



The **WellFeds** Campaign

FEDERAL EMPLOYEES Active and Healthy...Working Well!

A Federal Agency
Worksite Wellness
Program Manual



**BUILDING A
HEALTHIER
CHICAGO**



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WELLNESS ACTIVITIES



Nutrition Changes



Physical Activity Promotion



Lifestyle Changes



Health Promotion



Emotional WellInness



Home and Office
Improvements



Miscellaneous

The Startup Guide



*The **WellFeds** Campaign*

FEDERAL EMPLOYEES

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Welcome to the WellFeds Campaign

FEDERAL EMPLOYEES: ACTIVE AND HEALTHY...WORKING WELL!

Dear Colleagues,

While we, as federal agencies, are clearly committed to the development and provision of high quality healthcare and support of the health of our citizens, we, as the largest employer in the nation, must also become innovative role models for creating patterns of change and improvement in working environments and business practices.

Within our great nation and in the face of dramatically rising healthcare costs, the private sector has developed many cutting edge, high caliber worksite wellness programs. These programs seek to maximize employee health, productivity, employee loyalty and job satisfaction and to minimize absenteeism and 'presenteeism.' Many of these worksite wellness programs have been carefully evaluated for corporate economic impact and success in areas such as productivity as well as workplace accidents and health status. Please see the following page for information about the cost of chronic conditions and the benefits of worksite wellness programs.

As the home of the US Secretary for Health and the Surgeon General, the federal government should be leading the way in the employee wellness effort.

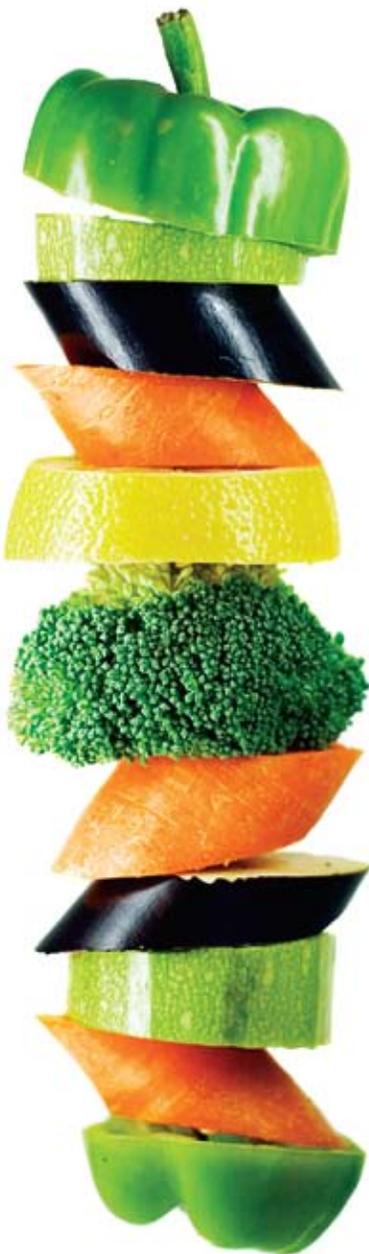
The WellFeds Campaign "Federal Employees: Active and Healthy...Working Well!" seeks to create a model worksite wellness program for federal employees. This campaign is expected to become a national model, with the goal of expanding the initiative across the country with agency participation similar to the Combined Federal Campaign. The worksite wellness campaign aims to improve the culture of Chicago federal workplaces to more fully promote employee wellness through physical activity, nutrition, and other wellness activities.

We thank you for your commitment to the health and wellness of our federal colleagues and encourage you to join the federal wellness movement.

Sincerely,



James M. Galloway, MD, FACP, FACC, FAHA
Assistant U.S. Surgeon General
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A Case for Worksite Wellness

- Preventable illnesses make up 70% of illness costs in the United States.¹
- In 2008, an estimated two thirds of American adults were overweight or obese.²
- Obese employees costs American private companies \$45 billion per year in medical expenditures and related productivity losses.³
- The national average total health benefit cost per employee in 2007 was \$7,983.⁴
- An overweight employee annually costs their employer an additional \$450 to \$2,500 in medical expenses and absences.⁵
- On average, companies report a \$3.50 - \$1.00 savings-to-cost-ratio in reduced absenteeism and healthcare costs when employees engage in worksite wellness programs.⁶
- Fitness programs have reduced employer healthcare costs by 20% to 55%.⁷
- An organization saves approximately \$350 per employee per year by keeping healthy employees at low risk.⁸
- The number of working Americans who get “no exercise” is two times higher among those who have no access to workplace fitness programs.⁹



1 “Six Reasons for Worksite Wellness.” http://www.welcoa.org/6_reasons.html.

2 “Adult Obesity Rates Rise in 37 States, Obesity Rates Now Exceed 25 Percent in More Than Half of States.” August 19, 2008. <http://www.rwjf.org/pr/product.jsp?id=33833>.

3 “Obesity Costs U.S. Companies as Much as \$45 Billion a Year, The Conference Board Reports.” April 9, 2008. <http://www.bio-medicine.org/medicine-news-1/Obesity-Costs-U-S--Companies-as-Much-as--2445-Billion-a-Year--The-Conference-Board-Reports-16384-1/>.

4 “U.S. employers’ health benefit cost continues to rise at twice inflation rate, Mercer survey finds.” November 19, 2007. <http://www.mercer.com/referencecontent.htm?idContent=1287790>.

5 “Obese Workers a Heavy Burden on Company Expenses.” (Review of research by RTI International and the Centers for Disease Control and Prevention) *The News and Observer*, September 21, 2005

6 Aldana SG. Financial impact of health promotion programs: a comprehensive review of the literature. *Am J Health Promotion*. 2001; 15(5):296-320.

7 “Physical Activity Fundamental To Preventing Disease.” June 20, 2002. *Office of the Assistant Secretary for Planning and Evaluation, U.S. Department of Health and Human Services*. <http://aspe.hhs.gov/health/reports/physicalactivity/>.

8 “Leading By Example: Improving the Bottom Line through a High Performance, Less Costly Workforce.” *Partnership For Prevention*. 2005. http://www.prevent.org/images/stories/Files/docs/Leading_by_Example.pdf.

9 “Americans Lack Time to Meet Fitness Targets in New Federal Guidelines; Workplace Programs Considered an Effective Approach.” *PR Newswire, U.S.*, May 18, 2005 (As reported in a poll conducted by Blue Cross Blue Shield).

Thank you

Thank you to the WellFeds Campaign Leadership Team for their dedication to the health and wellness of our federal colleagues. A special thank you for providing the expertise in agency wellness activities and for creating the activity descriptions for this manual.

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About the WellFeds Campaign

The Chicago Federal Executive Board and Building a Healthier Chicago are, together with the leadership of federal employees from across Chicago, developing The WellFeds Campaign “Federal Employees: Active and Healthy...Working Well!” The goal of this worksite wellness campaign is to improve the culture of Chicago federal workplaces to more fully promote employee wellness through physical activity, nutrition, and other wellness activities. The WellFeds Campaign will develop worksite wellness initiatives and policies, similar to those enjoyed by private sector employees, for Chicago’s federal employees. The WellFeds Campaign is creating a model to be replicated in federal agencies nationwide.

This campaign is based on the Combined Federal Campaign’s (CFC) model and execution because the CFC is well-publicized and coordinated throughout all levels of the government through the key worker model. Wellness Champions are the WellFeds Campaign’s version of key workers. The Wellness Champions are representatives from each office or agency component who implement and promote worksite wellness initiatives.

The following entities are central to the success of the WellFeds Campaign:

WellFeds Campaign Leadership Team: The leadership team serves to support all Chicago agencies through the development of the WellFeds Campaign. The goal of the leadership team is to have one representative from each federal agency with a Chicagoland office. Agency representatives on the leadership team take information back to their agency and work with their agency’s Wellness Champions.

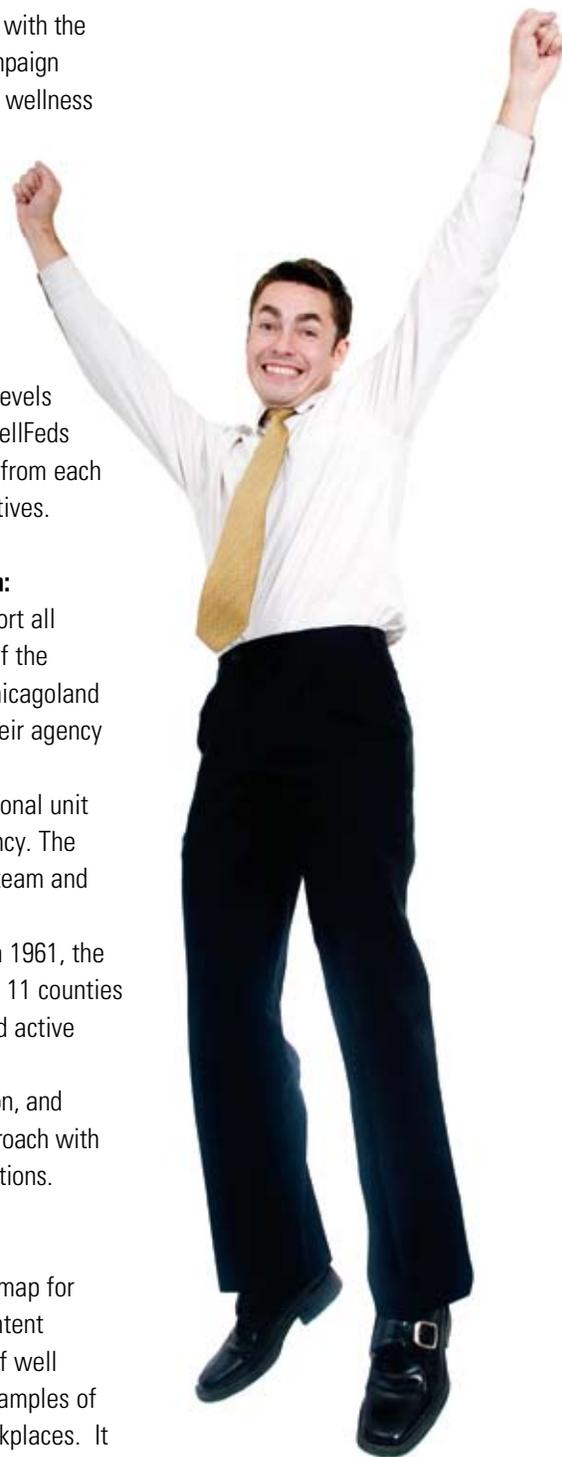
Wellness Champions: Representatives from each division or major organizational unit within an agency work to implement worksite wellness programs within that agency. The Wellness Champions will work with the agency representative on the leadership team and the agency leader to implement worksite wellness initiatives.

Federal Executive Board of Chicago: Created by executive memorandum in 1961, the FEB serves as the federal presence in the Chicago metropolitan area that includes 11 counties with 178 member agencies and includes approximately 78,000 Federal, postal, and active military personnel.

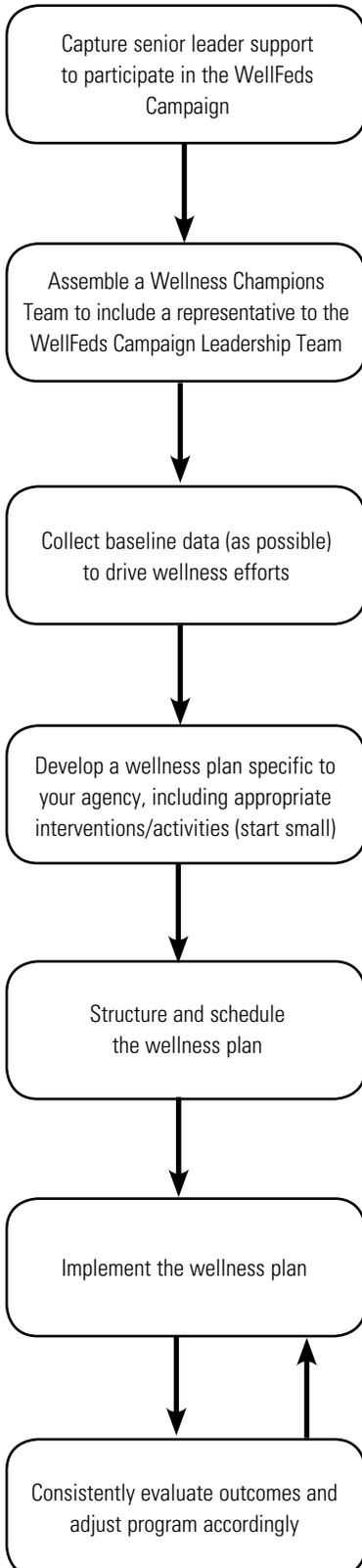
Building a Healthier Chicago: An initiative to improve physical activity, nutrition, and blood pressure among Chicago’s residents and employees using a collaborative approach with community organizations, universities, companies, schools, and health care organizations.

How to use this manual

The first section of this manual, the Wellness Start-Up Guide, provides a road map for implementing and sustaining an effective wellness program in your agency. The intent is that this tool will serve as a useful resource in the pursuit of a healthier state of well being for all federal employees. The second section of this manual provides 42 examples of worksite wellness initiatives that have seen success in federal or non-federal workplaces. It includes a description of each initiative as well as step by step implementation instructions and resources. The initiatives are divided into categories and arranged by cost, from free to higher cost. These initiatives are meant to spur creativity by the Wellness Champions, not necessarily be identically replicated.



