never**	**Rarely**	**Sometimes**	**Most of the time**
5.3.4 Broiled, baked, grilled, or steamed entrees	**Never**	**Rarely**	**Sometimes**	**Most of the time**
5.3.5 Whole grain bread or crackers	**Never**	**Rarely**	**Sometimes**	**Most of the time**

Comments or general perceptions of food served at employee meetings:

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6.0 Break Room/Kitchen				
6.1 Does the worksite have a break room or employee kitchen on-site? If no skip to section 7.0.			**yes**	**no**
6.2 How many signs or posters in the break room encourage the following:				
6.2.1 Fruit and vegetable consumption	**None**	**One**	**A few**	**Many**
6.2.2 Increased physical activity	**None**	**One**	**A few**	**Many**
6.3 How many of the following items are available for employee use?				
6.3.1 Microwave	**None**	**One**	**A few**	**Many**
6.3.2 Other oven or toaster	**None**	**One**	**A few**	**Many**
6.3.3 Refrigerator			**yes**	**no**
6.3.4 Freezer			**yes**	**no**
6.3.5 Sink			**yes**	**no**

Comments or general impressions regarding break room/kitchen:

LiveWell Greenville Healthy Workplace Assessment Tool based on the following sources:
Physical Environment Assessment Example: Utah Department of Health Bureau of Health Promotion
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University of Minnesota School of Public Health: Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events

7.0 Exercise Facility				
7.1 Does the worksite have an on-site exercise facility? (If no, skip to question 7.2)			**yes**	**no**
7.1.1 Is the facility open at convenient times? (before and after normal work hours, weekends)			**yes**	**no**
How many of the following types of exercise equipment are present?				
7.1.2 Treadmills	**None**	**One**	**A few**	**Many**
7.1.3 Bikes	**None**	**One**	**A few**	**Many**
7.1.4 Rowing Machines	**None**	**One**	**A few**	**Many**
7.1.5 Stepper Machines	**None**	**One**	**A few**	**Many**
7.1.6 Elliptical Machines	**None**	**One**	**A few**	**Many**
7.1.7 Strength Equipment	**None**	**One**	**A few**	**Many**
7.1.8 Free weights	**None**	**One**	**A few**	**Many**
7.1.3 Is the facility free for employees?			**yes**	**no**
7.2 Does the worksite subsidize (pay some of the costs of) an off-site exercise facility membership?			**yes**	**no**

Comments or general impressions regarding exercise facility:

LiveWell Greenville Healthy Workplace Assessment Tool based on the following sources:
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8.0 Physical Activity other		
8.1 Does the worksite sponsor any employee sports teams?	**yes**	**no**
8.2 Does the worksite provide or maintain outdoor exercise areas or playing fields outside each building for employees?	**yes**	**no**
8.3 Does the worksite have a written policy statement supporting employee physical fitness?	**yes**	**no**
(e.g., policies that allow workers additional time off from lunch to exercise, walk breaks, stretching)		
8.4 Does the worksite have a written flex-time policy which allows employees to be physically active during the work shift?	**yes**	**no**
(e.g. flex-time means employees can, for example, come in early so that they can extend lunch for physical activity)		
8.5 Is the area surrounding each worksite building within one mile of a safe and pleasant place to walk, run, or bike?	**yes**	**no**
8.6 Are there bike racks at each worksite building available for employees?	**yes**	**no**
8.7 Does the worksite provide any incentives for engaging in physical activity?	**yes**	**no**
8.8 Does the worksite provide a shower and changing facility in each building for employees?	**yes**	**no**
8.9 Are there any stairways at your worksite building? If no, skip to Section 9.0	**yes**	**no**
8.9.1 Are the stairways clean and safe?	**yes**	**no**
8.9.2 Are the stairways accessible and clearly marked?	**yes**	**no**
8.9.3 Is there a reminder sign to take the stairs?	**yes**	**no**
8.9.4 Has stairway use been promoted by the worksite in the last 12 months?	**yes**	**no**

Comments or general impressions regarding physical activity opportunities:

