By picking up the Oklahoma Health at Work Toolkit, you have just taken an important step in improving the health and productivity of your company as a whole. The Wellness Now Coalition is a community-led initiative of individuals and organizations that share a vision to improve the health and wellness of Oklahomans. Our mission is to improve the health of our fellow Oklahomans through community partnerships that create policies, systems, and environments that make living well easier. The Wellness Now Coalition—Health at Work helps employers develop effective worksite wellness programs to increase physical activity and healthy eating in the worksite. Health at Work reaches not only adults at work, but also carries over to their families, which benefits both the company and employee.

There is little surprise that incidences of obesity, type 2 diabetes, heart disease, and certain types of cancer continue to rise in Oklahoma due to poor nutrition and physical inactivity, costing Oklahoma an estimated $854 million per year in direct medical costs and lost productivity. Only 1 in 7 Oklahoma adults report eating fruits and vegetables five or more times per day, ranking Oklahoma 51st in the nation, and Oklahoma’s adult obesity rate has nearly quadrupled since 1988. Unfortunately, employers are bearing a sizable portion of these costs.

At least 50% of a business’s health care costs are driven by poor nutrition, lack of physical activity, and tobacco use among its employees. Given that the average full-time employee spends approximately half of their waking hours in the workplace and consumes one to two meals during working hours, worksites can have a tremendous impact on the health of their employees. Companies that invest in wellness programs report health care savings of over $3 for every $1 invested.

The Oklahoma Health at Work Toolkit was developed by Health at Work for businesses like yours to create a foundation within the workplace for better health and increased productivity. This Toolkit was designed and tested to make it easy to plan, implement, and evaluate a wellness program at your worksite.

You will soon notice a difference in the improved health, energy, morale, and productivity of employees at your company. We thank you for becoming our partner as we continue to fight the epidemic of preventable chronic disease caused by unhealthy eating and physical inactivity. Together we can strive to change and enhance people’s lives. Congratulations on taking the first step and best of luck with the implementation of your own employee worksite wellness program and culture.
Savvy employers know that healthy employees demonstrate increased productivity and morale in addition to lower health care costs. Employees notice and appreciate efforts by their employers to help them lead healthy lifestyles. As Oklahoma and the nation face unprecedented increases in adult obesity and associated costs, eating 3½ to 6½ cups of fruits and vegetables and enjoying at least 30 minutes of physical activity every day will help employees manage their weight and protect them from a number of chronic diseases related to lifestyle.

How healthy is your workforce? Are you doing all you can to help employees keep their medical costs down? It is important to provide an environment where employees can put healthy habits into practice! Check for Health was created as an easy-to-use tool for assessing your worksite and demonstrating a commitment to your employees’ health. Check for Health will assist you in evaluating the culture of health in your organization and how well that culture supports employees’ healthy eating and physical activity habits. Use the information gathered from this assessment to make healthy changes at your worksite and to measure your progress over time. The accompanying recommendations are included to assist you with this task.

**HOW DO I USE CHECK FOR HEALTH?**

This tool was designed with you in mind. It’s easy! Check for Health requires no prior knowledge or experience. Follow these simple instructions to learn more about the health environment around you, and take the first powerful steps toward making positive changes.

1. Read through the entire document prior to beginning the assessment.
2. Check off all the items in Check for Health that apply to your worksite.
3. Walk through your worksite. Talk with employees in different departments and in a variety of jobs. Ask questions. Open your eyes to things you may not have noticed before.
4. Read through your results when your Check for Health assessment is complete. Identify areas you would like to improve.
5. Move on to the “Recommendations” section to help you make healthy changes at your worksite.
6. Discuss your Check for Health results with key senior management. List for them ways that employee health and productivity is supported and can be improved. Enlist their support in making positive changes to the food and physical activity environment at work.
7. Follow up with your improvements. Notice any differences in the employees’ productivity and morale. Strong follow-up is the key to quality, long-lasting changes to the workplace environment.
8. Conduct regularly scheduled assessments. Chart your progress by comparing the results of each assessment.
WORKFORCE CHARACTERISTICS

1. What is the total number of full- and part-time employees (not counting temporary or seasonal) in all locations of the entire company as of the last payroll?

Please provide your best estimate of the total number of employees who are employed by the entire organization, not your particular worksite.

2. How many full- and part-time employees (not counting temporary or seasonal) are currently employed at your worksite?

Please provide your best estimate of the total number of employees who are employed by your particular worksite, not the entire organization.

3. Approximately how many of the employees (not including temporary or seasonal) at your worksite are:

   - Full-Time (35 hours or more)
   - Under the age of 40
   - Female
   - Male
   - Non-Manual Labor (Administration, professional, sales, technical, clerical)
   - Manual Labor (Production, labor)

4. In the past 12 months, did your worksite either downsize, increase the size of the workforce, or stay the same size? Check only one.

   - ☐ Down-sized    ☐ Stayed the same
   - ☐ Increased    ☐ Both down-sized and increased

INSURANCE

5. Does your worksite offer employees a health insurance plan?

   - ☐ Yes    ☐ No Go to question 7.

6. What is your health insurance plan? Check all that apply.

   - ☐ Health Maintenance Organization (HMO)
   - ☐ Preferred Provider Organization (PPO)
   - ☐ Indemnity Plan
   - ☐ Other
Does your worksite offer employees any health promotion programs, services, or classes?

☐ Yes  ☐ No (If no, go to question 9.)

*For question 8, give your best estimate for the number of times the health promotion program or service is offered or the classes meet. When indicating the number of class sessions in the past year, please indicate the total number of meeting times. For example, if a course is offered one time but has 12 class sessions, then count all 12 sessions. Or, if a class is offered all year long twice per week, then the total number of class sessions is 104.*

8. Please indicate if the following health promotion programs or services are offered at your worksite.

<table>
<thead>
<tr>
<th>Program/Service</th>
<th>Onsite or Offsite</th>
<th>Free to Employees</th>
<th>How Often Is This Offered Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy eating/ Nutrition classes</td>
<td>☐ Yes ☐ No</td>
<td>☐ Onsite ☐ Offsite</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ # of class sessions in the past year</td>
</tr>
<tr>
<td>Individual Nutrition or diet management counseling</td>
<td>☐ Yes ☐ No</td>
<td>☐ Onsite ☐ Offsite</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ # of counseling sessions in the past year</td>
</tr>
<tr>
<td>Fitness Assessment</td>
<td>☐ Yes ☐ No</td>
<td>☐ Onsite ☐ Offsite</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ # of assessments in the past year</td>
</tr>
<tr>
<td>Group physical activity</td>
<td>☐ Yes ☐ No</td>
<td>☐ Onsite ☐ Offsite</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ # of class sessions in the past year</td>
</tr>
<tr>
<td>Health risk appraisals</td>
<td>☐ Yes ☐ No</td>
<td>☐ Onsite ☐ Offsite</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ # of appraisals in the past year</td>
</tr>
<tr>
<td>Tobacco cessation classes</td>
<td>☐ Yes ☐ No</td>
<td>☐ Onsite ☐ Offsite</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ # of class sessions in past year</td>
</tr>
<tr>
<td>Other</td>
<td>☐ Yes ☐ No</td>
<td>☐ Onsite ☐ Offsite</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ # of other activities in past year</td>
</tr>
<tr>
<td>Other</td>
<td>☐ Yes ☐ No</td>
<td>☐ Onsite ☐ Offsite</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>___ # of other activities in past year</td>
</tr>
</tbody>
</table>
FOOD ENVIRONMENT

Lunch/Dinner Breaks

9. Please answer YES or NO to the following questions about lunch and dinner breaks in your workplace.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are lunch/dinner breaks enforced at your worksite?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do most employees take lunch/dinner breaks?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cafeteria/Lunchroom

10. Does your worksite have a cafeteria, snack bar, or food service for employees?

- Yes
- No (If no, then go to question 12.)

For question 11, “healthy” food alternatives include low-fat, reduced sodium, no-sugar options such as low-fat or fat free yogurt or cheese, lean meat sandwiches, broiled or baked meats or fish, light or fat-free mayonnaise or salad dressing, or whole grain breads. “Healthy” beverage alternatives include low-fat or fat-free milk, 100% fruit juice, or water.

11. Please answer YES or NO to the following questions about your cafeteria.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the cafeteria, snack bar, or food service provide “healthy” food alternatives on a daily basis?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the cafeteria, snack bar, or food service provide fresh fruits and vegetables on a daily basis?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the cafeteria, snack bar, or food service provide “healthy” beverage alternatives on a daily basis?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the cafeteria, snack bar, or food service provide labels [e.g., ‘lowfat’, ‘light’, ‘heart healthy’] to identify “healthy” food alternatives?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Does your cafeteria/lunchroom have one or more microwave ovens?

- YES
- NO

13. Does your cafeteria/lunchroom have one or more refrigerators?

- YES
- NO

14. Does your cafeteria/lunchroom have at least one sink with a water faucet?

- YES
- NO

15. Is there a water cooler or bottled water available to employees free of charge at all times?

- YES
- NO
16. Does your worksite have vending machines for employees to access food or beverages?  
☐ YES  ☐ NO (If no, go to question 18.)

For question 17, “healthy” food alternatives include low-fat, reduced sodium options such as pretzels, baked chips, or crackers; “healthy” beverage alternatives include low-fat or fat-free milk, 100% fruit juice, or water; and “labels” are those that have been placed on or near the vending machine and do not include the messages provided by the manufacturer on the item itself.

17. Please answer YES or NO to the following questions about your vending machines.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are fruits (dried or fresh), vegetables, lowfat snacks, or other “healthy” food alternatives usually available in your vending machines?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>What is the proportion of “healthy” food in the vending machines?</td>
<td>☐ Less than 25% ☐ 25% to 49% ☐ 50% to 75% ☐ More than 75%</td>
</tr>
<tr>
<td>Are “healthy” beverage alternatives usually available in your vending machines?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>What is the proportion of “healthy” beverages in the vending machines?</td>
<td>☐ Less than 25% ☐ 25% to 49% ☐ 50% to 75% ☐ More than 75%</td>
</tr>
<tr>
<td>Are labels to identify “healthy” food alternatives provided on or near the vending machines?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Are labels that indicate nutritional value provided on or near the vending machines?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
### Food Culture

18. Please answer YES or NO to the following questions about the food culture in your workplace.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do employees frequently bring high-calorie foods (e.g., baked goods, donuts, candy) to share with coworkers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees bring high-calorie foods to sell for fundraisers (e.g., Girl Scouts or sports teams)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there candy jars or other food jars on employees’ desks, in conference rooms, copy rooms, or waiting rooms?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employee birthdays celebrated with cake or other baked goods on a regular basis?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When employees bring in baked goods or other high-calorie foods to share, are there usually healthy options available too (e.g., fruit or vegetable trays)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Food Availability Near the Worksite

19. Please answer YES or NO to the following questions about food available near your workplace.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there healthy restaurants – like smoothie, salad, or sandwich shops in the neighborhood surrounding the worksite (neighborhood = 4 block radius)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do restaurants in the neighborhood provide appealing healthy options (i.e., foods lower in calories and fat that are as fresh and visually appealing as other less healthy options)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What restaurants exist in the neighborhood?