Getting Started



STARTING A PROGRAM

It is important to begin a wellness program strategically rather than just relying on gut feeling or random feedback and observations from the worksite. A well-thought out program has the best chance of succeeding in making a measurable change in the employees' health habits and productivity. The flowchart at left illustrates the basic steps for implementation of a wellness program.

The establishment of a wellness program has no end point, since the needs of employees and stakeholders are ever-evolving. With the advances in health-related research, it's important to continually revise and adjust wellness programs for maximum effectiveness.

GETTING SUPPORT

The aim is to create a successful wellness program and one can assume that through hard work, passion, and commitment, success will be achieved. But there is one key component that cannot be overlooked – that of leadership support. Without such support a program may be mediocre; with it the possibilities are endless.

In the earliest stages, it may be a leap of faith to expect support for an employee wellness program, so it is important to provide justification. Consider some of the following strategies in order to get support for initiating a program.

- **Paint a clear picture** – The wellness team should be able to describe a vision of successful outcome and benefits for possible programming, and the impact that's attainable for the organization.
- **Present the facts** – Gathering data specific to the employee population can be conducted in a later step but it may be necessary or at least beneficial to present initial

information in order to garner support for the intent. Evidence based confirmation of the benefit of employee wellness is widely available in health and business journals.

- **Compare and contrast** – A market analysis to show management what similar organizations are offering can be beneficial. Worksite wellness programs can be run at no or low cost, but can be enhanced with the addition of funding.
- **Join forces** – Show how employee wellness fits with the overall mission of the agency and how these efforts can tie together existing programs. This allows leadership to see how collaboration is effective in working towards a common goal.
- **Be clear with requests** – Making a case for the overall benefit of employee wellness includes a specific request to approve the initiation of a program. Clearly state what's needed to proceed and how progress will be reported.

Help leadership to understand the need for resources but know that they may need actual data to better visualize a return on investment. Make use of external data to strengthen the case.

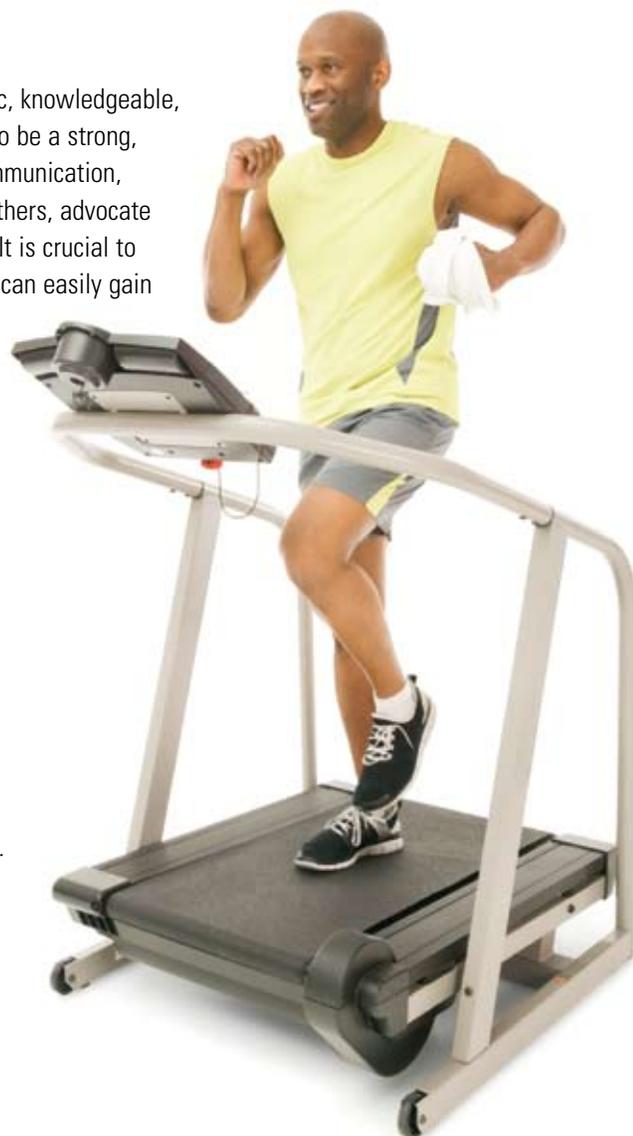
Don't forget about the importance of meeting the needs of the target audience – our friends, colleagues and fellow employees. Starting a wellness initiative at the grassroots level allows the building of frontline support as those involved concurrently solicit help from leadership.

ESTABLISHING A WELLNESS COORDINATOR/DIRECTOR

The person (or persons) chosen to lead the program should be energetic, knowledgeable, and able to serve as a role model for healthy behavior. He/she should also be a strong, respected leader. This step is critical and will help to ensure effective communication, support and success. This person will need to be able to work well with others, advocate for change, and be creative in program development and implementation. It is crucial to choose a person that is well-respected by fellow employees and one who can easily gain their trust. It is also important to build rapport and establish a wellness team that understands the culture of the organization. Each organization is different, and what might work for one facility may not for another. It may be helpful to seek advice from someone with experience in this area.

ASSEMBLING A TEAM OF WELLNESS CHAMPIONS

Selecting appropriate Wellness Champions can be just as important as identifying the appropriate program leader or coordinator. Wellness team members should be as enthusiastic about promoting health as the coordinator, but may not need to be the expert in all or any area of wellness. Team members can be selected based on level of enthusiasm, area of expertise or as representatives from various work areas of the organization. It is wise to include occupational health, employee association, and agency/union labor representatives on the planning team. Be careful about involving too many or too few members on the team, as this can create a barrier to building a strong team. Team members need not be the "perfect picture of health". Having a variety of members allows for different perspectives, which can help in developing realistic interventions. Make each member responsible for some task or event, no matter how small.



Designing a Program that Works



SOCIAL



PHYSICAL



INTELLECTUAL



CAREER



EMOTIONAL



SPIRITUAL

Often people in the business of helping others are so enthusiastic about making a difference that it is difficult to channel the enthusiasm into program planning; however, enthusiastic participants are the difference between a program that is “nice” or “fluff” and a program that truly makes an impact.

CORE WELLNESS PROGRAM COMPONENTS

Wellness is defined as the state of “enhanced health and well being” and wellness programs can come in all shapes and sizes. There are generally considered to be six components to wellness or “SPICES”:

- **Social** – Family, Friends, Relationships
- **Physical** – Body, Endurance, Flexibility, Strength
- **Intellectual** – Mind, Creativity, Knowledge
- **Career** – Personal and Professional Development, Worthwhile Work
- **Emotional** – Feelings, Self Esteem, Coping with Stress
- **Spiritual** – Values, Purpose, Religion, Intuition

Programming may include interventions from more than one component of wellness. A wellness program is not just about having the occasional lunchtime activity. Wellness is about valuing the whole employee in all six dimensions. Worksite wellness focuses more specifically on how these six dimensions affect productivity and creativity at work.

GATHERING PERTINENT INFORMATION

A map for a wellness program is most effective if one knows where to start and how to get there. To determine a beginning point, it’s essential to gather as much information as possible. Knowing the demographics of employees, including not only gender, age, education, and race, but also what hours employees work, how far they live from work, and whether they care for children or elderly parents, can be helpful in determining the direction of a program. In addition, it is helpful to gather some type of health data, such as weight, blood pressure, etc. Agencies can gather this type of information through confidential “weigh offs” where departments collect an aggregate weight of volunteer employees in an office or department as a baseline and then reweigh the group after a physical activity or nutrition program. This can be turned into a competition among or between offices or departments by evaluating the percentage of weight lost.

Agencies can also collect this type of information through confidential aggregate Health Risk Appraisal or Assessment (HRA) information. It can be beneficial to partner with Federal Occupational Health (FOH) for cholesterol, diabetes, weight, blood pressure, stress, and body mass index (BMI) screenings. Reports derived from HRA data are aggregated and not personally identifiable. There are opportunities available for Federal Occupational Health to conduct HRAs even if your agency does not currently participate as an FOH member. More information on HRAs through FOH is available in the Health Promotion section of this manual.

ASSESSING EMPLOYEE NEEDS

Existing data can be collected through an employee needs assessment. An initial needs assessment is the best way to determine what the employees perceive as their greatest wellness need. A free example of a worksite wellness needs assessment is available at http://www.welcoa.org/freeresources/pdf/ni_survey.pdf. A needs assessment should not be confused with a Health Risk Appraisal or Assessment (HRA). While the two can be combined into a lengthier format, the needs assessment is intended to generate perceived needs from employees. Basic health screenings can be conducted at the same time as the assessment to aid in gathering objective health data. A free example of an assessment that combines surveying colleague's interests and gathering objective health data is available at http://www.welcoa.org/freeresources/pdf/dc_allegheeny_needs.pdf. Again, it is important to follow the proper rules of privacy.

A survey of middle and upper management regarding their expectations for the program will not only help to gain their support but will also ensure success of a wellness program.

DEVELOPING A WELLNESS PLAN

After the data has been gathered, the next step is to formulate a plan for achieving the goals. A Wellness Plan should include the main objectives, the steps that will ensure achievement, and a way to measure success. A well-detailed plan is also helpful to determine the resources to be used, the people who will be responsible for overseeing certain components of the plan, and a target deadline for the different segments of your wellness program that will keep everyone on course. The objectives should align with the wellness program's mission statement and that of the organization. A Wellness Plan should be updated often and revised at least once a year.

The ultimate goal is to integrate wellness into the very culture of the organization; a culture that places real value on a healthier lifestyle for employees and their families. Consider maintaining the link with programs such as the WellFeds Campaign. Be sure to keep people informed as this will help to avoid a duplication of efforts within federal agencies. The WellFeds initiative can provide support for agencies, local facilities, serve as an advocate for resources and program implementation, and provide guidance on federal directives and regulations. The WellFeds Campaign works to maintain a shared vision while at the same time supporting and encouraging autonomy at the agency level.

ACQUIRING RESOURCES

As the Wellness Plan is developed, one may encounter a gap between the ideal program and what is affordable. Fortunately, there are numerous free resources available. A listing of the most common resource roadblocks and possible solutions to overcoming them is provided below.



**Lack of Time and/or Manpower:**

Team up with local health agencies, non-profit organizations, local business, and government organizations that have education coordinators or representatives willing to come to the workplace and educate employees at no charge. Consider volunteers, students, or interns to help in managing the program or in coordinating individual events. Consider contacting schools of public health, medicine, or kinesiology to develop a mutually-beneficial worksite wellness intern program.

Lack of Money:

Work with Federal Occupational Health (or your occupational health provider) to identify what health and wellness presentations, fitness facilities, fitness classes and other services are available to your agency. If you use outside resources, consider charging a nominal fee for attendance at programs or exercise classes. Look for free educational materials on websites. Collaborate with county, city, and state programs and Public Health Departments that may share the same goals.

Lack of Space:

Consider having programs out doors or go to individual work areas to educate employees. Creatively think of alternatives to the usual format or room set-up for programs. Consider alternate timing for programs. Look into using local libraries, or other government and private spaces near the worksite. There are also community centers and churches that offer health promotion programs and have space for education.



Overall Need:

Consider contracting out the wellness program, if encountering difficulty managing an overall program. If this is not an option, provide a list of community or online resources. Local libraries have educational centers and grocery stores may have cooking classes, even Parks and Recreation Departments have lists of biking trails, etc. Sometimes, just getting employees together for mentoring or support groups can be a valuable resource.

DETERMINING MEASURES OF SUCCESS NOW

Another crucial component of the Wellness Plan is “begin with the end in mind”. Before implementing any of the strategies listed, consider what would be an appropriate gauge of success. Initially, the goal may be to achieve increased awareness of a program, (i.e., successful attendance and participation in the program’s events). Make use of the opportunity to gather the information while the program is active and while there is a captive audience. Planning measures before an event also allows time to determine the measurement tool or program success categories. Consider using employee surveys to determine how employees perceive the program’s impact on their health and their work. Consider asking how often the employee participates in wellness activities or how they will apply the information learned towards changing future health behaviors. Taking measurements of health indicators such as blood pressure can provide an idea of the aggregate health issues. It will be difficult to make a specific conclusion on the effect of programming unless the employee behavior is measured after an intervention and/or at regular intervals. Be sure to communicate the success of the measures after an event to fellow employees and management.

STRUCTURING AND SCHEDULING THE WELLNESS PLAN

Even the most well written Wellness Plan means nothing until it is put into practice. Formulating the strategies identified on the plan into a schedule assures that the objectives will be reached. Use the plan and strategic calendar to determine a completion date for the strategies. This is the time to be realistic. Honestly consider the time it will take to prepare for each event. Remember that great change does not happen overnight. Consider appropriate times of the year to address pertinent topics at the worksite. The annual health observances can be used as a guide in planning (see the health promotion section of the Activity Descriptions for details). Also consider the resources, including manpower that will be available to help implement each strategy at the ideal time of year. Determine what the target audience will experience at a specific time of the year (e.g., conduct a program in April on reducing the stress regarding taxes, personal economics and saving money).



Successful Implementation



It's now time to move forward. Although anxious to jump to this point from the start, the foundation has been laid and the hard work will result in a more successful program. The key now is to get participation and buy-in from all levels in the organization.