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9.0 Screening or Assessment		
9.1 During the previous 24 months, has the worksite provided any of the following screenings or assessments		
(beyond pre-employment physicals): If answering no to 9.1.1-9.1.6, go to section 10.0		
9.1.1 blood pressure	**yes**	**no**
9.1.2 cholesterol	**yes**	**no**
9.1.3 blood glucose	**yes**	**no**
9.1.4 health risk assessments	**yes**	**no**
9.1.5 fitness assessments	**yes**	**no**
9.1.6 weight, height, and BMI	**yes**	**no**
9.2 If answered "yes" to any of the questions in section 6.1, was the program:		
9.2.1 Free to employees	**yes**	**no**
9.2.2 Available to employee's family members	**yes**	**no**
9.2.3 Offered at a time that was convenient for employees to attend	**yes**	**no**
9.3 Who conducted the screening? **-employee of worksite -health plan -other**		
9.4 Does the worksite administration have access to the aggregate screening or assessment information?	**yes**	**no**
9.5 Does your worksite or health plan offer employee's incentives to participate in health screenings or assessments?	**yes**	**no**

Comments or general impressions regarding assessments:

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10.0 Programs		
10.1 During the previous 24 months, did the worksite provide or promote insurance company sponsored programs in the areas listed below?		
10.1.1 High blood pressure control	**yes**	**no**
10.1.2 High blood cholesterol control	**yes**	**no**
10.1.3 Diabetes management	**yes**	**no**
10.1.4 Tobacco cessation	**yes**	**no**
10.1.5 Weight control or "healthy eating" counseling/advice	**yes**	**no**
10.1.6 Fitness (other than use of an exercise facility, e.g. walking programs)	**yes**	**no**
10.2 If answered "yes" what was the cost to employees?	**Free**	**Subsidized**	**Full price**
10.3 What was the price to employee family members?	**Free**	**Subsidized**	**Full price**
10.4 Does the employer or the employer-sponsored health plan provide follow-up risk factor counseling and education for the following?		
10.4.1 High blood pressure control	**yes**	**no**
10.4.2 High blood cholesterol control	**yes**	**no**
10.4.3 Diabetes management	**yes**	**no**
10.4.4 Tobacco cessation	**yes**	**no**
10.4.5 Weight control or "healthy eating" counseling/advice	**yes**	**no**
10.4.6 Fitness (other than use of an exercise facility, e.g walking program)	**yes**	**no**

Comments or general impressions regarding programs:

LiveWell Greenville Healthy Workplace Assessment Tool based on the following sources:
Physical Environment Assessment Example: Utah Department of Health Bureau of Health Promotion
Worksite Wellness for Tompkins County Summary of Heart Check Survey Questions
University of Minnesota School of Public Health: Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events

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11.0 Educational Messages		
11.1 In the previous 12 months, has the worksite provided health and wellness messages to the general employee population on any of the topics listed below? (e.g. posters, brochures, videos)		
11.1.1 Signs and symptoms of heart attack	**yes**	**no**
11.1.2 Signs and symptoms of stroke	**yes**	**no**
11.1.3 Blood pressure levels	**yes**	**no**
11.1.4 Cholesterol levels	**yes**	**no**
11.1.5 Diabetes management	**yes**	**no**
11.1.6 Tobacco cessation	**yes**	**no**
11.1.7 Healthy eating (weight control)	**yes**	**no**
11.1.8 Exercise/Physical fitness	**yes**	**no**

Comments or general impressions regarding educational messages:

LiveWell Greenville Healthy Workplace Assessment Tool

12.0 Administrative Support		
12.1 Does the worksite have a wellness committee?	yes	no
12.1.1 Does the committee meet at least quarterly?	yes	no
12.1.2 Is it represented by a cross section of the workforce?	yes	no
12.1.3 Does it include at least one senior manager?	yes	no
12.1.4 Is there a written mission or goal statement for the committee?	yes	no
12.1.5 Does the committee have a budget?	yes	no
12.2 Does the worksite have an individual responsible for employee health and wellness programs? If no, skip to question 12.3	yes	no
12.2.1 Are at least half of his/her responsibilities devoted to health promotion?	yes	no
12.2.2 Does the individual have a budget to work with?	yes	no
12.3 Does the worksite link its employee wellness program to the company's overall business objectives? (written strategic plan)	yes	no
12.4 Does the worksite organizational mission statement contain references to improving/maintaining employee health?	yes	no
12.5 Does the worksite provide management support for worksite health promotion? For example, does the CEO/manager provide at least annual messages supporting health promotion (personal address, memo, newsletter article, etc.	yes	no
12.6 Does the worksite offer members incentives to participate in lifestyle and behavior education/modification programs (e.g. no cost to members, discounts to fitness centers)?	yes	no

Comments or general impressions regarding administrative support:

LiveWell Greenville Healthy Workplace Assessment Tool based on the following sources:
Physical Environment Assessment Example: Utah Department of Health Bureau of Health Promotion
Worksite Wellness for Tompkins County Summary of Heart Check Survey Questions
University of Minnesota School of Public Health: Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events