- □ Jack in the Box
- □ Subway
- □ McDonald’s
- □ Applebee’s
- □ Wendy’s
- □ Pizza Hut
- □ Denny’s
- □ Starbuck’s
- □ Chili’s
- □ Burger King
- □ Taco Bell
- □ KFC
- □ Other ________________
- □ Other ________________
- □ Other ________________
20. Please answer YES or NO to the following questions about the availability of items that enable people in your worksite to be physically active while at work.

<table>
<thead>
<tr>
<th>Item</th>
<th>Answer Only If Available Onsite</th>
<th>Free to Employees</th>
<th>Approximate % Of Employees Who Use These Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A locker room with showers</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>An indoor area set aside specifically for exercise and physical activity</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Aerobic exercise equipment, such as stationary cycles or Stairmasters</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>A walking club or other physical activity club</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Accessible stairwells</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>Bicycle parking</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
</tbody>
</table>

21. How many employees at your worksite:

<table>
<thead>
<tr>
<th>Item</th>
<th>Almost no People</th>
<th>Some People</th>
<th>Half the People</th>
<th>Most People</th>
<th>All People</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are active as part of their job (i.e., doing manual labor, walking briskly, as opposed to mostly sedentary–like computer work behind a desk)?</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Live within walking or biking distance from work?</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Park several blocks away or further in order to walk a little extra as they come to/from work?</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Feel safe walking or spending time outside in the surrounding community?</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
POLICIES AND INCENTIVES

For question 22, material incentives could include t-shirts, coffee mugs, cash payments, or other items. Benefits plan-related incentives could include improved benefit allowances, discounted health insurance, increased disability payments, additional life insurance, or added vacation “well days” off.

22. Please answer YES or NO to the following questions about incentives for healthy behaviors.

<table>
<thead>
<tr>
<th>Answer Only If Incentive Provided</th>
<th>Material</th>
<th>Benefits Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your worksite provide any type of incentives for healthy eating?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Does your worksite provide any type of incentives for maintaining an ideal weight?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Does your worksite provide any type of incentives for engaging in physical activity?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

23. Please answer the following questions about policies at your worksite.

| Does your worksite have policies that require healthy food preparation practices in the cafeteria [steaming, lowfat/salt substitutes, limited frying]? | □ None □ Written/Formal □ Informal |
| Does your worksite have policies that require healthy food choices in the cafeteria? | □ None □ Written/Formal □ Informal |
| Does your worksite have policies that require healthy food choices in the vending machines? | □ None □ Written/Formal □ Informal |
| Is it policy in your worksite to provide nutritious food and beverage options at company meetings and events | □ None □ Written/Formal □ Informal |
| Does your worksite have a policy statement supporting employee physical activity [policies that allow workers to take walking breaks, do pre-heavy-labor stretching, and take additional time off during lunch to exercise]? | □ None □ Written/Formal □ Informal |
| Is it company policy that health promotion programs are provided during company time [not lunch hour]? | □ Yes □ No |
### ADMINISTRATIVE SUPPORT

25. Does your worksite have a wellness committee?

- YES
- NO

### HEALTH NORMS AND VALUES

26. How many employees at your worksite:

<table>
<thead>
<tr>
<th>Are good role models for making healthy food choices?</th>
<th>Almost no People</th>
<th>Some People</th>
<th>Half the People</th>
<th>Most People</th>
<th>All People</th>
<th>Don't Know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are good role models for a physically active lifestyle?</th>
<th>Almost no People</th>
<th>Some People</th>
<th>Half the People</th>
<th>Most People</th>
<th>All People</th>
<th>Don't Know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Would support others if they tried to adopt good health habits (e.g., healthy eating and physical activity)?</th>
<th>Almost no People</th>
<th>Some People</th>
<th>Half the People</th>
<th>Most People</th>
<th>All People</th>
<th>Don't Know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>This company values healthy workers.</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>This company is genuinely concerned about the health and well-being of workers.</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Can easily see that top management has a commitment to improving employee health.</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>It is easy to see that middle management has a commitment to improving employee health.</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
INDIVIDUAL CHARACTERISTICS

28. What is your current position?

☐ Upper Level Manager  ☐ Food Service Manager  ☐ Middle Level Manager
☐ Labor Representative/Union Steward  ☐ Lower Level Manager
☐ Clerical/Administrative Assistant  ☐ Human Resources Representative
☐ Other:___________________________  ☐ Health and Safety Representative

29. How long have you been employed by this company?

_____ Years  _____ Months

30. During the past month, how healthy was your diet?

☐ Very healthy  ☐ Somewhat healthy  ☐ Somewhat unhealthy  ☐ Very unhealthy

31. During the past month, did you participate in any physical activities, such as running, swimming, golfing, or walking?

☐ YES  ☐ NO

CONGRATULATIONS ON COMPLETING CHECK FOR HEALTH!

A version of this assessment tool was created at St. Louis University by a team funded by the Centers for Disease Control and Prevention. It was based on an instrument developed by Brian Fisher at New York State Department of Health.

*Items 9, 18, and 19 were developed by the Network for a Healthy California—San Diego and Imperial Regions.*
1. I am interested in learning more about healthy food choices.
   [ ] Very  [ ] Somewhat  [ ] Not at all

2. I am interested in participating in “tasting” events to sample foods.
   [ ] Very  [ ] Somewhat  [ ] Not at all

3. I am interested in having healthier snacks for purchase at work.
   [ ] Very  [ ] Somewhat  [ ] Not at all

4. I am interested in learning more about the benefits of physical activity.
   [ ] Very  [ ] Somewhat  [ ] Not at all

5. I am interested in increasing my level of physical activity.
   [ ] Very  [ ] Somewhat  [ ] Not at all

6. I am interested in learning new ways to cope with feelings of stress.
   [ ] Very  [ ] Somewhat  [ ] Not at all

7. I am interested in information on time management skills.
   [ ] Very  [ ] Somewhat  [ ] Not at all

8. I am interested in learning skills to cope with change.
   [ ] Very  [ ] Somewhat  [ ] Not at all

9. I am interested in organizing social events with co-workers
   [ ] Very  [ ] Somewhat  [ ] Not at all

10. I am interested in health information I can read, listen to or watch on my own.
    [ ] Very  [ ] Somewhat  [ ] Not at all

11. I am interested in working in a tobacco free environment.
    [ ] Very  [ ] Somewhat  [ ] Not at all

12. I am interested in information about quitting tobacco.
    [ ] Very  [ ] Somewhat  [ ] Not at all  [ ] Not applicable
13. I like participating in team activities.
   
   □ Yes   □ No

   If yes, I have participated in these team activities: (check all that apply)
   
   □ Basketball   □ Soccer   □ Tennis   □ Softball   □ Baseball
   □ Volleyball   □ Hockey   □ Other_______________________

14. I would like to participate in wellness activities within my regular work schedule.

   □ Yes   □ No

   If no, what are the barriers to participation?

15. I like participating in wellness activities before work.

   □ Yes   □ No

16. I like participating in wellness activities after work.

   □ Yes   □ No

17. I would like activities that last:

   □ 10-15 minutes
   □ 30-60 minutes

18. Outside of work, I ______ to be healthy. (check all that apply)

   □ Go to the gym   □ Play sports   □ Walk   □ Eat healthy
   □ Run   □ Other_______________________

19. What kind of activities would you like your employer to offer: (check all that apply)

   □ Lunch & Learns   □ Health Information   □ Safety Information
   □ Wellness Challenges   □ Health Screening   □ Discount Gym Membership
   □ Health Risk Assessments   □ Other_______________________

20. Comments or suggestions for your employee wellness program:
RECOMMENDATIONS

NUTRITION

1. Let your cafeteria, catering truck, and vending machine vendors know that you want healthy food at and near your worksite.

2. Work with your vendors to make sure that healthy choices, as identified by Check for Health, are available in the cafeteria, catering trucks, and vending machines. Request that healthier options cost less than or equal to the price of less nutritious foods.

3. Work with your vendor toward a goal of having healthy options represent at least half of all available food items. Include items that have no more than 35% of calories from fat, no more than 10% of calories from saturated fat, and no more than 35% sugar by weight. [See www.networkforahealthycalifornia.net/worksite for nutrition standards and healthy food examples.]

4. Work with your vendor to make a refrigerated vending machine available. Offer healthy perishable snacks like fresh fruits, pre-packaged vegetables, nonfat yogurt, 100% fruit juice, and lowfat and nonfat milk. Be sure that these products are restocked on a regular basis and kept fresh.

5. Serving size is important. Make sure that the size available is a single-size serving. Remove multiple-serving choices of less nutritious foods.

6. Don’t let your worksite be an advertisement. Request the removal of brand name advertisements for less healthy foods and posters and materials that promote junk food, soda, and sedentary behavior. Replace them with non-branded health promotion signs, such as physical activity/healthy eating posters.

7. At employer-sponsored coffee stations, meetings, and events, offer healthy food and beverage options. If you cannot offer perishable fruits and vegetables as snacks, go for healthier packaged foods such as dried fruits, granola bars, pretzels, and baked crackers. Serve water, lowfat or nonfat milk, and 100% fruit juice for beverages. Do not offer fruit drinks, which contain less than 50% juice, soda, or other sugary non-nutritive drinks.

8. Make the healthy choice the easy choice by providing point-of-sale nutrition information and signage and offering healthy items consistently at a reduced cost.

9. Support employees who wish to “brown bag” healthy food from home by providing refrigerators and microwaves, a sink with water access, and a space for food preparation.
PHYSICAL ACTIVITY

10. Encourage employees to incorporate physical activity into their day by offering promotional programs and educational materials.

11. Support walking or biking to work as well as physical activity at breaks or lunchtime by providing showers, changing facilities, lockers, and secure bike storage.