GETTING MANAGEMENT INVOLVED

Once the wellness plan has been created, it's again important to communicate this plan to management. Leaders know that satisfied employees are crucial to the success of an organization and they understand the importance of a healthy workforce. But they also need to know what role they should play, how they can become a fundamental aspect of a wellness program, and that employee time and resources spent on the program are used wisely and productively. Consider developing a wellness portfolio to keep track of activities, goals, objectives, measures, and evaluation (e.g. ROI – return on investment). Discuss how managers can support employees' participation because the program is designed to meet the needs of the overall organization.

MARKETING 101

Marketing is about getting the target market's attention and then encouraging those individuals toward a certain behavior or action. In the case of marketing an event, one must know how to entice employees to participate. A critical concept of marketing is to approach it from the perspective of the target audience. Consider the "4P's" of marketing theory:

Product – This doesn't need to be a tangible item, but rather can be a service or behavior (i.e. pedometer, walking program, or increased activity). Is the product usable and desirable to the audience? For instance, when targeting employees who are inactive, a marathon may not be a product that would be of interest to them.

Place – Where to hold interventions takes some thought. Make sure that the lighting and sound quality is appropriate for the event. Is the space large enough and the layout conducive to good traffic flow? For outdoor activities, is there a shaded or covered area in case of hot or rainy weather? Is the location convenient to the target market's work area? While it might seem that hosting events is limited to the main conference room, consider alternatives – such as educating employees in the elevator, in the lunch line, or taking the educational series to

their work area by using an “education-on-a-roll” approach. Also, many interventions in your wellness program will not need special space. For instance, staff meetings can incorporate a moment to stand and stretch.

Price – If not selling a product or service, there is always a cost for participating. For employees to come to a health fair, it may cost time away from their job, may entail walking a long distance to attend, or may involve coming in to work during non-work hours to participate. It is important to consider the cost to the target market so that the event’s value outweighs any price paid.

Promotion – The most fascinating program means little without participants. It is important not to short change this aspect of preparation. Determine what methods of promotion work best at the worksite – e-mail notices, posters, flyers, newsletter articles, overhead announcements, etc. It may be beneficial to vary the methods of promotion to keep the program fresh and interesting. Even changing from a flat poster to a three-dimensional sign is sure to grab more attention! Face-to-face interaction works best and don’t forget that employees are the most effective salespeople. This information can also apply to marketing a program’s identity by developing a slogan, mission, and vision statement.

INCENTIVES

In marketing a wellness event, consider the price to the target market. The use of incentives can be a clever way to make the benefit of participating in an event or program greater than the cost. Incentives can include the obvious - cash, refreshments, and give-a-ways (i.e. t-shirts, pens, etc.), however incentives can also include discounts, drawing entries, recognition, time off, or educational/training time. It is surprising that the most miniscule of incentives can increase participation dramatically. Be careful not to fall into the trap of having to offer an incentive to get people to participate. Incentives should complement the event or message and should be reserved for those times when participation is most crucial.

HAVING FUN AND GIVING THANKS

On the day of the event, it is important for the committee members to enjoy the program and take time to observe how the attendees react to the intervention. If you have set up a health fair, are people confused by the layout? Are there certain booths that are more attractive than others? Are there portions of a lunch and learn presentation that spark more input than others? Although there should be some kind of tool in place to measure the success of the event, simple observations can be very helpful in improving future events.

After everything is said and done, it is crucial to thank those who helped with the event. Wellness Champions are only as good as all who help to make the events happen. Don’t forget to thank outside vendors, exhibitors, and donors, too. It is also wise to thank the participants, possibly in a public forum, for their efforts and successes. Recognize leaders publicly for their support. Hold them up as a role model and consider nominating them for wellness awards.



Evaluation



Evaluation is one of the most critical points in the development of a program. Measures to gauge success are best included in the implementation plan. An analysis of the results will determine what course corrections are needed. Do not worry if the goal has not yet been achieved. Evaluation is not a time for ego, but rather self-confidence as this is just one step in the journey. Use feedback and evaluation input to continue to build your increasingly strong program.

ANALYZING SUCCESS MEASURES

If the previously determined measure of success was merely to have a good turnout or high participation, then this stage involves simply tallying the sign-in sheet. However, when looking at the success of a wellness program as a whole, more extensive calculations may be helpful such as the effect on employee absenteeism, employee productivity, and the overall return on investment (ROI). Crunching numbers need not be a nightmare of flashbacks to high school algebra class. Following these simple guidelines can help to quantify success and communicate the program's effectiveness concisely.

Wellness programs in private industry often gather the following information. As a federal agency representative, you may be able to generate some data using these example categories. If your agency participates in an HRA, some of the data points may be available through aggregate HRA reports for your agency:

- Worker's compensation claims – number and dollar value
- Absenteeism – Tally sick leave used, but consider factoring out leave used to care for family members.
- Presenteeism – This term refers to the cost of employees who are at work but not functioning at their full capacity. This can be measured by a simple self-assessment question such as "On average, how many days each month are you limited at work due to back pain, headaches, head colds, or other illnesses?" Ask a question such as "On average, how many days each month are you limited at work due to family issues, financial concerns, or other work/life balance issues?" to determine the impact of employees' work/



life balance on presenteeism. Quantify further by asking “On those days, at what percent of your normal ability are you able to function? 10%, 30%, 50%, 70%, 90%”.

- Number of injuries and light duty time
- Health insurance expenditures
- Health indicators – weight/BMI, blood pressure, lipids, fasting blood sugar levels, tobacco usage, reported health behaviors, diagnosis or family histories of heart disease, hypertension, diabetes, and cancers. (These can be obtained voluntarily through screenings and the use of Health Risk Appraisals.)

$$\frac{\text{Benefit / Cost Ratio}}{\text{Program Costs}} = \text{Program Benefits}$$

$$\frac{\text{Return on Investment (ROI)}}{\text{Program Costs}} = \text{Net Program Benefits} \times 100$$

Example: A program to encourage smoking cessation by giving nicotine replacement patches to participants.

- Program cost is \$189 per participant (56 patches) x 25 participants = \$4,725*.
- Eight participants quit smoking (approximately 30% success rate).
- Benefit: The company saves a cost of \$960 per smoking employee per year* x 8 participants = \$7,680. (Benefit for the first year alone.)

$$\text{Benefit/Cost Ratio} = \frac{\text{Program Benefits}}{\text{Program Costs}} = \frac{\$7,680}{\$4,725} = 1.63$$

$$\text{ROI} = \frac{\text{Net Program Benefits}}{\text{Program Costs}} \times 100 = \frac{\$7,680 - \$4,725}{\$4,725} \times 100 = 62.5\%$$

*Cost derived from the DuPont Employee Study

Again, be sure to communicate results to leadership and employees and include future recommendations in communication with leadership.

REVIVING A TIRED PROGRAM

If wellness events are drawing fewer and fewer participants or the interventions don't seem to be effecting a change in employees, it is time to step back and re-evaluate the plan. Fixing the problem may be as simple as coming up with creative new approaches to address the same health topics. To do this, look to other programs, attend conferences, or get a new perspective from other members of the WellFeds Campaign. Students and interns are a wonderful way to get fresh and innovative approaches to traditional interventions. Never underestimate the importance of talking to the target market – the targeted employee population. Ask what would interest them, what methods of education they most prefer and what incentives might motivate them for change.

Sometimes even taking a break for a month or two might be just the trick to re-energize participation - that old adage; “we don't know what we've got until it's gone”. Another way to revive a program is by changing the packaging; food manufacturers use this tactic all the time. Try a new look, a new name, a new direction of planning and programming. Try offering programs outdoors or at different times. Consider offering programs through a different method, rather than the classic “lunch and learn”. Try to determine the reason for the lack of



interest or poor participation in order to better direct efforts to the needs of the employees. Even the slightest change can cause employees to look at the program in a whole new light.

EXPANDING INTO THE ARENA OF WORK/LIFE BALANCE

It may seem challenging to create a wellness program that is comprehensive and effective. It is recommended that a wellness committee master the building of a wellness program before moving on to a more inclusive program. To fully address the health and wellness of the employee population demands consideration of work/life balance issues. The term “work/life” refers to all of the factors that affect health both in and outside of work hours. Employees do not just bring their “work selves” to the job. Rather, they bring all of their roles, concerns, and commitments with them. Work/life balance does not indicate the expectation that every employee will be able to have equal time and energy for work and life outside of work. The intent of a wellness program is to provide the support to handle the demands of all facets of our daily lives.

In assessing the employees’ needs, it is important to consider what factors affect productivity. If taking time away for preventative exams is an issue, mobile mammography, an onsite health clinic, or even routine blood pressure screenings with an occupational health nurse coming on to the work site may be helpful.

Employee Assistance Programs (EAPs) are another important component of work/life balance offered for federal agencies. EAPs work with employees and their covered family members to identify and manage stressors, to help establish and maintain wellness activities and goals, to handle and identify ways to resolve personal or work problems, and to make employee presentations on stress reduction and health and wellness topics. Work/life balance can be addressed in programs with limited resources. The ability to refer employees to local resources and notify them of programs available in the community can be a wonderful way of addressing these issues.

CONCLUSION

Above all, Worksite Wellness means working with people. While one may need to convey quantifiable behavior change and return on investment figures to decision makers, employees are the first priority. One must truly care about the employee’s health and family in order to make long-lasting change. Be clear on the goals, steadfast with the plan, and true to the mission to achieve wellness.





Wellness Activities
Nutrition Changes



Farmer's Markets: When and Where to find

Description:

Farmer markets allow consumers to have access to locally grown, fresh farm produce. In a farmers market, a group of local farmers sell their products directly to the public, sometimes limited to specific days and hours, in public places such as parks or parking lots. Illinois farmer markets are typically open during spring through fall (March through October). Some markets may open as late as June.

Implementation:

- Consider advertising the location of farmer's markets to employees, e.g., on the Federal Plaza, at the Prudential Plaza on Tuesdays in the summer.
- Consider establishing a time/day for a group of colleagues to visit the farmer's market together. This could take place at lunch or after work hours.
- If there are no farmer's markets in your local area, consider partnering with local organizations to begin one.

Website resource:

Title of website: Local Harvest

Web address: <http://www.localharvest.org/farmers-markets/>

This website allows a search feature to locate farmer's markets by zip code. It gives listings of where and when the markets will be open.



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Making water available throughout the day

Description:

Making water available throughout the day can encourage water consumption over consumption of sweetened, caloric beverages. In the worksite setting, in order to achieve this objective it's important to consider making changes in the work culture or environment. For example, having a pitcher of water at meetings, setting up water coolers, installing water fountains, or adding bottled water to vending machines are all simple activities to encourage water consumption.

Implementation:

- Consider offering water at meetings, and in the staff kitchen and refrigerator.
- Occasionally, consider "spicing up" water options by offering lemons, limes, cucumbers, or melons to add to water.
- If funds are not available for a water cooler, consider creating a "water cooler club" where employees share the cost of the water cooler (approximately \$5 per month, depending on office size).

Activity duration:

Ongoing

Minimum and/or maximum number of participants:

Infinite

Approximate budget needed:

\$0 or minimal budget

Approximate time required of coordinator:

Minimal

Approximate time required of participants:

None



Cafeteria and Vending Machine Improvements

Description:

Agencies that have employee cafeterias and vending rooms often offer a wide variety of less than nutritious foods.

Implementation:

- Offer a wider variety of salads, fresh fruits, and vegetables in cafeteria and **healthier options** overall in both **cafeteria and vending machines**.
- Buy ingredients from **local farmers** to support local agricultural efforts.
- Promote consumption of healthy food in cafeteria through **signs**.
- Display **portion sizes and nutrition labeling** for cafeteria food.
- Raise the price on less healthy options to reduce the price on healthier options. In other words, **subsidize** healthier options in cafeteria.
- Get the attention of employees by removing certain types of junk food from the vending machines to promote a general awareness of healthier eating.
- Determine whether outsourcing such services or bringing a well-trained chef in-house to prepare healthy meals is more cost-efficient.
- Encourage cafeteria staff to follow **healthy cooking practices**.

Activity duration:

Ongoing

Minimum and/or maximum number of participants:

Infinite

Website resources:

Title of website: Businessweek article, "Most Innovative Corporate Cafeterias"

Web address: http://www.businessweek.com/careers/content/aug2007/ca20070822_400531.htm

This is an article highlighting various corporations that have successfully implemented healthy food programs in their company cafeterias.

Title of website: Midwest Business Group on Health

Web address: <http://www.mbg.org/>

This organization advises companies interested in obtaining more value from their health care benefit dollars.

Approximate budget needed:

Depends on company strategy

Approximate time required of coordinator:

Depends. Vending machine and portion size signs encouraging healthy eating will take little time. A more formal cafeteria program may take significant time at the beginning to develop.

Approximate time required of participants:

Varies based on participant



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Wellness Activities
Physical Activity Promotion



President's Challenge

Description:

The U.S. Department of Health and Human Services, the Office of Personnel Management and the President's Council on Physical Fitness and Sports are challenging the federal workforce to get active. Federal employees can log their physical activity and compete against fellow federal employees by accruing points toward awards.

Implementation:

- Go to website (<http://www.presidentschallenge.org/>) and click on "Log-in" to register
- Choose a user name, password and password hint
- Indicate if you are a member of a group or want to start one, then complete remaining information.
- Once you have established a list of activities you may begin logging the time you spend on each activity daily accruing points toward your goal.

Length of activity:

Activities can be logged by minutes or hours each day.