Step 2: Plan

Step 2: Plan

Now that you have completed the LiveWell Greenville Healthy Workplace Assessment Tool, it is time to review your results and determine which areas you would like to prioritize to make improvements in your workplace environment so that the healthy choice is the easiest choice for employees. For example, you may decide that you want your organization to focus on improving the vending machines and food offered at employee meetings. Within each focus area develop 2-3 goals. Make your goals SMART: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound. A goal in the area of vending machines might be: By the end of 2011 increase the number of healthy options available in the vending machines by 50%. Then for each goal you develop, determine the action steps needed to accomplish the goal, persons responsible for each action step, and targeted completion date.

The following is an Action Planning Document Template that you can use to develop your organization's plan. Do not feel like you need to fill in all the spaces. It is best to pick just a couple of areas in which you'd like to improve and focus on those first. **Even simple changes can make a difference!** You can always choose additional areas to work on once you have accomplished your initial goals. The first table in this document lets you outline your areas of focus and the goals for each area. Each of the following tables are designed to outline your action steps for each goal.
LiveWell Greenville is available to provide assistance and support in developing your action plan, free of charge. We encourage you to take advantage of this complimentary service.

Here are some examples of simple changes you can make:

- Offer water and unsweetened tea at office meetings instead of soft drinks and sweet tea
- Make a fruit basket available to employees in the break room
- Place signs that encourage employees to take the stairs instead of the elevator

LiveWell Greenville Healthy Workplace Action Planning Document Template

Worksite Name:
Date:
Target date for Evaluation:

Areas For Improvement/Specific Goals

Assessment Area	Goals	Target Date for Completion

Goal 1:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 2:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 3:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 4:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 5:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 6:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 7:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 8:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 9:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Goal 10:

Actions to Reach Above Goal	Persons Involved	Target Date for Completion

Step 3: Implement

Step 3: Implement

Now that you have prioritized specific areas to improve in your workplace so that the healthy choice is the easy choice for employees and developed a plan with specific goals and timelines, it is now time to put your plan into action. This next portion of the LiveWell Greenville Healthy Workplace Toolkit has some resources that will help you as you implement your action plan. You will find links to different websites that have valuable information that can assist you in creating a workplace environment that supports your employees in their healthy living endeavors. LiveWell Greenville does not play any role in determining the contents on these websites. They are, however, from reputable organizations such as the Centers for Disease Control that we have confidence in recommending for your use. Remember that LiveWell Greenville is here to provide technical support and assistance to you as you implement your healthy workplace plan.

Online Resources for Implementation

CDC LEAN Works
www.cdc.gov/leanworks
This is a web-based resource compiled by the Centers for Disease Control to assist employers in obesity prevention efforts in the workplace. LEAN is an acronym for **L**eading **E**mployees to **A**ctivity and **N**utrition. This website helps explain why employee wellness initiatives are important, and has tips for planning, building, promoting, and assessing your efforts. It also includes a **link** to the CDC Community Guide which provides evidence-based recommendations and best practices for incorporating employee wellness into your work environment.

CDC StairWELL Campaign
www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/index.htm
Another resource from the Centers to Disease Control highlights the opportunity to encourage increased physical activity among employees through encouraging them to take the stairs. This website provides ideas for promoting stair use through messages advocating the benefits to taking the stairs and through physical enhancement of the stairwell environment to make it inviting.

WELCOA Free Resources
http://www.welcoa.org/freeresources/
WELCOA (Wellness Council of America) has a wide range of free online resources that can help you build your company's worksite wellness initiatives. A Free Reports section enables you to download the WELCOA Quick Culture Inventory and Select the Right Health Promotion Vendor Every Time: WELCOA Checklist. WELCOA also includes links to expert interviews, case studies, sample surveys, and incentive campaigns which can assist you in your efforts.

American Heart Association Start! Walking Program
www.americanheart.org/presenter.jhtml?identifier=3040791
This walking program by the American Heart Association encourages employers to create a workplace environment conducive to physical activity by setting up "walking routes" in the workplace and promote employee use of them.

Move More Walking Map Guide
www.eatsmartmovemorenc.com/WalkingMapGuide/WalkingMapGuide.html
Another way to encourage physical activity among employees is to create a walking map that promotes safe walking routes in and around the worksite. Eat Smart Move More North Carolina has provided a guide that describes the process for creating, mapping, and promoting walking routes at the worksite.