12. Include activity or stretch breaks in meeting agendas or conduct meetings while walking.

13. Organize opportunities for physical activity, such as attractive and accessible stairwells, walking clubs or sports teams, and classes in empty conference rooms.

14. Permit time off during the workday to participate in physical activity.

ENVIRONMENT

15. Demonstrate your organization’s commitment to employee health in the mission statement, management objectives, training, and during recruitment.

16. Issue regular messages from the CEO and senior management in support of employee health.

17. Include health topics in organization publications such as newsletters, intranet, and bulletin boards.

18. Make information about healthy eating and physical activity available throughout the worksite.

19. Designate an employee with responsibility for health promotion.

20. Form a wellness committee.
Creating a wellness committee will bring the health promotion program closer to the employees and distribute the workload. Recruit 6-12 people, depending on the size of your business, to be on your wellness committee. At least one of the original workgroup members should stay on the wellness committee. The committee should be diverse, including administrative assistants, custodial staff, production employees and managers. Your employees have a diverse range of needs and these needs will be best met when there is a voice for them on the wellness committee. The Committee Guide has all of the resources they will need to get started. Make this one of the first items on the action plan.

**ROLE OF THE WELLNESS COMMITTEE**

1. Develop and implement group and individual activities to support employees who want to adopt healthy behaviors.
2. Gain support for the wellness program from their co-workers and encourage participation.
3. Promote programs, policies and environments that support healthy living.

**ROLE OF THE EMPLOYEES**

1. Attend wellness activities.
2. Adopt healthier behaviors.
3. Encourage and support co-workers.
4. Let the management team and the wellness committees know what is needed to support healthy behaviors.
MARKETING THE HEALTH PROMOTION PROGRAM

No program is going to be successful if the employees do not utilize it. The program needs a name—something catchy and fun—and a mission. Try to tie it in with your company’s mission. Promote the health promotion program through the communication methods normally used by the company. Encourage the wellness committee to plan a kickoff event. Whatever you do, make sure to communicate the company’s strong commitment to the program and the health of all employees.

MONITORING PROGRESS

The action plans developed by the initial workgroup and the wellness committee will form the basic framework for evaluation. Set up an evaluation plan early to monitor the progress of your program. This will keep it strong and effective throughout the years. The first year will likely be challenging as you put your program together, so be willing to make changes and ask for help when you need it. The action plan is there to guide you, but will always be a document in progress. Change it when needed. The additional resources in each of the Prevention and Disease Management Toolkits and in the Committee Guide provide direction for additional health promotion program planning. The success of the program will depend on everyone doing their part. It starts with the management team, but ultimately each individual employee will make the choice to live a healthier life.
Following the steps outlined in this toolkit is a wonderful way to create a healthier work environment. Creating a policy that documents the program, ensures its implementation, and allows for effective evaluation will help to strengthen your worksite wellness efforts.

**POLICY VS. PROGRAM**

The wellness program and wellness policy, although complementary, are two different things.

A *wellness program* consists of the services offered to promote and maintain good health, whereas a *wellness policy* ensures the implementation of the wellness program and sustainability.

**Examples of Program Elements:**

- Group fitness classes
- Healthy snacks offered at meetings and in vending machines
- Incentives for taking part in wellness activities

**Examples of Policy Elements:**

- Two paid employee breaks of 15 minutes per work day
- Nutrition guidelines for foods offered at meetings and in vending machines
- Safety standards for use of exercise equipment

**THE IMPORTANCE OF POLICY**

1. Having a policy in writing creates responsibility and accountability. If certain opportunities are available to employees, they should be easy to find and reference when needed.

2. Within a policy, it is important to document the opportunities present in the wellness program, what equipment and time will be provided to take advantage of those opportunities, and the guidelines that must be followed. By creating specific standards and responsibilities, the program can be evaluated based on those standards.

3. The policy provides an important place to state the purpose and objectives of the wellness program.

***Nutrition and physical activity policy examples are available at the end of this toolkit.***
Nothing satisfies like healthy food. This section contains information on improving the food environment where you work, including great tips on:

1. Healthy meeting policies
2. Filling your vending machine with good food
3. Equipping your break room
4. Improving the menu in your cafeteria/lunchroom
5. Ordering farm-fresh produce
6. Setting up a worksite farmers’ market

**HEALTHY MEETING POLICIES**

The following suggestions can help you offer healthy foods and physical activity breaks to accommodate the needs of your employees. By offering these healthy choices at workplace gatherings and events, you will be encouraging vitality and productivity while supporting workers’ interests in healthy eating and physical activity.

**IDEAS FOR HEALTHY FOOD OPTIONS AT MEETINGS**

*For snacks during meetings*

Serve delicious fruits and vegetables to keep attendees alert and productive. Try the following options:

1. Bite-size fruits and vegetables in-season like grapes, cherries, strawberries, baby carrots, cherry tomatoes, and broccoli.
2. Whole, fresh fruit like apples, oranges, nectarines, plums, kiwi, and apricots.
3. Cut-up fresh fruits including honeydew melon, cantaloupe, and watermelon.
4. Pre-packaged fruit cups and dried fruits, which can provide a tasty treat when refrigeration is not available.
5. Cut-up fresh vegetables, like celery, squash, and bell peppers, served with low-fat or fat-free dips.

*For meals during meetings*

1. Include an abundance of fruits and vegetables to help keep attendees focused and full of energy.
2. Serve cut-up fresh fruit for breakfast, as a salad, or for dessert.
3. Serve salads with a variety of colorful vegetables and fruits.
4. Offer delicious vegetable sandwiches or a sandwich tray with lots of fresh vegetables, sliced low fat cheeses, lean meats, and low-fat spreads.
5. Serve entrees and side dishes with tasty beans, peas, and lentils.

Find recipes for delicious and healthy meeting meals at http://www.cachampionsforchange.cdph.ca.gov/en/recipes.php
OTHER WAYS TO SUPPORT HEALTHY EATING AT MEETINGS

Serve beverages, condiments, and other foods with little or no added sugar, such as:

- Water
- 100% fruit and vegetable juices
- Regular and decaffeinated coffee or tea
- Vegetable spreads like hummus and pesto

Serve fat-free, low-fat, or low-calorie beverages, condiments, and other foods such as:

- Nonfat dairy products like nonfat milk and yogurt
- Low-fat or fat-free salad dressings (served on the side)
- Low-fat dips, salsa, or mustard
- Whole grain crackers or air popped popcorn
- Lean meats, poultry, or fish that are served in small portions
- Low-fat or low-calorie desserts like angel food cake or fruit sherbet

Provide whole grain products like whole wheat or multi-grain breads, bagels, rolls and muffins, brown rice, or whole grain cereals.

Serve foods low in sodium like unsalted pretzels, air popped popcorn, and entrees cooked with spices and herbs instead of salt

Offer smaller portions such as whole grain mini-muffins and mini-bagels
VENDING MACHINE FOOD AND BEVERAGE STANDARDS

In order to increase employee access to healthy food and beverage options at work, the Wellness Now Health at Work Program is encouraging employers to implement the following healthy food and beverage standards in their onsite vending machines.

FOOD STANDARDS

Healthy food and beverage options in vending machines should utilize the following guidelines:

Food:

1. Only offer items that contain 0 grams trans fat per serving
2. Only offer snack items that contain $\leq 230$ mg sodium per serving (excludes refrigerated meals)
3. Individual meal items must contain $\leq 480$ mg sodium per serving
4. In addition to meeting the requirements listed above, at least 25% of all packaged food choices must meet the following criteria:
   - $\leq 200$ calories per item (excluding nuts and seeds without added fats, oils, or caloric sweeteners)
   - $\leq 10\%$ total calories from saturated fat (excluding nuts and seeds without added fats or oils)
   - $\leq 35\%$ of calories from sugar (excluding fruits without added sweeteners)

Beverages:

1. At least 50% of available beverage choices (other than 100% juice and unsweetened milk) must contain $\leq 40$ calories/serving
2. If milk or dairy-type products are offered, only offer 2%, 1% or non-fat
3. If juice is offered, offer at least one 100% juice with no added caloric sweeteners
4. Vegetable juice must contain $\leq 230$ mg sodium per serving

***Safe, unflavored, cool drinking water should always be available at no cost to employees.
MANDATORY PRICING/PLACEMENT STANDARDS

1. Businesses should encourage the purchase of healthy food and beverage items that meet these nutrition standards by selling them at a price that is equivalent to or lower than the price of the remaining items within the vending machine that do not meet these nutrition standards.

2. Food items meeting these nutrition standards must be placed within the top third of the vending machine so that they are visible at eye level.

*** The Wellness Now Health at Work Program recommends restricting the marketing of less than healthy foods and beverages onsite, including through advertisements, posters, coupons, and other print materials (including on-site cafeterias, food venues, vending areas, etc).

NUTRITION LABELS AND INGREDIENT LISTS

Reading the nutrition labels and ingredient lists of certain food products can be intimidating, but with a little help, anyone can become an expert. Making healthy choices can be a breeze when you understand nutrition information.

For help understanding nutrition labels, visit these helpful sites:

http://www.heart.org/HEARTORG/GettingHealthy/NutritionCenter/HeartSmartShopping/Reading-Food-Nutrition-Labels_UCM_300132_Article.jsp
http://www.mayoclinic.com/health/nutrition-facts/NU00293

TIPS FOR READING AN INGREDIENT LIST

Ingredients are listed by weight, so the first ingredient in the list is the most abundant ingredient and the last is the least abundant.

A good rule of thumb is to avoid products that list sugar, high fructose corn syrup, or trans fats (hydrogenated oils) as one of the first three ingredients.

SAMPLE INGREDIENT LISTS

Yogurt A – INGREDIENTS: cultured pasteurized Grade A nonfat milk, whey protein concentrate, pectin, carrageenan

*Note that there is no sugar or hydrogenated fat listed

Yogurt B – INGREDIENTS: cultured Grade A reduced fat milk, apples, high fructose corn syrup, cinnamon, pectin.