Activity duration:

The site will be active on an on-going basis.

Minimum and/or maximum number of participants:

You can participate as a single user or as a group. Some agencies are competing against each other while others are competing by division within each agency.

Website resources:

Title of website: Healthier Feds Physical Activity Challenge

Web address: <http://healthierfeds.presidentschallenge.org>

This website allows participants to engage in over 100 physical activities ranging from housework and walking to athletic and recreational endeavors and log your activity once you complete it. Adults are encouraged to participate in a minimum of 30 minutes a day, and children are encouraged to participate in at least 60 minutes a day. The President's Challenge offers something for everyone.

Has an agency already conducted this activity?

Yes, the Administration on Aging (AoA), HHS conducted this activity. According to AoA, it fostered camaraderie in the work place and got people moving!

Approximate budget needed:

None

Approximate time required of coordinator:

Just a few hours.

Approximate time required of participants: Total activity time plus a few minutes to log each activity session.



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Woman Challenge

Description:

The Woman Challenge is an eight-week, online, interactive physical activity challenge for better health. The Woman Challenge encourages women to get at least 2 hours and 30 minutes of moderate-intensity aerobic physical activity each week; it begins with a pledge to commit to eight-weeks of setting and meeting personal physical activity goals. Throughout the Woman Challenge participants have the option to set and modify goals, view progress reports and awards based on activity recorded, receive weekly emails with health tips, and are given opportunities to participate in bonus challenges that encourage healthy lifestyle choices. Participants have the option to participate on a team or individually.

The Woman Challenge is a program of the U.S. Department of Health and Human Services' Office on Women's Health (OWH) and is a part of the OWH year-long Woman Activity Tracker program. The Woman Activity Tracker program allows participants to continue tracking activity online for the remainder of the year following the eight-weeks of the Woman Challenge.

Potential Benefits for Individuals:

- Achieving and/or maintaining a healthy weight
- Improved or regular practice of physical activity practice
- Improved overall healthy behaviors and lifestyle choices
- Increased education and awareness related to women and girl's health
- Allows individuals to monitor their physical activity over time.

Activity duration:

Each year, the Woman Challenge kicks off on Mother's Day, the first day of National Women's Health Week.

Minimum and/or maximum number of participants:

No restrictions

Website resources:

Title of website: The Woman Challenge & The Woman Activity Tracker

Web address: www.womenshealth.gov/woman

This website has a link to the physical activity challenge registration and provides more information about the program.



Take the stairs campaign

Description:

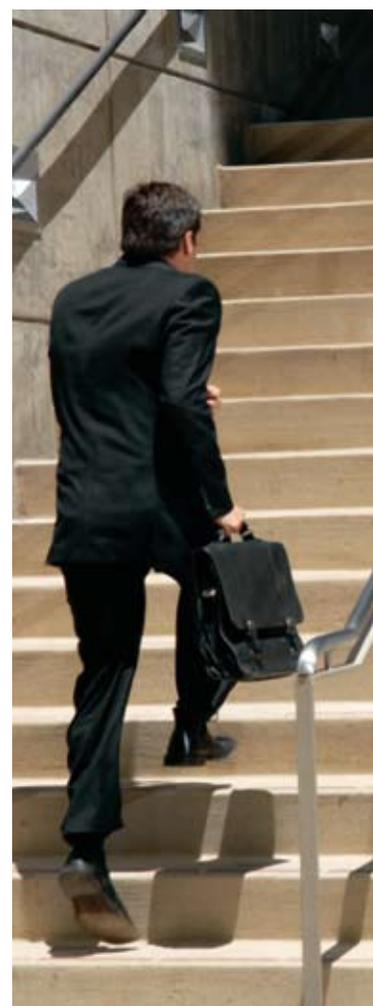
Take the Stairs Campaign is a part of the Healthier Worksite Initiative of the CDC. It encourages employers to develop a campaign to increase stairwell use at work, as stairwells are an easy and free way to incorporate physical activity into the day. It is thought that employees, who choose to take the stairwell at work, may also choose to use the stairwell in environments away from work, such as apartment buildings, the mall, or other buildings.

Implementation:

- To have a successful stairwell program, employers must develop a general budget for the project. Based on resources available, some or all of the following suggestions should be considered to make stairwells safer and more attractive: fresh paint, carpet, rubber stair treads, and framed artwork.
- **Motivational signs** – both inside and outside the stairwell - should be considered to promote and encourage participation. Lastly, if possible, there should be some kind of stairwell tracking system to measure how many more employees are taking the stairs.
- Expanding on the suggestion to **post motivational signs at elevators and escalators to encourage stair use**, it is essential to consider the Stairway to Health Program, a successful worksite wellness program promoting stairwell usage, instead of elevator or escalators, at the workplace. Stairs burn twice as many calories as walking and are an easy way to incorporate physical activity into daily living.
- **Measure** – Measure current use of your stairs by observation, measurement and/or questionnaire*.
- **Examine Barriers** – Try to understand the current barriers to stairway use in your workplace. Take a walk through the stairways; have conversations with co-workers, and possibly hand out a questionnaire at the elevators. Barriers may include location, safety, attractiveness, attitudes, etc.
- **Address Barriers** – With the help of co-workers, or your program committee if already established, try to address each of these barriers through simple low cost strategies. For example, an unattractive stairway doesn't have to have a full renovation as a first step. A good cleaning by maintenance staff and posting of some attractive posters **(in accordance with fire codes)** will create a fresh new look as a first step. Safety can be addressed through events that ensure co-workers are in the stairway together rather than alone. And attractive signage can help deal with stairways located in inaccessible back corners of buildings (Posters*).
- **Set objectives** – Set objectives for the program and be realistic. Remember, successful programs generally result in no more than a 15% increase in stair use. However a 15 % increase can result in significant health benefits for your workplace*.



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- **Program Design** – Design your program based on the barriers to be addressed and the objectives that have been set. Remember that point of decision prompts have been proven to be the most effective intervention in changing stair use behavior (Posters*). Will your program be on-going throughout the year, a campaign conducted over several months, or a special event taking place over a number of weeks?
- **Register** – Register* your program with Stairway to Health. Registering allows you to track, monitor and measure self-reported stairway use among your employees. Use this information to promote the program, profile successes, and measure progress.
- **Promote** – Promote your program to all employees. There are a variety of Stairway to Health Tools available to help create posters and other promotional resources that will help you promote your program*. Consider a kick-off event to announce the program. Have the company owner or President meet and greet with you at the elevators one morning etc.
- **Encourage** – Support and encourage your employees through ongoing promotion, rewards, contests and incentives*.
- **Evaluate** – Measure and evaluate the results* of your Stairway to Health Program.
- **Communicate** – Share your results with your employer, employees, and to other workplaces via in house communication opportunities and the Stairway to Health Website.

*Additional information available at Stairway to Health Program website below.

Length of activity:

Minimal time each day

Activity duration:

Ongoing

Minimum and/or maximum number of participants:

No restrictions

Website resources:

Title of website: Stairway to Health Program

(promoted by the CDC at http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/other_physical_activity.htm)

Web address: <http://www.phac-aspc.gc.ca/sth-evs/english/index-eng.php>

The website contains a "Getting Started" section that provides step by step guidance in how to develop a Stairway to Health Program at your workplace, including advice on how to convince employers and property managers that the program is a good idea. In the "Fact Sheets and Resources" link, there is a budget template, motivational posters, stairway calorie counters and more. It is a one-stop shop for employers to develop a stairway program.

Title of website: Healthier Worksite Initiative (CDC)

Web address: http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/stairwell/stairwell_appearance.htm



10,000 Steps a day campaign/pedometer

Description:

The average person takes 3,000 to 5,000 steps a day. Increasing this level has proven to help maintain weight and to help to prevent disease. 10,000 Steps a Day is a low-cost, achievable recommendation to increase physical activity. By using a pedometer, this program encourages people to monitor physical activity and over a period of time, increase activity level to reach the 10,000 step goal.

Length of activity:

Ongoing

Activity duration:

Ongoing

Website resources:

Title of website: America on the Move

Web address: <http://aom2.americaonthemove.org>

This website encourages taking small steps to achieving healthy weight management. It has daily activity logs, step counters, healthy recipes, articles that describes 100 ways to add 2000 steps to your day, community boards, and more.

Title of website: Shape Up America

Web address: <http://www.shapeup.org/shape/steps.php>

This website discusses how to use a pedometer, how much pedometers typically cost, how to avoid injury, how to stay on track after meeting your goal, and more.



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Walking meetings

Description:

A walking meeting is a traditional meeting on the move.

Implementation:

- Establish a meeting agenda.
- Ascertain interest for holding a walking meeting among meeting participants.
- If interest in holding a walking meeting is high, determine the appropriate duration for the walking portion of the meeting. If interest is low, simply hold a traditional meeting.

Length of activity:

15 – 30 minutes per meeting.

Activity duration:

Ongoing as needed.

Minimum and/or maximum number of participants:

Minimum number of participants: 2; Maximum number of participants: 3

Approximate budget needed:

\$0

Approximate time required of coordinator:

Minimal. Meeting organizer will need to spend a few extra minutes to poll the meeting attendees to determine their level of interest in a walking meeting. Additionally, meeting organizer will want to quickly establish a walking route that conforms to the expected duration of the meeting.

Approximate time required of participants:

Little to none.



Map out nearby walking routes

Description:

Mapping one's walking route allows a person to determine the distance of the walk and the time the walk will take. Consider promoting these websites to colleagues.

Length of activity:

30 minutes/day

Activity duration:

3-5 times/week

Minimum and/or maximum number of participants:

None.

Website resources:

MapMyWalk

Web address: www.mapmywalk.com

This website allows people to create a unique user profile, track their walks, find a walk, and store information.

My walking maps

Web address: www.prevention.com/mywalkingmaps/

From the website: "Walking is one of the best ways to lose weight, get fit and stay healthy. But sometimes it's hard to know where to start. With this mapping tool, it's easy to get from start to finish in just a few clicks. You can find a walking route in your neighborhood, you can share it with friends, or you can create a personalized route just for you. Plus, you'll be able to keep records of your distance, pace, and calories burned."

Approximate budget needed:

\$0

Approximate time required of coordinator:

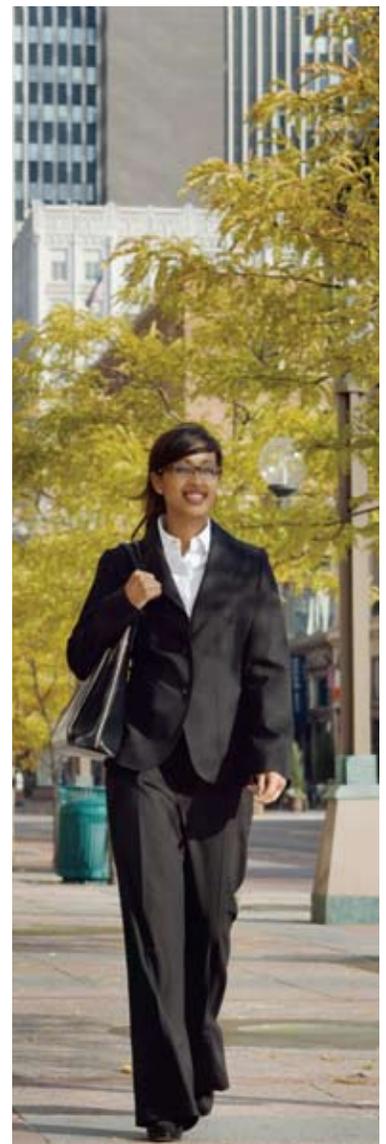
Minimal

Approximate time required of participants:

Approximately 30 minutes per walk



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Walking/running clubs at lunch, before, or after work

Description:

To offer employees the opportunity and social support to begin a regular walking/running program.

Implementation:

- Map out a walking/running route considering time constraints
- Choose a meeting time/place. Some large agencies have three meeting times per day to meet the needs of employees on different schedules (i.e.: 10:00, 12:00, and 2:00)
- Consider hosting before or after work walking/running clubs. In inclement weather, consider using tunnels or malls
- Promote the activity through email, signs, and by word of mouth via Wellness Champions

Length of activity:

30-60 minutes per day. Remember to get supervisor approval.

Activity duration:

Continuous

Minimum number of participants:

Two

Approximate budget needed:

No budget required

Approximate time required of coordinator:

A couple hours to initiate and promote activity.



Provide bike racks

Description:

Providing secure bicycle parking is one of the most effective methods to promote bike-riding – a fun and environmentally friendly method of transportation – to work. Install bike racks on agency property to encourage employees to bike to work.