Starting a Garden Market at Work

www.cdc.gov/nccdphp/dnpao/hwi/toolkits/gardenmarket/index.htm

This resource that may be helpful to those interested in starting at garden market in the workplace as a way to increase access to fruits and vegetables for employees. This particular guide is based on a Healthier Worksite Initiative demonstration project at a CDC location, but the principles can serve as guide to assist other employers who may be interested in a similar effort.

CDC Walkability Audit

www.cdc.gov/nccdphp/dnpao/hwi/toolkits/walkability/index.htm

Walkability is a measure of the safety and desirability of walking routes. The CDC has developed this tool that enables you to assess safety and attractiveness of walking paths in and around your worksite. Access to desirable walking routes at or near the worksite can help to increase physical activity among employees.

SPARK People

www.sparkpeople.com

SPARK People is an online educational resource and tracking tool. It provides employees the ability to set up an account free of charge where they can track both their physical activity participation and their food intake. Users of this website also have access to a wealth of healthy living information and recipes, as well as moderated discussion boards to share tips, challenges, and successes with others.

Local Resources for Implementation

Greenville County Recreation District
www.greenvillerec.com/parks
Greenville County Recreation District manages multiple parks and facilities throughout Greenville County, including the GHS Swamp Rabbit Tram Trail. Visit this website to learn more about the different recreational venues GCRD offers and to find the ones closest to your worksite that you can encourage employees to visit for physical activity.

Municipal Parks and Recreation Departments
The following websites provide information about the parks and recreation offerings for each of the different municipalities in Greenville County
- Greenville: www.greenvillesc.gov/ParksRec/default.aspx
- Mauldin: www.cityofmauldin.org/city-departments/recreation/default.aspx
- Simpsonville: http://simpsonvillerec.wordpress.com/
- Fountain Inn: http://www.fountaininn.org/parks-and-recreation
- Travelers Rest: http://travelersrestsc.com/life/attractions.php

YMCA of Greenville
www.ymcagreenville.org
The YMCA of Greenville has four family branches located in different areas of Greenville County that offer a variety of wellness facilities and programs for people of all ages and fitness levels. Visit their website for more information, including corporate wellness opportunities.

St. Francis WorkWell
http://stfrancis.bonsecours.com/our-services-business-health-services-st-francis-workwell.html
WorkWell by St. Francis Hospital System is an employee wellness initiative that includes the Healthy Steps wellness program with assessments, health coaching, and health education as well as occupational injury prevention and management programming. Visit their website to learn more about St. Francis WorkWell

Greenville Hospital System Business Health
http://www.ghs.org/businesshealth
Greenville Hospital System is committed to "helping employers improve the health of their workforce and bottomline" through multiple business health services. These include health risk appraisals, on-site health screenings, and company health report cards. Visit the GHS Business Health website for more information on the services they offer.

LiveWell Greenville
www.livewellgreenville.org
LiveWell Greenville is a community coalition of dozens of public and private organizations who are committed to making Greenville County a healthy place to live, work, and play through policy, systems, and environmental changes. Visit their website for resources that can assist your business in making the healthy choice the easy choice.

South Carolina Department of Health and Environmental Control (DHEC)
http://www.scdhec.gov/health/chcdp/cvh/worksite.htm
The South Carolina DHEC Healthy South Carolina Worksites webpage contains links to information that can help your business implement a worksite wellness initiative, including a comprehensive SC Worksite Toolkit and Resource Guide.

Vending Machine Recommendations

Include more items in the vending machine that have:
- Less than 6 grams of fat per serving
- Less than 7 grams of sugar per serving
- (both of the above guidelines exclude nuts, seeds, and dried fruit)
- Less than 300mg of sodium per serving
- At least 2 grams of dietary fiber per serving

Here are some ideas for foods to include in your vending machine that meet these guidelines for healthier options:

Non-perishable items:
- Dried fruit (i.e. raisins and cranberries)
- Low-fat granola bars
- Whole grain and low sugar cereal
- Whole grain crackers
- Graham crackers
- Animal crackers
- Fig Newtons
- Low-fat popcorn
- Baked chips
- Sun Chips
- Pretzels
- Unsweetened applesauce
- Nuts and seeds
- Sunflower kernels
- Canned fruit in own juices (no heavy syrup)

Beverages:
- Bottled water (no carbonation, no added artificial sweeteners, sugar, or caffeine)
- Unsweetened flavored water
- 100% fruit or vegetable juice (maximum size 12 oz)

Sources:
Clemson Cooperative Extension
Cater to Health Coalition Sample Policies
Vending Machine Food and Beverage Standards: California 5 a Day- Be Active! Worksite Program

Guidelines for Serving Healthy Foods at Meetings

The following are some suggestions for healthy options to serve at employee meetings.