Contains active cultures

*Note that high fructose corn syrup is the third most abundant ingredient
HEALTHY VENDING MACHINE OPTIONS

NON-REFRIGERATED HEALTHY VENDING MACHINE OPTIONS

Canned fruit cups

Dried fruits such as raisins, apricots, and apples

Pretzels

Baked chips, low-fat popcorn

Whole-grain crackers

Low-fat granola bars

Low-fat, whole grain cereals

REFRIGERATED/FROZEN HEALTHY VENDING MACHINE OPTIONS

Vegetables, such as baby carrots, broccoli, and celery sticks

Fresh fruit salads

Fresh vegetable salads with low-fat or fat-free dressing

Packaged fruit slices, such as sliced apples

Nonfat yogurt

Nonfat cottage cheese

Sandwiches made with vegetables and/or lean meats on whole-grain bread

Frozen 100% fruit bars

Water

100% fruit/vegetable juice

Nonfat or 1% low-fat milk
Dear ____________________,

In an effort to improve the health of our employees, I would like to improve the selection of healthy items in our vending machines. Below is a list of sample healthy options that I am interested in including in our vending machines.

Non-Refrigerated Healthy Vending Machine Options
• Canned fruit cups
• Dried fruit
• Pretzels
• Baked chips
• Low-fat popcorn

Refrigerated/Frozen Healthy Vending Machine Options
• Vegetables, such as baby carrots, broccoli florets, and celery sticks
• Fresh fruit salad
• Nonfat yogurt
• Water
• 100% fruit juice

Please contact me immediately to discuss this further. Thank you.

Sincerely,

Name:

Fax to your vending machine vendor.

Choose as many healthy vending machine options as you want from the list of healthy vending items found in this tool.
Healthy Dining Menu Guidelines

In order to increase employee access to healthy food options at work, the Wellness Now Health at Work Program is encouraging employers to implement the following healthy dining menu standards at their onsite cafeterias or dining facilities. Once you have begun providing menu options that meet these healthy standards at your worksite, we encourage you to branch out and recruit nearby restaurants to implement the standards as well.

Healthy Food and Beverage Options in Onsite Cafeteria and Food Venues

**Food:**
1. Only offer 2%, 1%, and fat-free dairy items.
2. If yogurt is offered, only offer yogurt with no added caloric sweeteners or yogurts labeled as reduced- or less-sugar according to FDA labeling standards.
3. Processed cheeses should contain ≤230 mg sodium per serving.
4. When protein entrees are offered, offer lean meat, poultry, fish, or low-fat vegetarian entree choices.
5. Canned or frozen tuna, seafood, and salmon should contain ≤290 mg sodium per serving, and canned meat ≤480 mg sodium per serving.
6. Commercial food items should have zero trans fat per serving on the label.
7. All individual food items should contain ≤480 mg sodium as served, unless otherwise specified.
8. All meals should contain ≤900 mg sodium as served.
9. When cereal grains are offered (e.g., rice, bread, pasta), a whole grain option should be offered for that item.
10. All cereal, bread, and pasta offerings must contain ≤230 mg sodium per serving.
11. At least 50% of breakfast cereals must contain at least 3g of fiber and less than 10g total sugars per serving.

**Beverages:**
1. Drinking water should be offered at no charge at meal service events.
2. At least 50% of available beverage choices (other than 100% juice and unsweetened milk) should contain ≤40 calories/serving.
3. If milk or other dairy-type items are offered, only offer 2%, 1% and non-fat.
4. If juice is offered, offer at least one 100% juice with no added caloric sweeteners.
5. Vegetable juice should contain ≤230 mg sodium per serving.
1. Healthy food purchasing practices (e.g., to reduce the calorie, sodium, and fat contents of foods) should be implemented for onsite cafeteria and food venues.

2. Healthy food preparation practices (e.g., steaming, low-fat, low salt, limiting frying) should be implemented in onsite cafeteria and food venues.

3. Smaller portions should be served in onsite cafeterias and food venues.

*** The Wellness Now Health at Work Program recommends restricting the marketing of less than healthy foods and beverages onsite, including through advertisements, posters, coupons, and other print materials (Including on-site cafeterias, food venues, vending areas, etc).

HOW CAN I MAKE MY ONSITE DINING CHOICES HEALTHY?

Working with your employer, send a fax similar to the sample to the right to your onsite food service provider regarding the nutritional quality of food items in your dining facilities. Remember to include the healthy dining menu guidelines as part of your fax.

Fax

To:__________From:_______
Fax:__________Pages:_______
Phone:__________Date:________
Re:Healthy Dining options_CC:__________

Dear______,

In an effort to improve the health of our employees, I would like to ensure that all of the foods offered in our dining facilities meet recommended nutrition guidelines. Please provide me with information on how our menu options rate based on the attached nutrition guidelines.

Please contact me immediately to discuss healthy dining options further. Thank you.

Sincerely,

Name:
Business name:
Telephone number:
Email Address:
In order to increase employee access to healthy food options at work, The Wellness Now Health at Work Program is encouraging employers to implement this easy-to-use guide, which offers step-by-step instructions on how to order boxes of fresh fruit and have those boxes delivered right to your worksite.

Did you know that having sweet, juicy fruits and crisp, crunchy vegetables delivered directly to your worksite will give your employees enough energy to power through the day? Imagine the impact this could have on improving productivity and your bottom line! If healthy employees and profitability are of interest to your organization, then this simple guide to worksite produce delivery is right for you.

HOW TO ORDER BOXES OF FRESH FRUITS AND VEGETABLES FROM LOCAL FARMERS

One simple way to have fresh fruits and vegetables delivered to your worksite is to participate in a Community Supported Agriculture (CSA) Program. A CSA Program provides locally grown, seasonal fruits and vegetables to worksites or individuals on a subscription basis. This subscription typically includes a weekly delivery of one or more large boxes of produce. Each box of produce contains enough fruits and vegetables to feed a family of four for a week. If a CSA Program is right for your worksite, here are a few steps you should consider:

1. The cost for each weekly CSA delivery of fresh fruits and vegetables range from $13 to $30 per box. Collaborate with your management staff and employees to determine the best way to pay for the fruit and vegetable deliveries.
   
   A. If your worksite pays for the fresh produce, you can distribute the items to your employees as snacks that they can enjoy during breaks and lunchtime/dinnertime at meetings, and throughout the workday. You’ll be surprised by how well this will go over with your employees.
   
   B. If your worksite is unwilling to pay for the fruit and vegetable deliveries, you can determine whether individual employees or groups of coworkers would like to pay for the produce themselves. With this approach, the employees who pay for the produce deliveries can choose whether they want to share the fruits and vegetables amongst themselves during the workday and/or take the produce home to share with their families.
   
   C. Another approach is to share the cost of the fruit and vegetable deliveries between the worksite and the employees.

2. Designate a person in your office who will be responsible for coordinating the CSA fruit and vegetable deliveries.

3. Locate participating CSA farms in your area by visiting www.localharvest.org. This easy-to-navigate web site will allow you to search for a CSA farm by city, zip code, or state. Additional CSA resources can be found at www.nal.usda.gov/afsic/csa/, a website hosted by the United States Department of Agriculture.
4. Contact a nearby CSA Program to set up a partnership agreement or subscription between your worksite and the farm.

5. Once a subscription has been established, you can expect your weekly drop-off of fresh fruits and vegetables delivered to, or near, your worksite.

   A. Often, CSA Programs have pre-existing drop-off/pick-up locations, times, and days for each specific geographic area. Locations are usually centralized, such as a community hall or nearby recreation club.

   B. You may also arrange for your subscription to be delivered directly to your worksite. You and the farmer should discuss this prior to committing to a subscription service. It may be necessary to speak with a couple of farms in the region to find the one that meets your needs.

   C. The subscriber will not always know what is in the box until he or she opens it up, which adds to the fun of receiving produce straight from the farm. For those who can’t wait, most CSA Programs have web sites that list the week’s fruit and vegetable selections.

   D. During a bountiful season, subscribers may receive extra boxes of produce during the week, with more types of fruits and vegetables than normal. There is no additional cost for these extra boxes, but keep in mind that during less bountiful times of the year, selection and abundance can be limited.

**HOW TO ORDER BOXES OF FRESH FRUITS AND VEGETABLES FROM PRIVATE COMPANIES**

If you prefer to receive customized orders of fresh fruits and vegetables, consider utilizing private companies who specialize in shipping fresh produce. The benefit of such companies is that you can choose how much, how often, and what type of fruits and vegetables you want delivered to your worksite. The fruits and vegetables are sent directly to your worksite, and the time from harvest to consumption can be as little as three days. If this approach fits well with your worksite, here are a few things to keep in mind:

1. Make sure a person in your office is designated to order the fruits and vegetables, monitor the deliveries, place the produce boxes in common eating or gathering areas, communicate with employees that the produce is available, and keep track of the payment process.

2. A 25-pound box (50 pieces) of fresh produce can be delivered directly to your worksite for as little as $64 per week, which includes overnight shipping. Go to www.fruitguys.com to see how The FruitGuys, a California based company, provides boxes of fruits to worksites.

3. A long-term annual commitment is not required from a private produce supplier, and a worksite can cancel its subscription at any time.

4. Many forms of payment can be used, such as credit cards, installment agreements, and purchase orders.

5. Private produce suppliers want to know what you think of their products, so make sure your worksite provides feedback on the quality and variety of fruits and vegetables that are provided.
In order to increase employee access to healthy food options at work, the Wellness Now Health at Work Program is encouraging employers to implement this easy-to-use guide that shows you how to set up and maintain a farmers’ market at or near your worksite so that you and your employees can conveniently shop for fresh fruits and vegetables every week.

**BEFORE YOU GET STARTED**

If you are interested in setting up a farmers’ market at or near your worksite, here are a few things to consider before you get started:

1. Assess whether your worksite or a nearby location, like a community park, has enough space to accommodate a farmers’ market. Your location should have enough space for the farmers to park their trucks and drop off their loads. There should also be enough space for each farmer to set up their 10’x10’ booths, and for customers to easily and safely walk among the vendors and other customers.

2. Make sure you have a large enough customer base to support a farmers’ market. As a general rule, a minimum of 300 regular customers is needed to support a very small farmers’ market, which has five farmers/vendors.

3. Determine whether the farmers’ market site has:
   
   A. Electricity and water in compliance with local codes and laws;
   
   B. Disabled person and health code compliant restroom facilities within 200 feet for use by customers and vendors;
   
   C. Adequate storage for market supplies and equipment;
   
   D. Adequate parking, if the customers include people from the community;
   
   E. Enough trash receptacles to handle the volume of farmers’ market trash;
   
   F. Appropriate zoning. Check with the local zoning board, planning department, or other organizations that may have jurisdiction over the site to make sure the farmers/ market is located in a legally feasible place.
Once you’ve determined that a farmers’ market is right for you, here is what to do:

1. Organize a worksite team to help walk through the steps in setting up the farmers market.

2. Determine whether you want to go with a farmers’ market association approach or work with local farmers directly to set up a farmers’ market.