Implementation:

- City Departments of Transportation are usually responsible for installing bike racks.
- In the case of Chicago, please contact the Chicago Department of Transportation to place your request. You may request bike racks two ways:
 - Through the Bike Parking Public Interface website, available at: <http://www.chicagobikes.org/bikeparking/> Once the request is submitted, you will receive a tracking number to track progress of your request.
 - By calling the City of Chicago’s 311 hotline. If you call 311, you can ask the operator for the “SR number” of your request, which can be used to track the progress of your request on our website.
- Installation can take a few weeks to a few months, depending on the circumstances.
- It is important to note that one can make the request to install bike racks **on behalf of a community or a business group, or as an individual**. It may be beneficial to promote this service to employees even if an organization is not going to request bike racks. Interested employees will be able to pursue it themselves.
- Bike racks can only be installed with the following criteria:
 - there is sufficient demand/necessity for bike parking
 - the location is on public property (e.g., sidewalks, CTA property, Chicago Park District property)
 - the sidewalk is at least 10 feet wide
 - there is a suitable concrete surface upon which to mount the rack (not asphalt, grass/dirt, etc.)
 - the location is at least 40 feet behind bus stop signs/bus shelters
 - 6 feet from the outside edge of sidewalk cafes
 - at least 4 feet from general utilities
 - at least 3 feet from curb, fence, walls, and fire hydrants
 - at least 2 feet from outside edge of tree planter basins
 - at least 6 feet from CTA subway exit portals



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- For a complete list of best locations for a bike racks, as well as locations where they cannot be installed, please visit <http://www.chicagobikes.org/bikeparking/faq.php>

Website resources:

Title of website: Chicago Department of Transportation

Web address: <http://www.chicagobikes.org/bikeparking/>

This website offers information on bike rack installation in the City of Chicago. Furthermore, it has a FAQ section where interested individuals can go to get their questions answered.

Approximate budget needed:

\$0, as the City of Chicago provides bike racks for free.

Approximate time required of coordinator:

Maximum couple of hours to complete and submit the request.



Yoga Exercise Class

Description:

This activity involves offering a conference room where individuals can pay a small fee for a yoga class during the lunch hour. The instructor can be a certified yoga instructor. Through the class, individuals can improve their flexibility, strength, endurance, balance and relieve stress.

Implementation:

- Notice sent to all agency employees about a free yoga class. This class should be for anyone interested to try it.
- The initial amount of time required is no more than a couple hours to get the program started and is minimal once the program is established.
- Employees should register for the initial class and also for the session.
- The session is offered during the lunch period. Employees who participate are required to pay the fee involved.
- The instructor may require a waiver be signed prior to participation.

Length of activity:

Once a week for an hour for six consecutive weeks.

Activity duration:

Employees can use their 30 minute lunch and either 30 minutes of leave or work the 30 minutes before/after work, with supervisor approval.

Minimum number of participants:

Depends on instructor and agency.

Approximate budget needed:

No financial commitment for the agency, since employees pay the class fee themselves.



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10 minute workouts in the workplace

Description:

Adults not likely to exercise can get big benefits from small ten minute physical activity breaks only 2 to 3 times a day. It improves health and productivity in the workplace. Example of activities include: walking meetings, replacing seats around the conference table with elliptical machines, creating a sitting ban during meetings (similar to the idea of a smoking ban), and recess breaks with brief, low impact group physical activity.

Length of activity:

Ten minutes, 2-3 times a day

Activity duration:

Ongoing

Minimum and/or maximum number of participants:

No restrictions

Website resources:

Expert: 10-Minute Workouts Can Have Big Payoff

Web address: <http://www.npr.org/templates/story/story.php?storyId=101151713>

The video on the website is short, yet very informational. For further information, there is a link to a webchat.



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Park District Fitness Facilities

Description:

Many park districts have low-cost fitness facilities for residents. Depending on the facility the following services may be included: fitness equipment, physical training, group fitness classes, indoor pool, and more.

Minimum and/or maximum number of participants:

No restriction

Website resources:

Title of website: Chicago Park District

Web address: <http://www.chicagoparkdistrict.com/>

It gives listing and information on all programs and events. There is also a search feature to find a park, gym, tennis court, skate park, or other Chicago

Park District facility by zip code.

Chicago Federal Fitness Centers (Federal Occupational Health sponsored centers)

Description:

Membership includes convenient access to both the Ralph H. Metcalfe (RHM) and the John C. Kluczynski (JCK) Fitness Centers. The JCK and RHM Fitness Centers are available to all federal employees, though not all agencies are members.

Services Provided:

- Health Screenings
- Fitness Assessments
- Individualized Exercise Program
- Equipment Orientation
- Motivational Programs
- Health Education
- A variety of Group Fitness Classes
- Specialty Classes i.e. Yoga, Belly Dancing

How to Join:

Contact Harold Tyler at either the RHM or JCK Fitness Center to obtain a copy of the membership packet and payment options. See locations and numbers below:

JCK Fitness Center
230 S. Dearborn Ave.
SM level
(312)-886-2220
Monday-Friday 6:30am-6:30pm
E-mail: Harold Tyler at h Tyler@psc.gov

RHM Fitness Center
77 W. Jackson Blvd.
Basement level
(312)-886-4121
Monday-Thursday 6:30am-6:30pm and Friday 6:30am-3:00pm
E-mail: Harold Tyler at h Tyler@psc.gov



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Subsidy for fitness center membership

Description: If employees do not have access to an on-site or nearby federal fitness center, consider working with management to subsidize fitness center memberships. Contact local fitness centers to what types of corporate membership deals they may offer.

Approximate budget needed: Fitness center memberships typically cost between \$30 and \$50 per month with an initial set up fee ranging from \$50 and \$200. Multiply this by the number of employees interested in the program.



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Flex-time for physical activity policy

Description: In the worksite setting, employers can develop clear, supportive policies to encourage physical activity. Flex-time, for example, is an effective incentive for physical activity and involves a policy that allows employees to alter their work day or lunch break to be physically active (i.e. through gym time, walking, running, and/or aerobics classes), or allow time to do physical activity (i.e. stretching or yoga) in the office. One option is for employees to use their 30 minute lunch and either 30 minutes of leave or work the 30 minutes before/after work. Some departments or agencies may have a policy in place. Please check with your department or agency's management and legal counsel before proceeding with any policy. The Office of Personnel Management leaves the creation of any policies concerning time off for physical activity to the individual departments or agencies.

Implementation:

- Discuss flex time policy with management and legal counsel.
- Survey employees to see which strategy they prefer: flex time, extra time in office for physical activity, or work from home options.



Wellness Activities
Lifestyle Changes



Weight Watchers @ Work Program

Description:

Weight Watchers @ Work is a weight loss and maintenance program that is available to employees at their worksites. Many employers often decide to subsidize part or all of the cost of Weight Watchers @ Work meetings as an incentive to help employees lose weight.

Implementation:

- Solicit email survey on employee interest
- Contact Weight Watchers **1-800-8-AT-WORK (1-800-828-9675)**
- Coordinator will work with you on scheduling date, time, cost, materials

Length of activity:

17 Weeks

Activity duration:

One day per week/for one hour generally over lunch period

Minimum and/or maximum number of participants:

Minimum is 20

Website resources:

Title of website: Weight Watchers eTools

Website address: http://www.weightwatchers.com/Templates/Marketing/Marketing_Utool_1.col.aspx?pageid=1120761

Weight Watchers eTools, an Internet weight-loss companion available exclusively for Weight Watchers meetings members, is the individual's connection to expert weight-loss advice and helpful tools between meetings. eTools makes it even easier to track progress and stay on plan, so one can be successful. People who attend both Weight Watchers and use eTools lose over 50% more weight on average than those who attend weekly meetings alone.

Approximate budget needed:

\$185.00 per participant

Approximate time required of coordinator:

3 hours a week to help with room setup, etc.

Approximate time required of participants:

1 hour per week.



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Lighten Up!

Description:

Changing habits can be very challenging. Key elements in programs that foster successful behavior change include education and group support. Lighten Up! Is an eight-week group weight loss program offered by Federal Occupational Health (FOH) that emphasizes instruction on proper nutrition and lifetime weight management skills. During the eight weeks, participants will learn the basics of nutrition, meal planning, restaurant dining,. How to modify favorite recipes, how to develop a personal exercise plan, and tips on making positive lifestyle changes. At the end of the class, participants will be given a cookbook with recipes they have shared during the class.

A positive attitude and strong commitment are the tools needed for success. The potential benefits of the program include nutritional knowledge, weight loss, and improved self-esteem and well-being. Throughout the program, participants receive special incentive prizes for working toward their fitness goals of healthy eating. Each participant also receives an informational manual, completion prize, and food log.

Implementation:

- Agency Wellness Champions should contact a Federal Occupational Health (FOH) Wellness Program Manager for questions and additional information: Dawn Koch at 404-562-7950 ext 146, or Kari Lockett at 404-562-7950 ext 108.
- There is a charge to agencies for the course and the course materials.

Length of activity:

This program runs 8 weeks; each session lasts 30 minutes. Each participant also has individual consultation with the course leader.

Activity duration:

This program runs 8 weeks; each session lasts 30 minutes.

Minimum and/or maximum number of participants:

Learning is best achieved with a class size of fewer than 25 participants.

Website resources:

Title of website: Federal Occupational Health

Web address: <http://www.foh.dhhs.gov/services/training/education.asp>

Approximate budget needed:

There is a charge to agencies for the course and the course materials, which varies depending on the number of participants. Contact the FOH coordinator for specifics (Dawn Koch at 404-562-7950 ext 146, or Kari Lockett at 404-562-7950 ext 108).

Approximate time required of coordinator:

2 hours estimated to make the arrangements with FOH for the program

Approximate time required of participants:

30 minutes for 8 weeks, plus some individual time with the course instructor.



Promote the national Quit Line 1-800-QUIT-NOW

Description:

1-800-QUIT-NOW is free telephone services that links callers to a trained quit coach that will provide callers with a personal plan as well as different types of cessation information and services. Callers will also be advised on social support and coping strategies to deal with cravings and up-to-date information about cessation medications.

Activity duration:

The Quit Line can be used as needed.

Website resources:

Website title: 1-800-QUIT-NOW

Web address: <http://1800quitnow.cancer.gov/>

The website contains an FAQ section that describes what callers can expect when contacting the Quit Line and answers other commonly asked questions about smoking cessation. The Quit Now Challenge Blog contains stories of others experience quitting smoking from all over the U.S.



LIFESTYLE
CHANGES

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Tobacco-Free Worksite Campus

Description:

Executive Order 13058 made all federally-owned, leased and rented Executive Branch facilities smoke-free in 1997; however, there may still be tobacco use on the worksite's campus. Employees and guests may be exposed to tobacco when entering or exiting the federal facility.

The U.S. Department of Health and Human Services is authorized, by Executive Order 13058, to expand the current no-smoking policy to prohibit smoking on all HHS properties, unless prohibited by the lease terms. (See <http://www.cdc.gov/nccdphp/dnpha/hwi/policies/CDC%20Tobacco-Free%20Campus.pdf> for the CDC's Tobacco-Free Campus Policy.) Agencies can establish similar policies and all agencies, including HHS, can implement tobacco-free campus programs.

Implementation:

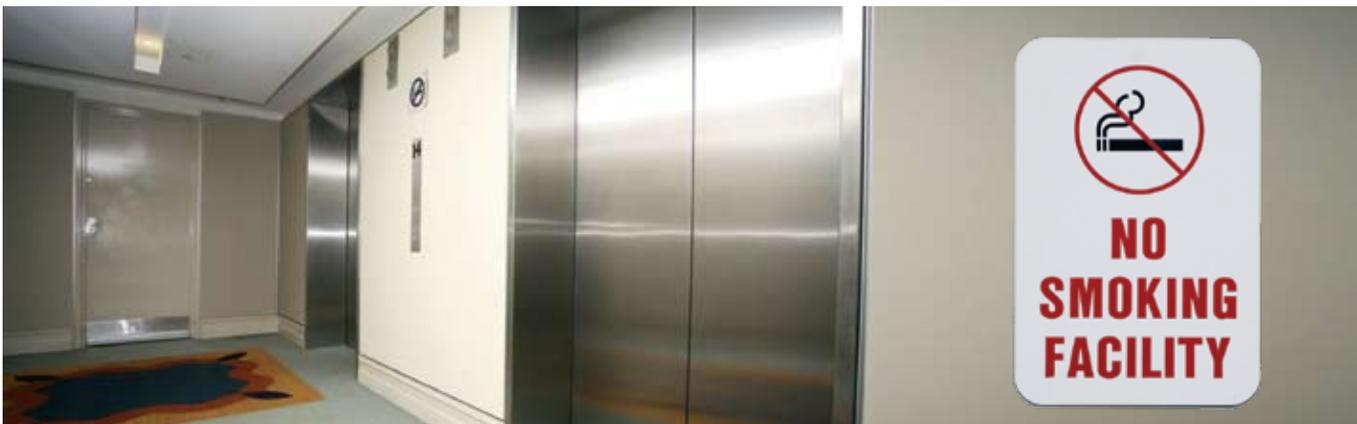
- Meet with agency management to discuss policy formulation
- Convene a planning committee that includes management, union representatives, legal counsel, federal employees, and on-site contractors.
- Develop a tobacco free campus policy. Be sure to consult with legal counsel.
- Offer comprehensive tobacco use cessation services to employees in advance of the implementation of the tobacco free campus policy.
- Consider contacting non profit organizations like the American Cancer Society or American Lung Association for technical assistance.

Website resources:

Website title: Planning a Tobacco-Free Campus Initiative

Website address: <http://www.cdc.gov/nccdphp/dnpha/hwi/toolkits/tobacco/planning.htm>

This website explains the process for a worksite campus to become tobacco-free. It includes the Center for Disease Control and Prevention (CDC) as an example and provides helpful resources.



Tobacco Cessation Program

Description:

To offer help to any employees who uses tobacco and has the desire to quit, but needs support.

Implementation:

- Gather information about successful smoking cessation programs in the area.
- Determine whether or not the agency can offer payment of each employee's program fee.
- Send registration information to all agency employees.

Length of activity:

Varies depending on smoking cessation program. Often, program sessions are 1 hour long once a week.