Breakfast:
- Fresh fruit
- Mini-muffins
- Mini-bagels with low-fat cream cheese
- Whole-grain cereals
- Low-fat yogurt
- Granola bars

Lunch/Dinner:
- Sandwiches with lean meat on whole grain bread
- Mustard and low fat mayonnaise for condiments
- Fresh fruit
- Salad with low fat dressing on the side
- Vegetables without butter or cream sauces
- Pasta with low fat cheeses and vegetable based sauces
- Broth based soups
- Baked potatoes with low fat toppings on the side
- Whole grain rolls

Dessert
- Fresh fruit
- Angel food cake
- Fruit crisp or cobbler
- Fruit sherbet or sorbet

Snacks:
- Raw vegetables with low-fat dip
- Air popped popcorn
- Whole grain crackers
- Fresh fruit
- Hummus
- Baked tortilla chips and salsa
- Pretzels
- Dried fruit or trail mix

Beverages:
- Water
- Unsweetened tea
- 100% fruit and vegetable juice

Source:
Choosing Foods and Beverages for Healthy Meetings, Conferences, and Events: Centers for Disease Control
Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events: University of Minnesota School of Public Health
Guidelines for Healthy Meetings: New York State Department of Health Center for Community Health
Healthy Meeting Policies: California 5 a Day-Be Active! Worksite Program

Additional Resources for Model Policies

Visit the following websites for additional information about guidelines and policies for healthy vending and healthy food options for meetings.

University of Minnesota School of Public Health: Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events
http://www.sph.umn.edu/img/assets/9103/Nutrition_Guide.pdf

California 5 a Day Be Active! Worksite Program: Healthy Meeting Policies
http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-HealthyMeetingPolicies.pdf

California 5 a Day Be Active! Worksite Program: Vending Machine Food and Beverage Standards
http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-VendingMachineStandards.pdf

New York State Department of Health: Guidelines for Healthy Meetings
http://www.health.state.ny.us/nysdoh/prevent/docs/guidelines.pdf

Centers for Disease Control: Choosing Foods and Beverages for Healthy Meetings, Conferences, and Events
http://www.cdc.gov/nccdphp/dnpa/pdf/Healthy_Worksite_Food.pdf

Harvard School of Public Health: Delicious, Nutritious Food Selections for Conferences
http://www.hsph.harvard.edu/nutritionsource/files/healthy-food-options-for-conferences.pdf

Cater to Health: Sample Vending Policies
http://www.eatwellworkwell.org/policies.html

Step 4: Evaluate

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Overview

Once you have made changes in your workplace environment it is important to evaluate your efforts to objectively determine if any changes you have instituted have contributed to improvements that support your employees in eating healthy and being physically active, compared to your baseline assessment (Step One). This is crucial because it enables you to reflect on any progress you have made thus far in order to determine how close you are to fulfilling your goals as well as if you need to shift your focus or change direction.

Use the Action Plan you developed in Step Two to determine your timeline for evaluation. The "target date for evaluation" that you set on the very first page should be when you first evaluate your efforts. Evaluation timelines will vary, but in general you should allow at least six months between the time you begin implementing your plan and the time you evaluate. There are three main types of evaluation:

Process evaluation- this measures whether an initiative was implemented the way it was intended. For instance, if your original objective was to place a sign outside each stairwell promoting the benefits of taking the stairs then a process evaluation would consist of measuring how many signs were actually placed in stairwells.

Impact evaluation-this measures the intermediate short-term results that you might desire as a result of any environmental or policy changes your company has made to facilitate healthy choices by employees. For example, an impact evaluation measure of a stairwell promotion campaign might be the percentage of employees who opt to take the stairs instead of the elevator.

Outcome evaluation- this measures the long-term results that you would desire from a workplace wellness initiative. Using our stairwell campaign example, an outcome evaluation might measure the prevalence of overweight and obesity among employees or the amount of health care expenses paid by the employer. It may take a few years to see significant changes in outcome objectives so you will probably not measure these during the first round of evaluations.

On the next page you will find some guidelines on how to conduct your evaluation of workplace wellness efforts.