   A. With the farmers’ market association approach, contact your local farmers’ market manager to discuss your interest in organizing a farmers’ market at your worksite. The manager and his/her farmers’ market association can help to coordinate most of the logistics associated with market operations, including obtaining the license and permits and securing the appropriate number of local farmers. Your role at the worksite will be to provide space for the market and to promote it. To identify a farmers’ market manager near you, go to http://okgrown.com/, where you can get a list of farmers’ markets by county.

   B. If you do not have a farmers’ market association in your area, you can work directly with one or more farms to supply produce for a farmers’ market. Typically, the farm representative will coordinate most of the external logistics, such as handling insurance issues, while the worksite will provide space for the market.

   C. Determine when you want the farmers’ market to open for business, the day and times of operation, and when you want the farmers’ market to close for the season. Farmers’ markets typically operate from early May to the end of October, are open for one day per week, and stay open to the public for four hours per market.

   D. Determine the number of fruit and vegetable farmers that are right for your farmers’ market size and customer base.

   E. Determine whether you want to have hot food vendors, sell flowers, sell non-produce items, and have entertainment. A farmers’ market manager can help you secure these vendors.

   F. Develop a list of farmers’ market rules. Review and select from sample rules at http://oces.okstate.edu/pittsburg/agriculture/Farmers%20Market%20Guidelines%202011.pdf If you are working with a farmers’ market manager, he/she will typically draft rules for you.

   G. If you expect to have low-income customers shop at your farmers’ market, consider accepting food stamps/electronic benefits transfer. To find out how to accept food stamps/electronic benefits transfer at your farmers’ market, visit http://www.fns.usda.gov/snap/ebt/fm.htm

   H. Ensure that all permits and licensing documents have been completed. For registration information with the Oklahoma Department of Agriculture, visit http://www.oda.state.ok.us/forms/mktdev/farmersmarketreg.pdf
PROMOTING THE FARMERS’ MARKET

Once your farmers’ market is ready to go, here are some good ways to promote it:

1. Let your employees know when the farmers’ market will open, the days and times of operation, and when the farmers’ market will close. Use emails, flyers, posters, word-of-mouth, and/or your company’s intranet to share this information. If feasible, also promote the farmers’ market in the nearby community to increase your customer base.

2. Send weekly emails or flyers to employees reminding them of the farmers’ market.

3. Set up promotional activities like food demonstrations and sampling at the farmers’ market to give employees the opportunity to taste different kinds of fruits and vegetables.

4. Have employees submit their favorite recipes featuring farmers’ market products and distribute the recipes to all employees.

5. Develop an employer-sponsored coupon program where employees are offered a discount off their next farmers’ market purchases.

6. Offer a prize, like a t-shirt or apron, to the employee that buys the most produce from the farmers’ market during a one-month period. You may need to create a simple tracking card that collects each participants monthly produce purchases.
WALK, CLIMB, STEP UP!

Re-energize your workforce with physical activity. This section shows you how to step up the enthusiasm for:

1. Physical activity at meetings
2. Including physical activity throughout the day
3. A simple walking club
4. A stairwell-climbing program
5. Creating a physical activity policy

PHYSICAL ACTIVITY AT MEETINGS

IDEAS FOR FUN PHYSICAL ACTIVITY AT MEETINGS

Meeting breaks are great opportunities for workers to get some physical activity every day. You don’t have to be an aerobics instructor to lead a physical activity break. Just remember to have fun and be safe.

A physical activity break is:

1. Completely voluntary.
2. Movement at one’s own pace that is comfortable and does not cause pain.
3. 3 to 10 minutes long, gets the muscles warm, and the heart pumping.
4. A reason to smile.
5. An energizer for the rest of the meeting.

A physical activity break does not need to:

1. Make people sweat.
2. Cause pain or discomfort.
3. Be professionally organized or led.

Simple tips on how to lead a physical activity break:

1. Physical activity breaks can take place anywhere (e.g., inside the meeting room, outside the room, outside the building, or even in your chair).
2. Ensure sufficient space and clearance for everyone to avoid injury.
3. Advise participants to do only what feels good and to stop immediately if anything hurts.
Physical activity suggestions that are ideal for meeting breaks:

1. Slowly stretch neck, shoulders, arms, hands, back, legs, and feet—avoid bouncing and jerky movements.
2. Move arms, head, and torso in circles.
3. Lead a brisk walk around the room, the inside of the building, or outside. Consider including the stairs, if available.
4. March in place.
5. Suggest that participants lift knees higher or pump their arms if they want to get a more vigorous workout, but only if it’s comfortable.

Adding physical activity into your every day routine

There’s nothing wrong with setting aside time in your day for a vigorous workout, but adding a little physical activity into your workday in small spurts can be beneficial too! Juggling the fast pace of work and a family/social life can be extremely exhausting, which leaves little time or energy for a full workout routine. With a few tips you can turn your office and surrounding areas into your own personal gym!

Walk when you can

1. When you get to work, park in the back of the parking lot and walk the rest of the way.
2. Walk to a co-workers office instead of emailing them when possible.
3. Need a pick me up? Take a brisk walk around the office or up and down a few flights of stairs! Walking has been shown to reduce stress and increase motivation.
4. Replace your coffee break with a walking break.
5. When walking, a good rule of thumb is to walk at the pace you would if you were late to a meeting.
6. Keep a pair of tennis shoes in your office all the time to make walking more comfortable.

Keep fitness equipment in your work area

1. Keep a pair of dumbbells and resistance bands in your office and do a few simple exercises every hour at your desk.
2. Use a fitness ball for seating rather than your office chair for part or all of the day. This will improve balance and strengthen core muscles.

Grab a buddy!

1. Find a friend that has a similar schedule to you, and encourage them to join you in your mini-workouts.
2. Walk around the parking lot before and after you and your co-worker go to lunch.
3. Having a friend who is also interested in staying healthy will help you stay accountable to your goals.
The best thing you can do to incorporate physical activity into your every day routine: Use any and every opportunity to move more!

For more tips on adding physical activity to your day, refer to these resources:

http://www.cdc.gov/physicalactivity/everyone/getactive/

http://www.choosemyplate.gov/physical-activity/increase-physical-activity.html


ESTABLISHING WORKSITE WALKING CLUBS

The following suggestions can help you offer safe physical activity to accommodate the needs of all your employees. By offering a worksite walking club, you will be encouraging vitality and productivity while supporting workers’ interests in increased physical activity.

Are you looking for an easy way to get healthy during the workday? Interested in finding an activity that can be both social and beneficial for your health? Participating in a worksite walking club is a great way to accomplish these goals. This guide is designed to walk you through the steps you need to take to create a successful walking club at your worksite.

Why walk? It’s Healthy

WALKING...

1. Improves flexibility and coordination
2. Helps to control body weight and reduce body fat
3. Improves mood and relieves symptoms of depression and anxiety
4. Reduces high cholesterol and lowers blood pressure
5. Strengthens bones
6. Reduces the risk of chronic diseases like heart disease, stroke, type 2 diabetes, and some other types of cancer

Overall, regular participation in physical activities, like walking, is associated with increased life expectancy!

IT’S COST-EFFECTIVE

A healthier workforce results in lower rates of absenteeism, increased productivity, and lower health care costs for employers

IT’S SOCIAL

Coworkers interact with each other, building a stronger sense of teamwork and increased morale.

Walking is one of the best, most convenient forms of physical activity. It can be enjoyed by those young and old, fast or slow, beginners or experienced.
STEP 1: ORGANIZING YOUR WALKING CLUB

Before starting a walking club, it is important to identify 3 to 5 people to help you start your club. These employees will help you promote the walking club and encourage employee participation. These individuals might already exist in the form of a worksite wellness committee or advisory group.

As an alternative, consider asking people who are already walking for fitness to be “charter members.” Suggest that each charter member ask 2 or 3 coworkers to join. Remember to invite supervisors and/or human resources (HR) staff as well.

STEP 2: PLANNING THE DETAILS OF YOUR WALKING CLUB

When planning a worksite walking club, be sure to consider the following:

When and How Often Will the Club Meet?

1. Set a specific, standard time when most employees are able to attend (e.g., a time when no regularly scheduled meetings occur like during morning, lunch, or afternoon break periods).
2. Piggyback on existing events that can complement the walk, such as walking to a nearby farmers’ market.
3. Ideally, participants should walk 2 to 3 days (e.g., Monday/Wednesday/Friday or Tuesday/Thursday). Daily would be even better!

Select a Walking Route

1. Consider establishing your first walking club route around a safe park nearby or along well-kept sidewalks around your workplace. If desired, purchase inexpensive pedometers to track your steps.
2. Choose a route that always starts and finishes in the same place—ideally the lobby or sidewalk in front of your worksite. This will allow people of different fitness levels to walk various distances and find their way back.
3. Utilize online mapping web sites to identify and/or measure the distance of a route chosen by you and/or the walking club.
4. Contact your county parks and recreation department for information on walking trails and routes in your area.
5. If safety is a concern, consult local law enforcement for guidance on safe routes and to make them aware of your walking club activities.

STEP 3: PROMOTING YOUR WALKING CLUB

Once the logistics are determined, begin recruitment efforts. Select a kick off date and start promoting the walking club to your fellow employees. Invite someone from HR to assist in these efforts.
**How to Create Excitement for Your Walking Club:**

1. Develop promotional materials such as posters and flyers. Choose a theme and display it on all printed materials. Sample themes include: step up to better health, energize your workday-join the walking club, small steps to success, wake up your body-walk for health, walk for life, walk across America or walk (your city’s name). Put up posters and flyers in onsite cafeterias, break rooms, hallways, bulletin boards, in addition to each employees cubicle, mailbox, locker, etc.

2. Advertise in your worksite’s newsletter

3. Work with your HR/payroll department to get a free announcement sent out with the monthly or bi-monthly checks.

4. Make announcements through email distribution lists or by sending a voicemail out to all employees.

**When Designing a Flyer, Include the Following Information:**

1. Date, time, and location of the walking club kickoff event.

2. Make sure flyers indicate that people will be WALKING on the kickoff date.

3. List a contact person and his/her phone number and email address.

4. Mention the benefits of walking.

5. Tell people to bring a friend!

**STEP 4: STAGING A KICKOFF EVENT**

*At the kickoff event, provide a brief introduction about the particulars of the walking club:*

1. Circulate a sign-in sheet to get contact information for all interested participants (e.g., name, telephone number, email).