Activity duration:

Varies depending on smoking cessation program. Sometimes, a session can last 8 consecutive weeks with a follow-up to participants at a 3 and 12 month interval.

Minimum number of participants:

Depends on agency and smoking cessation program.



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Approximate budget needed:

The agency must determine how much money per employee it is willing to spend to promote smoking cessation. Some agencies have negotiated a deal with their employees where the agency pays half the fee, and the employee pays half the fee. Upon successful completion of the program, the employee may get reimbursed for the money spent on the program.

Approximate time of Coordinator:

Unknown

Approximate time required of participants:

Varies by smoking cessation program.

Has an agency already conducted this activity?

The Federal Occupation Health (FOH) smoking cessation program has helped hundreds of federal employees quit tobacco. The most popular FOH Smoking Cessation Program (the Nicotine Replacement Therapy NRT program) includes:

- A smoking history and evaluation during a personal intake/counseling interview
- Participants are guided in generating a personalized, written quit plan
- A four week supply of nicotine patches or nicotine gum are provided
- Participants may return to their FOH health center to receive follow-up counseling, support, and problem-solving assistance.
- Key FOH Smoking Cessation Program Advantages:
 - Simple to initiate and administer
 - Appeals to all demographic groups
 - Available anywhere in USA
 - Great cost/benefit ratio. The NRT program costs only \$140 per person
 - Designed from the ground up for the government workplace
 - Emphasis on increased utilization of EAP services, which is very important since many smokers need assistance with substance abuse or mental health problems in order to sustain a long-term quit.

Contact the FOH Smoking Cessation Coordinator: Arlene Engelstad, 206-615-2511, aengelstad@psc.gov



Wellness Activities
Health Promotion



Health Risk Appraisals

Description:

Health Risk Appraisals are a tool, often used in worksite wellness, used to collect information about an individual's health risk factors and provide individualized feedback with interventions to improve health and prevent disease. Health Risk Assessments normally gather information about demographic characteristics (sex, age, etc), lifestyle (diet, exercise, smoking, alcohol consumption, etc), and medical history (family and personal). Sometimes information about height, weight, blood pressure, and cholesterol levels is obtained. They are available via FOH and other specific websites.

Potential benefits for Individuals:

Raising health awareness; reveals health issues that personal choices could impact; allows individuals to monitor their health over time when completing Health Risk Appraisals yearly.

Activity duration:

Once yearly, or more often as desired

Minimum and/or maximum number of participants:

No restrictions

Website resources:

Web title: Health Risk Appraisals

Web address: http://www.cdc.gov/nccdphp/dnpa/hwi/program_design/health_risk_appraisals.htm

This website discusses what Health Risk Assessments are and gives why Health Risk Assessments are used in the workplace. It discusses the ethics of health risk assessments and how they can be most effectively used.



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PROMOTION

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Health Education Programs and Screenings

Description:

Federal Occupational Health (FOH) offers health education programs to instruct and motivate employees to adopt healthy lifestyles. FOH possesses a library of topics that address key health topics for a working population. Health education programs can be provided in our clinics, fitness centers or at your worksite. These programs, in combination with FOH health education materials, empower employees to make lifestyle changes that improve their health and well being. Standard presentations include: Nutrition in the USA, Tuberculosis Presentation, Colorectal Cancer Screening, Pandemic Influenza, Nutrition and Health Improvement, S.M.A.R.T. (sticking to resolutions), Cardiac Risk Assessment, Back care, Headaches, Women’s Health, Men’s Health, Exercise to Reduce Your Risk of Health Problems, Fitness Basics, Walk Your Way to Better Health, Allergies, Asthma, and MRSA Presentation.

Early detection of health problems can help prevent costly and debilitating diseases. The FOH Health Center also offers health screenings for: high blood pressure, cholesterol, diabetes, colorectal, and other issues. Employees can visit their FOH Occupational Health Center for these screenings.

Implementation:

- Contact your local FOH occupational health nurse or your local FOH fitness center to consult regarding potential presentations.
 - FOH Health Unit, 219 S. Dearborn, Suite 288
 - FOH Health Unit, 233 N. Michigan, Suite 740
 - FOH Health Unit, 230 S. Dearborn, Suite 365
- Notify employees at your agency about the health screenings available at their health unit.

Length of activity:

1 hour or less

Activity duration:

Ongoing

Minimum and/or maximum number of participants:

Open

Approximate budget needed:

If the agency uses FOH as their occupational health provider, routine presentations are included under your basic health services agreement with FOH.

Approximate time required of coordinator:

Time to coordinate with the FOH nurse and time to organize the presentation (location, notification, etc.).



FOH's HealthyFocus4You Motivation Health Risk Appraisal (HRA)

Description:

Federal Occupational Health has a tool, the HealthyFocus4You Motivation website, for employees to use to track their health trends and to gain information for a healthier life style. FOH's on-line health information program, HealthyFocus4You (HF4Y) Motivation site, offers a comprehensive menu of services to help employees address health management goals such as identifying health risks, disease prevention, and self-care. HealthyFocus4You helps employees make educated health decisions that lead to more informed health choices, healthier lifestyles, and better management of health conditions.

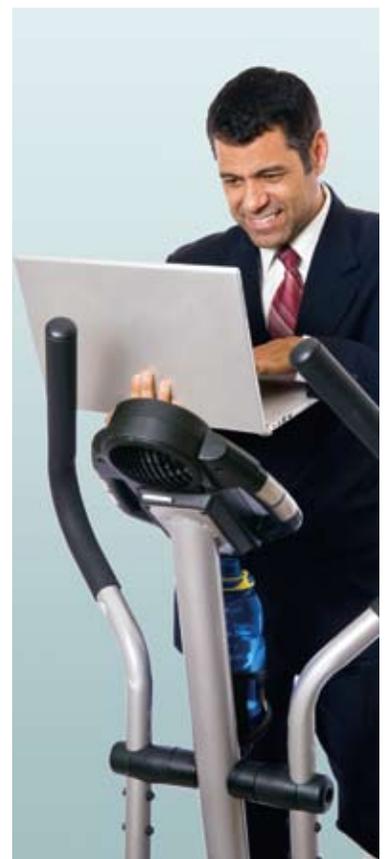
First, you can log your workouts in Motivation in order to track progress (<https://hf4y.com/About/AboutActLog.aspx>). Second, Motivations offers a variety of Health Risk Assessment (<https://hf4y.com/About/AboutHRAs.aspx>) questionnaires that can help you understand how your lifestyle and family history affects your prospects for along and active life. In taking these questionnaires, you will not only learn from the results that you achieve, but the questions themselves will force you to think more deeply about your personal choices related to health and wellness. Finally, Motivation features a variety of articles in our health and wellness library. Our focus is on explaining health benefits fitness assessment and medical screening. We also provide practical ways to become more active and discuss current topics such as Exercise in Aging. If you have any questions, please contact your FOH occupational health nurse.

Implementation:

- Agency Wellness Champions should notify their agency employees of the availability of this resource. Here are instructions for registering:
- Initial Registration (Complete this step only once)
 - Go to <http://www.hf4y.com> (book this as your favorite)
 - First time users choose "Need an account"
 - Type in your four digit code. NOTE: Your code will differ based on the health unit you use. PLEASE SEE THE FOH OCCUPATIONAL HEALTH NURSE WHO WILL GIVE YOU THE CODE FOR YOUR AGENCY.
- Select your main Agency and then select the appropriate Sub-Agency
- Enter your enrollment information:
 - Preferred Login
 - Password
 - First and last name
 - Gender



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- Birth date
- Email address (Optional, but highly recommended) will allow us to provide you with targeted health program information. The email address is encrypted to protect identity and is not shared with any party
- Before you click submit make sure you copy down your preferred login and password for future use.
- You will be taken directly to the Health Risk Appraisal section. You will need to complete this section to learn more about your health and how to improve it
 - Enjoy all the features of HealthyFocus4You Motivation
 - Once registered, clients may go to <http://www.hf4y.com>, and enter their preferred logon and password previously provided
 - Clients may scroll through the tools and resources on the left, or read helpful articles throughout the website
- For registration help please contact HF4Y by email at healthyfocus@psc.gov
- NOTE YOUR PREFERRED LOGIN NAME AND PASSWORD FOR FUTURE VISIT TO THE WEBSITE!

Length of activity:

Minimal

Activity duration:

Depends on individual usage

Minimum and/or maximum number of participants:

No minimum or maximum

Website resources:

Title of website: FOH Motivation HealthyFocus4You

Web address: <http://www.hf4y.com>

Approximate budget needed:

None

Approximate time required of coordinator:

Minimal – notify agency employees of the availability of this site

Approximate time required of participants:

Depends on the individual



Healthfinder.gov

Description:

Developed by the U.S. Department of Health and Human Services, Healthfinder.gov is an encyclopedia tool of over 1600 health topics from the most trusted sources. In addition to being a search engine of health topics, the tool also allows one to receive health news and newsletters, use interactive personal health tools that check one's health and get personalized advice, and locate a doctor, hospital, or other services.

Website resources:

Web address: healthfinder.gov

Approximate budget needed:

\$0

Approximate time required of coordinator:

Minimal, couple of hours in the beginning to promote website.

Approximate time required of participants:

Varies depending on participant



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Healthierfeds.opm.gov

Description:

HealthierFeds provides information and education to Federal employees and retirees about healthy living, greater individual responsibility for personal health, and best-treatment strategies. Through this initiative, the U.S. Office of Personnel Management (OPM) is working with Federal agency fitness and wellness leaders to promote healthy behavior decisions among Federal employees.

The four pillars, or key elements of this initiative include:

- Be physically active every day
- Eat a nutritious diet
- Get preventive screenings
- Make healthy choices

Other elements of the HealthierFeds initiative include:

- The HealthierFeds Fitness Challenge
- 2007: The Year of the HealthierFed
- Ongoing consultation and support for Federal agency health and wellness programs
- Training for Federal agency health and wellness coordinators

Website resources:

Web address: healthierfeds.opm.gov

Approximate budget needed:

\$0

Approximate time required of coordinator:

Minimal, couple of hours in the beginning to promote website.

Approximate time required of participants:

Varies depending on participant



MyPyramid.gov tracking

Description:

MyPyramid Tracker is an online diet and physical activity assessment that provides information on an individual's physical activity status and quality of diet. The calories/energy balance feature allows calculation of an individual's energy balance by subtracting energy burned through physical activity from one's daily calorie consumption. This tool better allows individuals to understand the relationship between calories consumed and physical activity in weight management.

Implementation:

- Create a MyPyramid Tracker account by completing the new user registration profile
- Fill in demographic information
- Start the assessment by either clicking on Assess your Food Intake or Assess your Physical Activity
- Follow the directions on the website.

Length of activity:

Each analysis takes roughly an hour.

Activity duration:

This activity can be done either once or over a period of several weeks. Perhaps to get a better idea of the relationship between caloric intake and energy expenditure, an individual should complete this activity periodically over a period of several weeks. Energy balance history is stored for up to one year on the website.

Website resources:

Title of website: MyPyramid Tracker

Web address: <http://www.mypyramidtracker.gov/>

The website is free and data is stored for up to one year. In the analysis it provides emoticons (happy, sad, or neutral faces) as an easy way to show consumers how well they are meeting nutrition guidelines. For physical activity, the analysis is straightforward.



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PROMOTION
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Monthly Wellness Day

Description:

Dedicate a day every month to draw attention to either overall health and well being, or specific wellness topics to educate your employees.

Implementation:

- Raise awareness of the day and all that it has to offer to employees
- Contact the Department of Health and Human Services, Centers for Disease Control and Prevention, and National Institutes for Health for free materials.
- Try to pick topics that highlight national health observance days. For a complete listing of the national health observances, please visit <http://www.healthfinder.gov/nho/>.
- Spotlight a **“Wellness Star of the Month,”** an employee who has gone the extra mile with regard to making important lifestyle changes or participating in physical activities.

Length of activity:

Minimal time

Activity duration:

Ongoing

Approximate budget needed:

\$0

Approximate time required of coordinator:

Minimal

Approximate time required of participants:

Varies depending on participant



Cubicle Dedicated to Wellness Materials

Description:

Dedicate a cubicle in the office to offer free wellness materials and health information about a variety of different topics.

Implementation:

- Raise awareness of the cubicle and all that it has to offer to employees
- Contact the Department of Health and Human Services, Centers for Disease Control and Prevention, and National Institutes for Health for free materials.
- Include a **calendar with a health focus**, marking the various national health observance days as well as local health-related and physical fitness events. For a complete listing of the national health observances, please visit <http://www.healthfinder.gov/nho/>.

Length of activity:

Minimal time

Approximate budget needed:

\$0

Approximate time required of coordinator:

Minimal

Approximate time required of participants:

Varies depending on participant



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Lunch n' Learns

Description:

Federal employees can increase their understanding and awareness of an array of topics by utilizing lunch n' learn sessions, which are instructional exercises held over the lunch hour.

Implementation:

- Brainstorm appropriate lunch n' learn topics. For example, May is national stroke awareness month, so a speaker who knows about stroke prevention could speak at a federal agency.
- Obtain approval from management.
- Invite speaker.
- Secure a room for speaker based on expected number of attendees.
- Consider asking for a donated lunch from a local restaurant.

Length of activity:

30 minutes per lunch n' learn, with one or two lunch n' learn(s) per month.