Evaluation Guidelines

- Keep in mind that there is no "one-size-fits-all" plan for evaluation. Your method of evaluation of environmental and policy change efforts will depend in part on your specific action plan you developed in Step Two. Remember that LiveWell Greenville is available to provide technical support and assistance to you as you develop an evaluation plan specific to your action plan.

- No matter what your specific action plan contains, the best starting point is to conduct a **process evaluation**. Re-take the specific sections of the LiveWell Greenville Healthy Workplace Assessment Tool that you chose to focus on and then compare your baseline and one-year follow-up results. LiveWell Greenville is available to discuss your follow-up results with you and provide assistance as you determine next steps.

- To conduct an **impact evaluation**, you will most likely need the participation of employees, since it is hoped that environmental changes to support employees in making healthy choices will in turn influence their behavior with respect to healthy eating, physical activity, and reduced smoking. Resources to measure impact range from simple questionnaires to full health risk appraisals. The following page has a sample impact evaluation tool based on one developed by South Carolina DHEC. If you ask employees to complete a questionnaire you will need to ensure them that their responses will remain confidential and that completion of the questionnaire will in no way affect their employment status. Remember that LiveWell Greenville is available to assist you in developing an impact evaluation plan.

- An **outcome evaluation** will not be necessarily after initial implementation of your environmental change efforts to foster healthy eating and physical activity by employees, but it is still a good idea to keep your ultimate goals in mind such as reduced prevalence of overweight and obesity and related chronic conditions among employees as well as a reduction in health care costs and an increase in employee productivity and morale-all good news for your company's bottom line.

Basic Impact Evaluation Tool: Employee Habits Survey

Employee Habits Survey

Physical Activity Level

1.How often do you currently participate in moderate (i.e. brisk walking, slow cycling, gardening) or vigorous (i.e. jogging, running, swimming laps, fast cycling) physical activity?

- o I do not currently participate in any type of moderate to vigorous physical activity and I don't plan to start in the near future
- o I do not currently participate in moderate to vigorous physical activity but I've been thinking about starting.
- o I'm participating in moderate to vigorous physical activity for at least 30 minutes on some days, but fewer than five days per week
- o I'm participating in moderate to vigorous physical activity for at least 30 minutes a day, five or more days per week

Fruit and Vegetable Intake

2.How often do you eat fruits and vegetables? One serving equals ½ cup or 1 medium piece of most fresh or frozen fruits and vegetables and ¼ cup of dried fruits and vegetables.

- o I don't eat fruits and vegetables regularly now, and I don't plan to start in the near future.
- o I don't eat fruits and vegetables regularly, but I've been thinking about starting.
- o I currently eat fruits and vegetables regularly, but less than five servings a day.
- o I currently eat five or more servings of fruits and vegetables daily.

Fat Intake

3.Select the statement that best describes your current intake of low fat foods.

- o I don't worry about the fat content of the food I eat and I don't plan to in the near future.
- o I eat high fat foods daily, but I've been thinking about trying to reduce my intake.
- o I limit my intake of high fat foods to 1-3 times per week
- o I eat high fat foods less than once per week

Whole Grains

4.Select the statement that best describes your current intake of whole grain foods. One serving equals 1 slice of bread, 1 oz of cereal, ½ cup of cooked rice or pasta.

- o I don't eat whole grain foods now, and I don't plan to start in the near future.
- o I don't eat whole grain foods regularly, but I've been thinking about starting.
- o I eat whole grain foods 3-4 times a week.
- o I eat whole grain foods daily.

Tobacco Use

5.Select the statement that best describes your current tobacco use.

- o I don't smoke.
- o I smoke but I'm not thinking about quitting anytime soon.
- o I smoke and I'm thinking about quitting someday, but not right now.
- o I smoke and want to quit within the next month or two.

Sample evaluation tool based on Employee Habits and Interest Survey from South Carolina DHEC Worksite Wellness Toolkit and Resource Guide

Step Five: Celebrate

Step 5: Celebrate

After you have taken some time to evaluate your progress on worksite wellness efforts it is a good idea to take some time to celebrate your accomplishments thus far. Although you may have long term and short term goals remaining to achieve, celebrating victories along the way can keep you energized and motivated to continue the journey towards a workplace with healthier and more productive employees.

Here are some suggestions of ways you can celebrate your company's progress towards creating a workplace environment that supports employees in making healthy choices with respect to nutrition, physical activity, and reduced smoking:

- Plan a luncheon or picnic with catered healthy foods
- Have a potluck where each participating employee brings a healthy dish
- Have a company walk or hike at one of the local parks