2. Discuss and agree on the logistic arrangements of the group (e.g., when/where the walks will occur and how long each walk will last).

3. Encourage all interested participants to walk as often as possible, with the understanding that if they miss a walk, they can rejoin the group at any time.

4. Briefly mention that because everybody begins at different fitness levels, people should walk at their own pace. Also, walkers should consult with their doctors if they have any chronic diseases such as heart disease, high blood pressure, diabetes, high cholesterol, etc.

**Safety First!**

1. If you’re going for a longer walk, warm up with stretching exercises and include a cool down period to reduce stress on your heart and muscles.
2. Practice correct posture—head upright, and arms best at the elbow and swinging as you stride.

3. Choose comfortable, supportive shoes, such as running, walking, or cross training shoes, or light hiking boots.


5. Drink plenty of water before, during, and after walking to cool working muscles and keep your body hydrated. Begin slowly, and gradually increase the length of time and the intensity of your walk.

6. Use sidewalks where provided, and cross or enter streets where it is legal to do so. When a sidewalk is not provided, it is usually safer to walk facing road traffic.

7. Make it easy for drivers to see you. Dress in light colors and wear reflective material. Carry a flashlight as dusk or when it’s dark.

Now, it’s time to hit the pavement and begin your walking club’s first walk!

**STEP 5: KEEPING YOUR WALKING CLUB’S MEMBERSHIP**

*Maintaining and Expanding Your Walking Club’s Membership*

Walking clubs are very dynamic—a group can start with 40 walkers and dwindle at any given time to 10 consistent walkers. Fluctuations occur, but it is the group’s responsibility to continuously and creatively promote the walking club. Also, keep in mind that walking clubs may not be feasible or successful at all worksites. At worksites where this is the case, the activity of walking can still be promoted to employees. The resulting increase in employees’ physical activity levels will benefit the individual employees and the worksite as a whole, just as a formal walking club would.

*Maintaining Motivation*

1. Recognition at the worksite is important for motivation. Ways to motivate walking club members and give recognition to the members’ efforts include:

2. Highlighting the walking club in your worksite newsletter, including testimonials from walkers and a calendar of the clubs scheduled walking activities.

3. Scheduling quarterly social functions, such as barbecues, picnics, or healthy break time snacks, after scheduled walks.

4. Rotating the leadership of the walking club at least annually.

5. Recognizing members when they reach special milestones – 10 miles, 50 miles, 100 miles, etc. or 1 hour, 5 hours, 10 hours, etc. members can keep track of their miles or hours walked by using a walking journal or log.

7. Organize challenges such as increased distances or time spent walking.

8. Providing participants with incentive items such as t-shirts, motivational posters and brochures related to walking (see www.journeyworks.com), water bottles, visors, lip balm, sunscreen, or pedometers. Pedometers can be purchased in many sporting goods stores or directly from manufacturers. They can be digital or analog. For direct sales or bulk pricing, visit:

   A. New Lifestyles at www.digiwalker.com
   B. Optimal Health Products at www.optimalhealthproducts.com
   C. Accusplit at www.accusplit.com
   D. Blue Cross/Blue Shield at www.bcbs.com/walkingworks/crossshield.html

STEP 6: EVALUATING THE SUCCESS OF YOUR WALKING CLUB

Management support is essential to maintaining a successful worksite walking club. In order to sustain management support, it is a good idea to periodically share evaluation data, confirming the benefits of the club and the positive effects it has on members. Consider implementing some of the following simple evaluation ideas to measure the effectiveness of your worksite walking club:

1. Keep records of attendance at each walking club event. Attendance counts will help you see if there has been an overall increase or decrease in walkers.

2. Consider having the walking club members fill out periodic satisfaction surveys. These surveys can give the members a chance to report positive feedback about the walking club, as well as feedback on what can be done to improve the club.

3. Have a few walking club members write up brief testimonials that describe their experiences with the club and the benefits that participation has brought to them. These testimonials can be shared with upper management or all staff through an e-mail distribution list or in the worksite newsletter.

RESOURCES

Here are resources and links that will help in starting a walking group:

1. The Complete Guide to Walking for Health, Weight Loss, and Fitness by Mark Fenton – includes information about walking warm-up moves, apparel, clubs and walking organizations, events, athletic footwear, hiking organizations, mall walking, walking poles, and socks.


The following suggestions can help your employees enjoy the benefits of physical activity. Simply taking the stairs on a regular basis can make a difference in the energy level and vitality of your workforce.

Wouldn’t it be great if there was a way for you and your coworkers to be active during the day without having to pay for a gym membership or even having to leave the worksite?

Well, there is. Surprisingly enough, those underutilized stairwells at your worksite are an inexpensive and effective way to add physical activity to anyone’s daily routine. By simply climbing up or down a few flights of stairs every day on your way to lunch or in between meetings, you will strengthen your heart, muscles, and bones without having to miss a beat during your busy workday.

This resource provides you with the information you need to spruce up your worksite’s stairwells and motivate and encourage all employees to utilize them in an effort to improve overall health and well-being, as well as your bottom-line.

STAIRWELL BASICS

In order to make the most of your worksite’s stairwells and to ensure an enjoyable passage for all who use them, make sure that the following basic elements are in place.

1. The stairwells need to be safe, with controlled access from the outside
2. Stairwells should be well-lit with good visibility (including mirrors and video cameras if needed)
3. Stairwells should be well constructed and maintained, equipped with non-slip or non-skid treads, and cleaned regularly.

CREATING ATTRACTIVE AND INVITING STAIRWELLS

Once you have established that your worksite’s stairwells are equipped with the basics, it’s time to think outside the box and come up with inventive and interesting ways of making the stairs the most appealing choice for employees. In order to do this, consider implementing any or all of the following ideas:

1. Post motivational signs and prompts at elevators that encourage employees to take the stairs. Visit www.cdc.gov/nccdphp/dnpao/stairwell/motivational_signs.htm to obtain sample signs that have been tested and found to be effective. See examples below:
2. Add inspirational and informative quotes, messages, rhymes, or jingles on walls or stair risers.

*Examples*

That’s one small step for me, one giant leap towards good health.

Do some reps, take the steps

For a better today and a healthier tomorrow

Physical activity will add years to your life, and life to your years

Raise your fitness level one step at a time

Sneak activity into your daily routine

Step up to a healthier lifestyle

Small steps make a big difference

The cheapest gym anywhere...the stairs!

The victory is not always to the swift, but to those who keep moving

There are 1440 minutes in every day...schedule 30 of them for physical activity

Your heart needs exercise. Here’s your chance

We are what we repeatedly do. (Aristotle)

Provide popular music in the stairwells

Paint/decorate stairwells in pleasing colors and attractive designs, as permitted by your worksite. Consider utilizing artwork, painted murals, photographs, or other items that capture interest or spark curiosity.

*Examples*

Paint/decorate your stairwell in a forest theme. Complete it with natural music such as the sound of waterfalls or birds chirping

Organize a contest where employees submit photographs they have taken and decorate the stairwells with the winning entries.

Make sure to rotate or change messages, artwork, or music regularly to maintain interest

Carpet stairwells or have floor coverings that are attractive and minimize noise.

Rename the stairwells as “the fitness zone.” Utilize that name/theme on all promotional items (e.g., put up signs on the outside of the stairwells that say “YOU ARE NOW ENTERING THE FITNESS ZONE”)

Add footsteps that lead from the elevators to the stairs and have a message spelled out along the way.
ENCOURAGING STAIRWELL USE

Now that your worksite’s stairwells are equipped with the basics and they are attractive and inviting, how do you get more employees to actually use them? Here are some ideas for encouraging stairwell use at your worksite:

1. Promote stairwell use as a way to maintain every day activity levels and achieve weight loss, fitness, or competitive goals. Also, encourage all levels of your organization to model these behaviors and support one another.

2. Organize stairwell events or competitions to maintain fun, camaraderie, and motivation. Consider implementing creative, team-based stairwell challenges that use the imagination and the stairs to “climb a mountain” or a favorite landmark (e.g. Mt Whitney, Mt. Everest, or the Empire State Building). Provide goal setting worksheets or activity logs for employees to keep track of their progress. A sample form can be found at www.networkforahealthycalifornia.net/fitbusinesskit.

3. Provide employees with prizes and incentives for reaching goals and milestones. Keep in mind that something as simple as a ribbon, certificate, or a colorful wristband could be recognized as a symbol of peer support and recognition, as well as pride in personal achievement. Fellow employees/teams can also volunteer to provide simple prizes for the winning team of the stairwell competition. A sample prize coupon can be found at www.networkforahealthycalifornia.net/fitbusinesskit.

4. Team up with colleagues to start a “stairwell club”. Encourage the club to take the stairs during morning and afternoon breaks or during the lunch hour as a way of fitting in physical activity during the workday.

SAFETY FIRST!

Stairwells are a great place to be physically active, but it’s important to use caution. Here are a few tips to remember:

1. Advise employees to consult with their doctors before increasing the amount or intensity of physical activity or beginning a vigorous exercise program.

2. Always use the handrail.

3. Keep your eyes on the stairs at all times.

4. Take one step at a time.

5. Never stop on a landing to converse with someone or congregate right outside a door at the top or bottom of a stairwell.

ADDITIONAL RESOURCES

Visit the Centers for Disease Control and Prevention’s (CDC) StairWELL to better health program website at www.cdc.gov/nccdphp/dnpao/stairwell for more ideas.

Visit Health Canada’s website at www.phac-aspc.gc.ca/sth-evs/english/planning.htm for more ideas on events or competitions.
WORKSITE PHYSICAL ACTIVITY POLICY: WHAT TO INCLUDE

"Creating walking/running groups and promoting stairwell use are great ways to encourage physical activity. However, having a policy in place that explains the options available to employees on a day-to-day basis will help to create clarity, and a healthier environment."

Allowing paid activity breaks beyond lunchtime will give employees the freedom to take advantage of whatever physical activity opportunities are available. Here are some elements that should be included in a worksite physical activity policy:

1. Rules and Procedures for at least one paid physical activity break of 15 minutes or more per day, in addition to regularly scheduled meal break times.