Activity duration:

Ongoing

Minimum and/or maximum number of participants:

Min: If an outside speaker is coming, the lunch n' learn organizer should ensure that at least ten people will attend the session. Max: depends on room availability and capacity.

Has an agency already conducted this activity?

Yes.

If yes, which agency and what was their experience?

As part of the WellFeds Campaign, the Food and Drug Administration invited a speaker from the American Heart Association to address a group of FDA employees in February 2009, which was National Heart Awareness Month. The American Heart Association speaker was excellent; FDA had a great experience.

Approximate budget needed:

In most cases, \$0.

Approximate time required of coordinator:

1-2 hours to plan the event, secure a speaker for the event, reserve a room, and disseminate information to agency employees.

Approximate time required of participants:

30 – 60 minutes/month



FAA Great Lake Regional Office Fiscal Year Health Awareness Programs and Health Screenings

Description:

Agencies can coordinate quarterly health awareness programs and quarterly health screenings.

Implementation:

- Establish a Health and Wellness Initiative Team to coordinate activities of various programs related to employee health, wellness, and fitness.
- Work with local union representatives to obtain buy in and representation on the Team.
- Senior manager chairs the initiative/Team.

Length of activity:

Quarterly awareness and health screens normally last one hour, each. There is no limit to the number of participants and participation varies by topic. Examples of presentations provided in the past year are: Health & Fitness Awareness Day which included visit from US Public Health Service, Regional Health Administrator and workout with The Navy; Wellness Strategies from a local physician/ health expert; Stress Reduction Techniques; Healthy Heart; and Financial Planning. Health screens included: Blood Pressure, Blood Glucose and Blood Panel

Approximate budget needed:

Awareness programs are no cost. Presenters have included other federal agencies and organizations like American Cancer Society and American Heart Association. Also, many agencies utilize the Employee Assistance Program services contractor. Most blood screens are free and provided by the agency nurse, whose primary job is oversight to FAA employees with medical certificates as a condition of employment. Blood panel screens are provided on site by a local medical center at a nominal cost to employees.

Approximate coordination:

Planning and coordination is provided through the regional office Health and Wellness Team. An annual plan is broadcast to all regional office employees at the beginning of the fiscal year. Topics are consistent with and mirror monthly National Observances. Makes sense to consolidate the efforts of various regional office organizational efforts under one umbrella, such as, the Fitness Center committee, Employee Assistance Program – WorkLife Solutions, and Occupational Safety and Health Programs. A representative from each organization, along with an official from Medical Department and Bargaining Units meet semiannually. The Health and Wellness Initiative Team is chaired by the Regional Executive Manager.

Agency point of contact:

Joyce Scott, joyce.scott@faa.gov, 847-294-7294



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UNICUS Fitness Center Presentations

Description:

For agency's that have fitness centers, the agency may want to consider creating a contract for health seminars. At the Federal Aviation Administration (FAA), nutrition seminars are conducted every other month by a registered dietitian. Topics range from portion control to food use as medicine.

Implementation:

Discuss creating a contract for health seminars with management. At the FAA, they developed one year contracts to manage the fitness center and conduct health seminars.

Length of activity:

Nutrition seminars are conducted every other month for one hour.

Approximate budget needed:

FAA funds the annual contract to provide on site management of the fitness center. The agency also funds a yearly maintenance contract on the equipment. In addition to daily group fitness classes, based on Center members preferences, there are hours available for additional classes/ seminars.

Approximate coordination:

The FAA Contracting Officer makes final decision on classes after input from the FAA Fitness Center Committee which is made up of representatives from all departments and the union.

Agency point of contact:

Joyce Scott, joyce.scott@faa.gov, 847-294-7294





Wellness Activities
Emotional Wellness



FOH Employee Assistance Program (EAP) Support for Personal Wellness Goals

Note: Agencies that use FOH as their EAP provider will use the contacts listed below. Agencies using other than FOH should contact their own EAPs for this information.

Description:

Sometimes there are blocks in life holding people back from meeting their personal health and wellness goals. These blocks can include feeling stressed out and overwhelmed, juggling too much, smoking or drinking, not enough time, no 'cheerleaders', depressed, sad, anxious, tired or unmotivated. The EAP is a resource that can provide support for those striving to reach their personal wellness goals.

Many EAPs offer initial assessments, short-term counseling, referral and follow-up services for:

- Stress reduction and stress management
- Personal wellness goals
- Family/relationship issues
- Workplace concerns
- Alcohol and drug problems
- Personal and emotional difficulties
- Health and behavioral issues

Employees can receive immediate assistance – 24 hours per day, 365 days a year via a toll-free telephone number available from anywhere in the United States. A toll-free TTY number for the hearing impaired is also available. Employees make confidential appointments with counselors who assess their needs and work with them to develop appropriate action plans. EAPs also provide health and wellness presentations, website resources, critical incident interventions, financial and legal services, child and eldercare resources, and other resources to support healthy and productive employees.

Implementation:

- Agency Wellness Champions can inform their agency employees about the EAP and its role in providing individualized support to persons seeking to change their habits and develop a healthier lifestyle.
- Agency Wellness Champions can request that the EAP Counselor give an orientation at their agency about the EAP and its services.
- Agency Wellness Champions can request that the EAP Counselor make a presentation at their agencies on Making Positive Lifestyle Changes.
- Employees at agencies using the FOH EAP can call 1-800-222-0364 to arrange to see a counselor. Wellness Champions can call the same number to request that an EAP Counselor come speak to a group of agency employees. Employees using other EAPs as their service



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WELLNESS

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providers should check with their supervisors or human resources department for the toll-free number for their servicing EAP.

Length of activity:

Varies, depending on the service

Activity duration:

Varies, depending on the service

Minimum and/or maximum number of participants:

EAP services include one to one counseling as well as presentations to a group of agency employees.

Website resources:

Title of website: FOH Employee Assistance Program

Web address: www.FOH4You.com

It is recommended that the Agency Wellness Champions whose agencies use the FOH EAP promote the www.FOH4You.com website to their employees. The website has a wealth of information and wellness resources, ranging from physical wellbeing and emotional wellbeing to self-assessments to online trainings on stress management and change management.

Approximate budget needed:

None

Approximate time required of coordinator:

Little time – just send out an email to staff to inform them of EAP resources. Include a link to the website, as well as the EAP 800 number.

Approximate time required of participants:

Varies, depending on participant



Advertise telephone mental health hotlines

Description:

First and foremost, employees are people, and at one point in time, all people experience life struggles. Unfortunately, personal issues, such as stress, depression, eating disorders, drug or alcohol abuse, and other mental health concerns, not only hurt an employee's sense of wellness but can lead to lower job morale, decreased performance, and increase absences. Therefore, to promote employee mental health, employers can advertise mental health hotlines through signs and postings. Most mental health help lines are free services that can often provide help, referrals, and advice to consumers.

Website resources:

Title of website: SAMHSA's National Mental Health Information Center
Web address: <http://mentalhealth.samhsa.gov/hotlines/>

This website provides a listing of national, toll-free help lines in addition to a mental health service locator.



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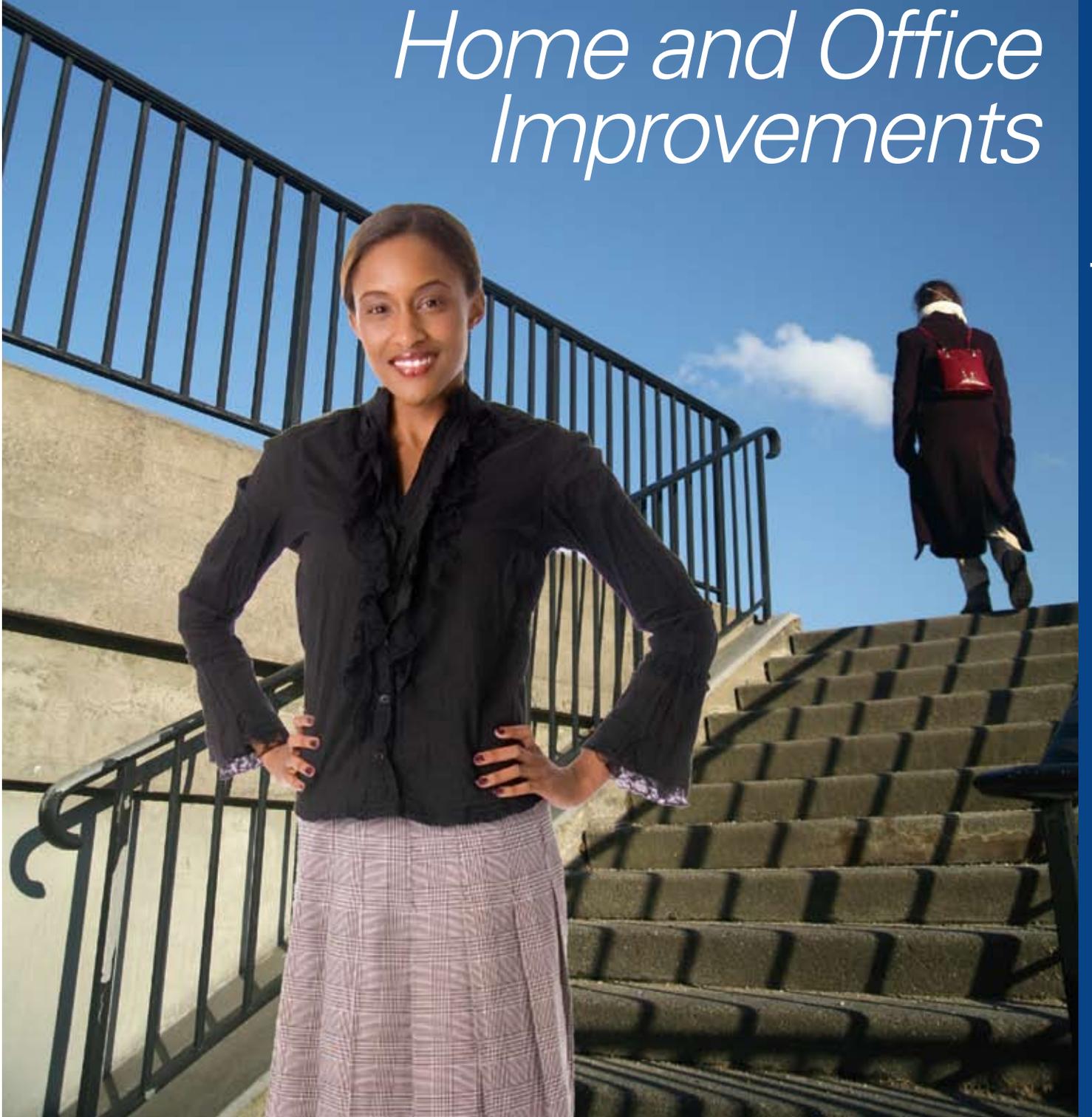


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Wellness Activities
Home and Office
Improvements

Home and Office Improvements



Gardening: How-to

Description:

Achieving full health—that is, a state of wellness—entails meeting certain basic standards. Undoubtedly, one of those standards is eating a healthy diet. As evidenced by the ever expanding American waist line, though, eating a healthy diet is not easy.

To improve their diet, federal employees should look to raise their personal awareness of the many health benefits gardening has to offer. By gardening, federal employees can:

- Improve the nutritional quality of their food
- Enjoy fresh, locally produced, sustainable foods
- Entrench healthy eating as a permanent fixture in their lives
- Take responsibility for their own health
- Get the family involved in food decisions
- Stay active
- Learn a new skill
- Exercise responsible stewardship over the earth
- Reduce their carbon footprint
- Go green in more ways than one
- Have fun!

The intended outcomes of the Gardening: How-to program are the following:

- Offer a wealth of gardening how-to resources, including various media and/or educational tools (e.g. useful websites, podcasts, magazines, and classes), to federal employees.
- Enlist 3 federal employees to start, for the first time, their own 2 square foot by 2 sq. foot garden. Each garden will feature at least two crops.
- Have these employees supply the WellFeds Campaign with photos of their fully grown plants.
- Secure a commitment from a horticulturalist at a local garden or arboretum to deliver a Gardening 101 lecture.

Implementation:

- Assemble gardening how-to educational materials.
- Contact a horticulturalist to establish a speaking date/time. In Chicago, consider contacting the Morton Arboretum or the Chicago Botanical Garden.
- Recruit individuals to undertake gardening endeavor.
- Track gardening progress.

Length of activity:

Initial start-up time: 10 hours (to decide what plants to grow, purchase materials, create gardening space); after initial start-up time, 1.5 hours per week (15 minutes a day to weed, water, maintain)



HOME AND OFFICE IMPROVEMENTS

1



Activity duration:

Ongoing

Minimum and/or maximum number of participants:

Min: 3, Max: 10

Website resources:

Title of website:

Chicago Botanic Garden

Morton Arboretum

Chicagoland Gardening

Web address:

<http://www.chicago-botanic.org/>

<http://www.mortonarb.org/>

<http://www.chicagolandgardening.com/>

The Chicago Botanic Garden website has a section devoted to “Your Garden,” which includes a section for gardening help. The Arboretum’s site provides a listing of educational opportunities and resources for federal employees in the western Chicagoland suburbs. Chicagoland Gardening offers how-to’s, tips, and resources specifically for Chicagoland gardeners

Approximate budget needed:

\$0

Approximate time required of coordinator:

2-3 hours/week

Approximate time required of participants:

1.5 hours per week



Quiet room / Lactation room

Description:

Designate a small room for employees who feel ill or need a private area for lactation. Provide the service as part of our continuing effort to address the needs of our employees and maintain the kind of work place that is easy to work in.