2. Flexible work arrangements for paid physical activity breaks

3. An employee policy notification plan of opportunities available for physical activity

4. Activity breaks for meetings that are longer than one hour (e.g. one 5-10 minute break for every 60-90 minutes of meeting)

5. Support for clubs or groups (e.g., walking, biking, hiking) to encourage physical activity among employees

6. A safe area outside (e.g., through lighting, signage, crime watch) to walk or be physically active

7. A designated walking path on or near building property

8. Access to onsite fitness center, gymnasium, or physical activity classes

9. Provision of changing room or locker room with showers

10. Access to offsite workout facility or subsidized membership to local fitness facility

11. Bicycle parking (e.g. bike rack, shelter) for employees

12. Promotion of stairwell use (e.g., make stairs appealing, post motivational signs near stairs) to encourage physical activity
TOBACCO FREE WORKSITE POLICY CHECKLIST

(A sample policy is available on request)

POLICY CHECKLIST

1. Prohibits the use of tobacco by all employees.
2. Prohibits the use of tobacco by visitors (including clients and vendors).
3. Prohibits the use of all forms of tobacco.
4. Prohibits the use of all forms of tobacco within the facilities and on all properties (indoors and outdoors) 24 hours per day, 7 days per week, 365 days per year.
5. Prohibits the use of all forms of tobacco in worksite vehicles at any time.
6. Prohibits the use of all forms of tobacco at any off-property worksite-sponsored meetings, events, or on property under control.

Important Notes:

It is strongly encouraged that all tobacco-free worksite policies contain language similar to “Tobacco use in prohibited by all employees and visitors, 24 hours a day, seven days a week in all worksite buildings, on all worksite grounds, and in all worksite vehicles. Tobacco use is also prohibited at any off-property worksite-sponsored meetings, events, or on property under control.”

AMERICAN CANCER SOCIETY SAMPLE TOBACCO POLICY FOR WORKSITES

A MODEL POLICY

Because we recognize the hazards caused by exposure to second hand smoke, it shall be the policy of ______________ to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product, the use of oral tobacco products or “spit” tobacco, and e-cigarettes. This policy applies to both employees and non-employee visitors of ______________.
1. No smoking of tobacco products will be allowed within the facilities at any time.

   The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.

   The designated smoking area will be located at least 20 feet from the main entrance. (Some companies may want to establish a larger smoke-free zone, choose a different location for smoking, or have no smoking on their property.)

   All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

   (For a policy that extends smoke free to include all of the company property, substitute the following: No smoking of tobacco products is permitted within the facilities or on the property of __________ at any time.)

2. No smoking in any company vehicle.

   There will be no tobacco use in __________ vehicles at any time.

   There will be no tobacco use in personal vehicles when transporting persons on __________ authorized business.

3. Breaks

   Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

PROCEDURE

1. Employees will be informed of this policy through signs posted in __________ facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors.

2. Visitors will be informed of this policy through signs, and it will be explained by their hosts.

3. The _____________ will help employees who want to quit smoking by helping them access recommended smoking cessation programs and materials.

4. Any violations of this policy will be handled through the standard disciplinary procedure.
**E-CIGARETTE INFO SHEET**

**WHAT IS AN E-CIGARETTE?**

1. A battery-powered device that heats a liquid solution to produce a vapor for inhalation.

2. Some look similar to cigarettes and even have a tip that lights up when the user inhales. Other vapor products look less like cigarettes but serve the same purpose. Some are refillable and rechargeable, while others are disposable.

3. The liquid solution comes in various flavors and nicotine levels, including a 0% nicotine option.

4. Use of an e-cigarette is often referred to as “vaping” rather than “smoking.”

**ARE THEY SAFE? ARE THEY REGULATED?**

1. As e-cigarettes are a relatively new product, there is limited research about them.

2. E-cigarettes don’t contain traditional tobacco, but they do contain nicotine, which is a tobacco-derived product. As a result, a federal court has determined they can be regulated as a tobacco product, and the FDA has announced its intent to regulate e-cigarettes.

3. Because the products are not currently regulated and many are produced outside the United States, there is no oversight of manufacturer’s claims or independent reseller’s claims regarding ingredients, nicotine content, safety, or possible use as a cessation aid.

4. The liquid nicotine solution can be dangerous to children or pets if ingested.

5. Even with limited research, there is reason to believe that these products can cause harm. Certain metals have been found to be present in e-cigarettes which could be harmful if inhaled. Additionally, there have been incidents of the battery exploding or causing fire.

6. Research on the health effects of secondhand vapor is limited. At one time in history, smoking in buildings and vehicles was considered a safe practice, but years of research have proved otherwise. Research on e-cigarettes is new and evolving, and it may be some time before we know the total health effects of these products to users and those exposed to secondhand vapor.

**WHERE CAN E-CIGARETTES LEGALLY BE USED? WHO CAN BUY THEM?**

1. Because state clean indoor air laws were written before e-cigarettes, the law is silent on their indoor use. Organizations may pass voluntary policies that prohibit indoor use of e-cigarettes.

2. These products are, in theory, legally available to minors under age 18. Unless and until a state law is passed prohibiting their sale to minors, the prohibition on youth sales and use must come from businesses and other properties that youth frequent, such as schools.

**WHAT OTHER CONCERNS EXIST ABOUT E-CIGARETTES?**

1. Kid-friendly flavors such as cherry and chocolate are banned by the FDA for cigarettes because of their potential to appeal to children; that is not the case with e-cigarettes. E-cigarettes come in many flavors, which may increase the appeal for youth.
2. Because many e-cigarettes look like traditional cigarettes and emit a vapor that looks like traditional cigarette smoke, e-cigarettes also have the potential to impact social norms and public perception of smoking prevalence that the tobacco control community has worked so hard to change.

3. Laws that restrict cigarette advertising do not include e-cigarettes, so ads are appearing in magazines, on television, and in other public places, which also impacts the social norm regarding these products and potentially social norms about smoking overall.

4. Even if future research finds that harm to the individual could be reduced, there could be increased harm to the public if 1) people who would have otherwise quit tobacco use e-cigarettes instead, and 2) people who would have otherwise not used a tobacco product take up e-cigarettes or other tobacco products.

ARE E-CIGARETTES A PROVEN CESSATION AIDE?

1. There is limited research on the effectiveness of e-cigarettes as a cessation aide and their long-term safety is unstudied. However, there are multiple FDA-approved nicotine replacement therapy products available for individuals who wish to quit. These approved products, which have been studied for effectiveness and side effects, are available for free by calling 1-800-QUIT-NOW.

2. Some people who have no intention of quitting traditional tobacco products may use e-cigarettes to get nicotine throughout the day and still comply with bans on traditional cigarette smoking in public. This is a form of “dual use” and has the potential to increase overall tobacco use, though more research is needed on this topic.

3. Many people have shared anecdotal stories about switching from cigarettes to e-cigarettes; however, it is not clear in most cases if those individuals have quit using cigarettes but continue to use e-cigarettes, or if they have quit nicotine use entirely.

WHAT ACTION SHOULD WE TAKE RELATED TO E-CIGARETTES?

*Note: These are possible actions if e-cigarettes are an area of focus relevant to your community and your organization’s work at this time. It is not required that you take any action.*

1. To protect other customers and employees who choose not to be exposed to chemicals, businesses should adopt policies that prohibit the use of e-cigarettes on their property as part of a comprehensive tobacco-free policy. If local organizations have voluntary tobacco-free policies, revise those policies to include e-cigarettes. If no voluntary policy exists, work toward passing a comprehensive tobacco-free policy that includes e-cigarettes.

2. Although e-cigarettes are a popular topic right now because of their novelty, it’s important to continue working on evidence-based best practices for overall reduction in tobacco use. While it is important for us to address this new concern in tobacco control, we cannot lose sight of the still large problem of tobacco use, which kills about 6,200 people per year in Oklahoma. We have the 4th highest smoking rate in the country. Sales of e-cigarettes in the U.S. last year reached $500 million, but e-cigarettes are still a small fraction (0.5%) of the total tobacco market in the U.S. [Source: New York Times]
QUIT TOBACCO HELP LINES:

Oklahoma: 1-800-QUIT-NOW (1-800-784-8669);
En Español: 1-800-793-1552

*This service is free for Oklahomans and is funded by the Oklahoma Tobacco Settlement Endowment Trust (TSET Better Lives Through Better Health), Oklahoma State Department of Health, and the U.S. Centers for Disease Control and Prevention

American Lung Association: 1-800-LUNGUSA (1-800-586-4872)
American Cancer Society: 1-800-227-2345

ONLINE RESOURCES:

Oklahoma Tobacco Helpline online: www.OKhelpline.com
Freedom From Smoking Online: www.ffsonline.org
Smoke Free U.S.A.: www.smokefree.gov
Smoke Free Oklahoma: www.smokefreeok.org
American Cancer Society: www.cancer.org
American Cancer Society Workplace Solutions Fresh Start Program: www.acsworkplacesolutions.com/freshstart.asp
American Cancer Society Workplace Solutions Quit For Life Program: www.acsworkplacesolutions.com/quitforlife.asp
American Lung Association Workplace Wellness Smoking Cessation Program: http://www.lung.org/stop-smoking/workplace-wellness/

Great American Smokeout: held annually in November and encourages employees to quit smoking for the day: www.cancer.org/healthy/stayawayfromtobacco/greatamericansmokeout/toolsandresources/index

EMOTIONAL WELLNESS IN THE WORKPLACE

It’s important in any organization to understand the link between mental, physical and emotional health and how it can affect the working environment.

Proactive “mental health-friendly” practices and policies can prevent or even help resolve problematic work situations. Mental health issues are common and can range from stress to serious mental illnesses such as depression, anxiety disorders or adult attention deficit/hyperactivity disorder. Many employers don’t know how to work with employees who have mental illnesses and don’t realize there are effective treatments available to help people recover and lead productive lives.

Unfortunately, people with serious mental illness often do not seek or receive treatment due to cost, fear, not knowing where to go for services, and concern about confidentiality as well as the opinions of coworkers and others in the community. This fear of what people may think – the stigma that surrounds mental illness – is a serious barrier to treatment and recovery.

The World Health Organization (WHO) defines health as “a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” Expanding on this definition the National Committee on Workplace Emotional Wellness (NCWEW) collectively believes that health is a state in which an individual understands his capabilities, manages optimal levels of stress and energy in his life, maximizes engagement, and experiences a sense of control in his environment. It’s the state that an employee can function at full or optimal capacity in the workplace. In “An Employer’s Guide to Workplace Emotional Wellness” the NCWEW believes that to achieve strategic business objectives, employers must create an environment that encourages employees to maintain their total health: physical, mental, emotional and spiritual. According to the NCWEW there are several domains that are seen as critical to a company’s long-term success: leadership, culture, organizational structure and change capacity. According to the guide creating an effective culture of health requires components of the following:

1. Leadership and commitment at all levels of the organization
2. Creative enterprise-wide programming to foster emotional and physical health
3. Policies and procedures that facilitate and reward health-promoting behaviors
4. Marketing and communication to ensure high rates of participation among employees
5. Accurate organization assessment leading to clearly defined objectives and valid measure of outcomes, demonstration efficacy and return on investment.

OTHER RECOMMENDATIONS

1. Initiating or increasing screening and early intervention for emotional/behavioral health problems among employee populations, including “sub-threshold” symptoms, before they become more serious.
2. Encouraging employees to participate in Health Risk Appraisal (HRA) and wellness/prevention programs. Consider using incentives to maximize participation.
3. Referencing behavioral health in all health promotion efforts. Insist that all HRA include references to it.

4. Use HRA and claims data to identify populations at risk and incorporate a culture of health reference in recruitment strategies.

5. Offer confidential, scalable alternatives to medication and “high touch” services, including digital coaching, to reach those who may never come forward for any other help.

6. Educate employees about emotional health and behavioral health problems with a focus on reducing stigma. Remember real-life role models are the most powerful teachers.

*Please see the complete guide at www.businessgrouphealth.org.*

**SUICIDE PREVENTION**

The majority of people who die by suicide are of working age. Each year, more than 34,000 Americans take their own lives (CDC, 2007). An additional 375,000 Americans visit emergency rooms for self-inflicted injuries (CDC, 2009). A large number of suicides and suicide attempts are related to treatable emotional conditions including depression and other mood disorders as well as alcohol and drug abuse. People may be embarrassed by those problems or fear that public disclosure will hurt their careers, although the Americans with Disabilities Act (ADA) prohibit discrimination in employment because of mental impairment. When suicide occurs, family members, friends and coworkers are devastated. The good news is that suicide prevention programs can help reduce suicide rates and suffering. The Oklahoma City-County Health Department (OCCHD) is committed to working with employees to reach out and support those in need of assistance.

**SAVE A LIFE-LEARN QPR: QUESTION, PERSUADE, AND REFER**

QPR stands for Question, Persuade and Refer, an emergency mental health “gatekeeper” training intervention that teaches lay and professional gatekeepers to recognize and respond positively to someone exhibiting suicide warning signs and behaviors. A “gatekeeper” is anyone in a position to recognize a crisis and warning signs for example a coach, clergyman or friend.

Like CPR, QPR uses a “chain of survival” approach in which the participant learns to recognize early suicide warning signs, Question their meaning to determine suicide intent or desire, Persuade the person to accept or seek help, and Refer the person to appropriate resources. Suicide remains one of the leading causes of death in the United States, especially for young people ages 15-24. Oklahoma’s death rate for suicide exceeds that of the U.S. Suicide deaths are only part of the problem. Suicide attempts impact a larger population—more individuals survive suicide attempts than die. And they are often seriously injured and in need of medical care (http://www.sprc.org/basics/about-suicide).

To schedule a one hour presentation contact The Oklahoma City-County Health Department, (405) 427-8651.
When employees understand more about mental illness, the stigma associated can be reduced. Through our partners at Variety Care and the Oklahoma State Department of Mental Health and Substance Abuse Services, classes on Mental First Aid for Adults and Youth can be provided. Mental Health First Aid is a public education program that helps the public identify, understand, and respond to signs of mental illnesses and substance use disorders. The adult version is offered in the form of an interactive 12-hour course that presents an overview of mental illness and substance use disorders in the U.S. and introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. Those who take the 12-hour course to certify as Mental Health First Aiders learn a 5-step action plan encompassing the skills, resources and knowledge to help an individual in crisis connect with appropriate professional, peer, social, and self-help care.

The 12-hour Mental Health First Aid USA course has benefited a variety of audiences and key professions, including: primary care professionals, employers and business leaders, faith communities, school personnel and educators, state police and corrections officers, nursing home staff, mental health authorities, state policymakers, volunteers, young people, families and the general public.

There is also an 8 hour Mental Health First Aid for Youth. For more information go to http://www.mentalhealthfirstaid.org/cs/program_overview/.

MENTAL HEALTH RESOURCES

1. Oklahoma State Department of Mental Health and Substance Abuse Services – 405-522-3835 http://www.ok.gov/odmhsas/

   Access to Services – the Access Specialist provides information, guidance and/or advocacy to facility access to Mental Health and Substance Abuse treatment services whether indicating the closest treatment providers or walking through the general process to access providers at the individual’s disposal. Please contact (405) 522-8310 for more information.

   Reachout Hotlines – free 24 hour toll free information and referral hotline - 800-522-9054

   Online Mental Health Services Locator – Community Mental Health Centers (CMHCs) provide screening, assessment and referral services, emergency services, therapy, psychiatric rehabilitation, case management, and other community support services. There are fifteen CMHCs in Oklahoma, five of which are state-operated facilities and the other ten are contracted non-profit providers. There are many satellite branches and cover services to both adults and children. This link will help you locate the closest CMHC – http://ok.gov/odmhsas/Mental_Health_/Community_Mental_Health_Centers/


   Go to support groups to find local information.

Data indicate that working age individuals, especially males, are a population most at risk for suicide. This guide provides clear steps for postvention giving leadership a sense of how to immediately respond to the traumatic event, have a plan in the short-term for recovery, and consider long-term strategies for helping employees cope down the line. The collaborators worked to create a set of guidelines that are useful across varied types of workplaces, and they expect a range of individuals within these organizations and companies to find the information immediately helpful.

GENERAL RESOURCES

5210 Oklahoma: http://www.ok5210.org/
   *Local resource, non-profit. Offers information on healthy eating and physical activity.

America’s Walking: http://www.pbs.org/americaswalking/
   *National resource, non-profit. Features health and fitness advice from walking advocate Mark Fenton.

American Cancer Society: Active For Life: http://www.activeforlife.org/
   *National resource, non-profit. Offers worksite activity programs and information.

American Diabetes Association: www.diabetes.org/workplace; 405-840-3881
   *Local resource, non-profit. Stop Diabetes at Work: a free program that offers advice on weight management, healthy eating and physical activity for your company.

American Heart Association: http://www.startwalkingnow.org/start_workplace.jsp; 1-800-242-8721
   *Local resource, non-profit. Programs for worksite wellness that can be enacted and maintained by company’s HR or Wellness Coordinator.

Central Oklahoma Turning Point: www.healthyoklahomans.org; 405-523-3576
   *Local resource, non-profit. Central Oklahoma Turning Point, a program of the United Way of Central Oklahoma, works closely with the Wellness Now Health at Work program and with other partners throughout the OKC metro area on health and wellness and is a valuable resource to consult for information regarding worksite wellness. Central Oklahoma Turning Point can also refer to resources outside of the OKC metro area via the Oklahoma Turning Point Council.

Institute for Health and Productivity Management: http://www.ihpm.org/
   *National resource. Provides data and services related to all aspects of employee health that affect work performance and costs.

Integris Baptist Corporate Assistance Program: http://integrisok.com/?id=1833&s1d=64; 405-947-2688, 1-800-677-2729
   *Local resource. Service is designed to assist employees and their family members in identifying and solving problems that may be negatively impacting their personal or professional lives.

National Center for Chronic Disease Prevention and Health Promotion: http://www.cdc.gov/chronicdisease/index.htm
   *National resource, non-profit. Conducts studies to better understand the causes of chronic diseases, supports programs to promote healthy behaviors, and monitors the health of the nation through surveys.
Oklahoma Certified Healthy Businesses—a program of the Oklahoma State Department of Health: [http://www.okturningpoint.org/chp/chb/chb.html; 405-271-9444x56507](http://www.okturningpoint.org/chp/chb/chb.html)

*Local resource, non-profit. Certification process for businesses across state of OK. Involves application process.

Oklahoma City-County Health Department/Wellness Now Health At Work Program/Coalition: [https://www.occhd.org/community/healthatwork; 405-425-4312](https://www.occhd.org/community/healthatwork)

*Local resource, non-profit. OCCHD Total Wellness Program—classes designed to aid employees in weight loss and to become more physically active. Free to enrollees and free to local businesses. Classes designed to work for businesses of any size.


*Local resource, non-profit. Helps Oklahoma County businesses develop and implement tobacco free worksite policies, 1-800-QUIT-NOW cessation resources, Breathe Easy signage, ongoing technical assistance.

Oklahoma State Department of Mental Health and Substance Abuse Suicide Prevention: [http://www.ok.gov/odmhsas/Prevention_Programs/Initiatives/Youth_Suicide_Prevention_and_Early_Intervention_Initiative/Suicide_Prevention.html; 405-522-3471](http://www.ok.gov/odmhsas/Prevention_Programs/Initiatives/Youth_Suicide_Prevention_and_Early_Intervention_Initiative/Suicide_Prevention.html)

*Local resource, non-profit. Suicide prevention services; National suicide prevention hotline: 1-800-273-TALK(8255)

Shape Up America: [http://www.shapeup.org/](http://www.shapeup.org/)

*National resource. Offers information on weight management and increasing physical activity.

Shape Your Future Oklahoma: [http://www.shapeyourfutureok.com/](http://www.shapeyourfutureok.com/)

*Local resource, non-profit, State Government. Offers information on healthy eating, physical activity, and living tobacco free.

The Center for the Advancement of Wellness—Oklahoma State Department of Health: [http://www.ok.gov/health/Wellness/](http://www.ok.gov/health/Wellness/)

*Local resource, non-profit, State Government. Works to reduce obesity and tobacco use in Oklahoma by working with communities, workplaces, schools and other groups to enact policy, environmental and social norm changes.


*National resource, non-profit. Provides guidelines for offering healthy foods at meetings, seminars, and catering events.


Valir Workforce Wellness: http://valir.com/Wellness.aspx; 405-609-3683

*Local resource. Biometric assessments, vaccination clinics, educational seminars, customized programs for your company’s needs

WELCOA (Wellness Council of America): http://www.welcoa.org/; 402-827-3590

*National resource. Offers a myriad of worksite wellness services. Some are offered as part of a membership but free resources are also available via their website [http://www.welcoa.org/freeresources/]

Wellsteps: http://www.wellsteps.com/; 801-447-5447

*National resource. Provide employee wellness solutions: Turnkey Wellness Solution (100+) and Small Business Solution (<100). These include assessment, culture audit and change process, activity and incentive tracking tool, behavior change campaigns, and program evaluation. Incentives are included. Spouses are free in the Turnkey Solution.