Lactation Rooms are also available at the FOH occupational health units in the Federal buildings.

Implementation:

- Obtain regional management team agreement
- Brief unions and obtain buy-in
- Identify space/ build out space and furnish

Length of activity:

The room is used infrequently and for 15 – 30 minutes at a time.

Approximate budget:

Place the cost of any construction changes in the budget and obtain furnishings (sofa, refrigerator, telephone) from excess property.

Approximate coordination:

The room can be locked and employees must request and sign for the key. There is a phone in the room that automatically dials the security guard desk when picked up.

Agency point of contact:

Joyce Scott, joyce.scott@faa.gov, 847-294-7294



HOME AND OFFICE
IMPROVEMENTS

2





HOME AND OFFICE
IMPROVEMENTS

3

Make Water Available Throughout the Day

See the Nutrition Changes section



HOME AND OFFICE
IMPROVEMENTS

4

Take the Stairs Campaign

See the Physical Activity Promotion section



HOME AND OFFICE
IMPROVEMENTS

5

Walking Meetings

See the Physical Activity Promotion section





Wellness Activities: Miscellaneous

Flu Shots

Description:

Each day in the United States, about 550 people are sent to the hospital and about 100 people die as a result of contracting the flu. The flu can be a very serious illness, but there is one measure we can take in order to prevent ourselves from falling victim to this illness, getting the flu shot.

Below is a list of those people that are highly susceptible to contracting the flu virus:

- All children ages 6 months to 18 years,
- All adults 50 years and older,
- Women who will be pregnant during the flu season (generally October through May),
- Residents in a nursing home or long-term care facility,
- Have chronic kidney disease,
- Have severe anemia,
- Have chronic lung disease such as asthma, emphysema, chronic bronchitis, bronchiectasis, or cystic fibrosis,
- Have heart disease,
- Have diabetes or another chronic metabolic disorder,
- Have any condition that can compromise the respiratory system,
- Have diseases or are having treatments that depress immunity, including HIV infection, and
- Any person that is in contact with any individual that is considered highly susceptible.
- Other important facts about flu shots:
 - The flu shot can not give you the flu (the flu shot is a dead virus). If you get sick or contract the flu after you receive a flu shot, it was because you were already exposed to the virus.
 - The flu shot may cause soreness in your arm on the following day of receiving the shot.
 - The typical cost of the flu shot can be anywhere between \$5-\$30.
- Below is a list of those that should not get a flu shot:
 - People with a history of allergic reactions to eggs,
 - Those that have a fever,
 - Those with a history of hypersensitivity to the vaccine, and
 - Subsequent vaccination should be avoided for people known to have developed the rare nerve disease Guillain-Barré syndrome (GBS) within six weeks of a previous vaccination.

Implementation:

In order to find a clinic that provides flu shots, please visit the following website: <http://www.flucliniclocator.org/>.



MISCELLANEOUS

1





MISCELLANEOUS
2

Toastmasters Club

Description: The mission of Toastmasters is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth. Consider encouraging Toastmasters participants to focus their speeches on health topics.

Implementation:

- Solicit email survey on employee interest
- Contact Toastmasters International at www.toastmasters.org or 949-858-8256
- Coordinator will work with you on scheduling date, time, cost, materials.

Length of activity:

Ongoing

Activity duration:

One meeting twice a month/for one hour generally over lunch period

Minimum and/or maximum number of participants:

Minimum is 20

Approximate budget needed:

\$20 per participant for member dues

Approximate time required of President:

3 hours a week involving:

- Recruitment
- Membership updates
- Agenda Development and scheduling
- Executive Meetings
- Responding to outside email inquiries

Approximate time required of participants:

1 hour twice a month and preparation time for individual speeches.



Fundraising: Best Practice for Raising Petty Cash – HealthierFeds Salad Bar

Note: Prior to initializing any in-house projects to fund special initiatives and endeavors, we strongly recommend a discussion with your senior regional leadership and your agency's general counsel to ensure your plans are compliant with your organization's policies.

Description:

In order to raise petty cash to support WellFeds Campaign activities, FEMA Region V hosted a HealthierFeds Salad Bar lunch for its employees.

Implementation:

- Convene agency your team of Wellness Champions to get support for the fund raiser.
- Assign task such as marketing/advertising, creating posters, purchasing salad bar items, set-up, clean-up, and cash collection.
- Comply with applicable fund raising requirements such as approval by management, union, legal, etc.
- Select date, decide on time for event, and set price for salad bar lunch. Example: \$5 per person; salad bar is available from 11:30 am to 1:00 pm on a walk-in basis.
- Advertise event via email, posters, public address system, etc.
- Purchase salad bar items at discount warehouse like Sam's Club. Estimate number of participants and purchase salad, toppings, dressings, plates, forks, knives and serving utensils. Can also solicit donations for additional ingredients/materials to reduce costs.
- On the day of, set-up at least 30 minutes before event starts. Will need large containers for salad and smaller serving containers for salad toppings.
- Collect money before employees enter salad bar line. It is recommended that cash collector has adequate change on hand.
- Refresh salad bar items as needed.
- Clean-up after event.
- Reimburse for costs of salad bar items and determine profit.

Length of activity:

1.5 hours during lunch time

Activity duration:

One day although multiple fundraisers could be conducted depending on profit and petty cash needs.



MISCELLANEOUS

3



Minimum and/or maximum number of participants:

Depends on number of employees in the office.

Has an agency already conducted this activity?

FEMA Region V conducted a "HealthierFeds Salad Bar" fundraiser in 2008 and it was very successful. The purpose behind the event was to raise petty cash to support WellFeds Campaign activities. FEMA's regional office has 100 employees and 45 attended the event. FEMA made approximately \$250 after salad bar expenses were deducted and this was enough to support our WellFeds Campaign activities such as prizes, etc.

Approximate budget needed:

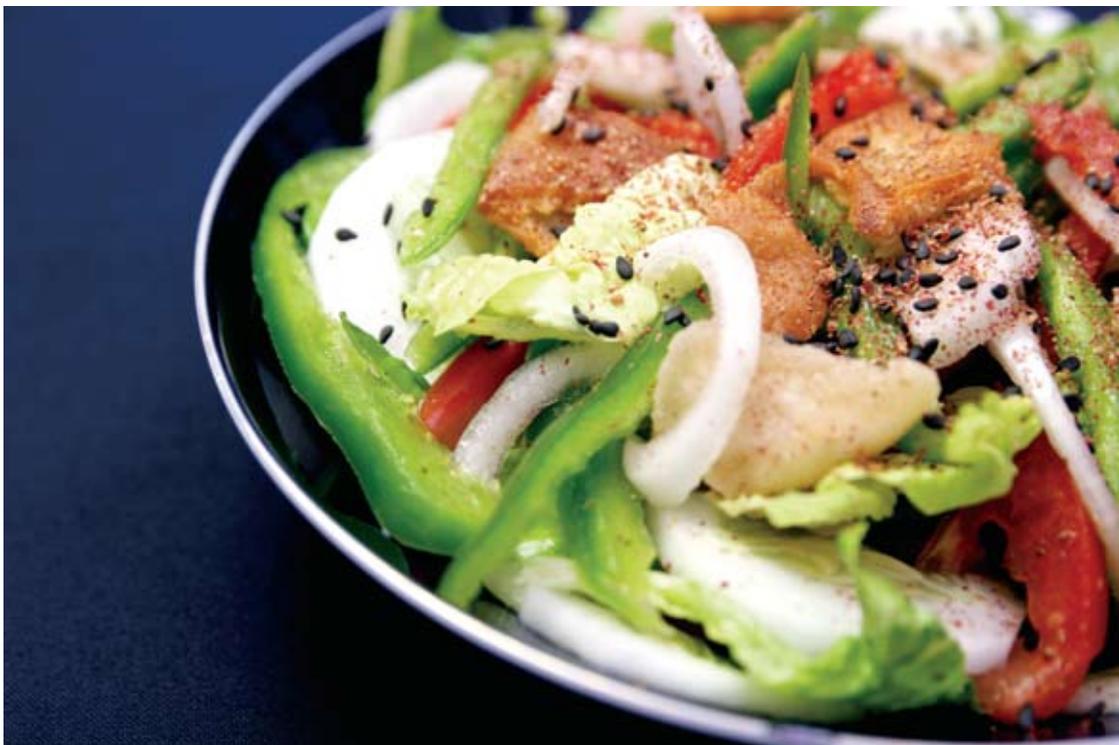
\$40 dollars in upfront costs to purchase salad bar items that will be reimbursed at the end of the event.

Approximate time required of coordinator and steering committee members:

Planning – 1hr; Purchasing food – 1hr; Setup – 30 minutes; Staffing event – 1.5 hrs; Cleanup – 30 minutes. Total time: 4.5 hrs.

Approximate time required of participants:

30 minutes



Financial Fitness

Description:

One component of staying healthy is regular visits to the doctor to catch anything before it becomes a problem. The Federal Aviation Administration Health and Wellness Initiative Team realize the same applies in the world of finance. In order to stay financially well, routine check-ups are a must and so it is helpful to incorporate a financial piece. To do this, consider offering Financial Awareness/ Education presentations.

Implementation:

Identify resources that are education based

- <http://www.foh4you.com>

Your Federal Occupational Health (FOH) Employee Assistance Program (EAP) provides financial consultation services, including free phone consultation, as well as an extensive library of materials and financial tools online.

Legal consultations are also available on topics outside of those related to employment law. To access free consultation services call 1-800-222-0364.

- <http://www.mymoney.gov>

MyMoney.gov is the U.S. government's website dedicated to teaching all Americans the basics about financial education. "Whether you are planning to buy a home, balancing your checkbook, or investing in your 401k, the resources on MyMoney.gov can help you do it better." Throughout the site, you will find important information from 20 federal agencies government wide. Telephone services available: 1-888-MYMONEY

- <http://www.hopenow.com/>

HOPE NOW is connected to the U.S. Department of Housing and Urban Development (HUD). It's an "alliance between HUD-approved counseling agents, mortgage companies, investors and other mortgage market participants" that provides free foreclosure prevention assistance. Counseling organizations play a key role in the success of HOPE NOW, providing borrowers in-depth debt management, credit counseling and overall foreclosure counseling. Telephone services available: 1-888-995-HOPE



MISCELLANEOUS

4



- <http://www.fdic.gov/>

Federal Deposit Insurance Corporation: Click on “Quick Links for Consumers and Communities” for many resources, including information on specific banks and whether deposits are insured.

- http://www.extension.org/personal_finance

eXtension is an “interactive learning environment delivering the best, most researched knowledge from the smartest land-grant university minds across America.” Highlighted is the section on personal finance, which offers multiple resources on financial matters, the opportunity to ask questions of experts, and a link to local resources. Services are connected to the Cooperative State Research, Education and Extension Service (<http://www.csrees.usda.gov/>) within the U.S. Dept. of Agriculture (USDA).

- <http://www.feea.org>

The Federal Employee Education & Assistance Fund (FEEA) is the “only non-profit organization devoted solely to helping civilian federal and postal employees.” FEEA helps federal employees through three signature programs: the Emergency Assistance Program, the Child Care Subsidy Program, and the Annual Scholarship Competition. FEEA partners with some three dozen membership organizations, unions and federal agencies to administer special programs that are available only to their members.

- <http://www.debtadvice.org/>

A service of the National Foundation for Credit Counseling or NFCC (www.nfcc.org), DebtAdvice.org is designed to “help consumers understand the wise use of credit and locate a trained, certified counselor if you are in need of assistance.” Information is provided by NFCC members, most of them known as Consumer Credit Counseling Services (CCCS), and there are links to consumer credit counseling services nationwide.

- <http://www.360financialliteracy.org/>

A service of the American Institute of Certified Public Accountants or AICPA (www.aicpa.org), 360 Degrees of Financial literacy is a national volunteer effort of the nation’s Certified Public Accountants (CPAs) to help Americans understand their personal finances and develop money management skills. It focuses on financial education as a lifelong endeavor—from children learning about the value of money to adults reaching a secure retirement. There are links to CPA state resources, government information, and an opportunity to ask volunteer experts general financial questions.

Length/duration of activity:

Have Financial Services/ Financial Planners to conduct on site financial awareness talks. Presentations typically last about one hour and are no cost to the agency. Following the presentation, employees may provide their contact information to the company for personal consultation.

Agency point of contact:

Joyce Scott, joyce.scott@faa.gov, 847-294-7294

Creating an agency approved employee association

Description:

A plan to raise money in support of WellFeds Campaign activities.

Implementation:

- Start an agency sanctioned employee association.
- Use money raised by the association to promote wellness and other employee related programs.

Length of activity:

Varies. The association can plan fun events for employees, i.e. smoothie days, chili cook-offs, etc. to raise money. These events should be used to enhance employee morale but not be time consuming or wasteful.

Activity duration:

Ongoing

Minimum and/or maximum number of participants:

- The Board of Directors will be a fixed number in accordance with the by-laws.
- Activities should be designed to appeal to the maximum number of employees.

Agency point of contact:

For Employee Association By-laws, please contact Frank Priore at Frank.priore@gsa.gov

Approximate budget needed:

None

Approximate time required of participants:

Varies



MISCELLANEOUS
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