

Vermont Worksite Wellness Resource: Appendices

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Appendix A: Worksite Wellness Assessment Checklist

GENERAL						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
1.	Do you have a commitment from key stakeholders such as senior management, human resource managers, safety officers, staff members, etc.?					
2.	Does the worksite have a current policy outlining the requirements and functions of a comprehensive worksite wellness program?					
3.	Does the worksite have a representative committee that meets at least once a month to oversee worksite wellness programs?					
4.	Does the worksite have a wellness plan in place that addresses the purpose, nature, duration, resources required, participants involved, and expected results of a worksite wellness program?					
5.	Does your new employee orientation include an explanation of worksite wellness programs, and are new employees given copies of any physical activity, nutrition, and tobacco use policies?					
6.	Does the worksite offer educational programs for health areas such as physical activity, nutrition, and tobacco cessation?					

Appendix A: Worksite Wellness Assessment Checklist

GENERAL						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
7.	<p>Does the worksite promote and encourage employee participation in its physical activity/fitness and nutrition education/weight management programs? Examples of ways to “promote and encourage employee participation” include:</p> <ul style="list-style-type: none"> • Information at new employee orientation • Information provided within paychecks • Flyers on walls or bulletin boards • Letters mailed directly to employees • Announcements at employee meetings • Employee newsletter articles • Incentive/reward programs • Public recognition • Health insurance discounts • Sponsor employee sports teams 					
8.	Does the worksite provide or arrange for health counseling or other support mechanisms to modify behavior?					
9.	Does the worksite offer or provide adequate healthcare coverage for employees and their families for prevention of and rehabilitation of chronic disease?					
10.	Is there a worksite budget for employee health promotion that includes some funds for programming and/or a portion of a salary for a coordinator?					
GENERAL AREA TOTALS (# of Yes, In Process and No items)						

Appendix A: Worksite Wellness Assessment Checklist

PHYSICAL ACTIVITY						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
11.	Does the worksite have a company culture that discourages sedentary behavior like TV viewing on breaks and sitting for long periods of time?					
12.	Does the worksite support physical activity during duty/work time (e.g. offer or allow flextime for physical activity)?					
13.	Are employees provided with breaks during working hours, and are employees encouraged to be active during break time?					
14.	Does the company map out on-site trails or nearby walking routes?					
15.	Does the company encourage employees to map their own biking or walking routes to and from work?					
16.	Does the company allow for “walk & talk” meetings instead of conference room meetings?					
17.	Does the worksite provide exercise/physical fitness messages and information to employees?					
18.	Does the worksite provide prompts to promote physical activity near each stairwell or elevator?					
19.	Does the worksite provide bike racks in safe and convenient locations?					

Appendix A: Worksite Wellness Assessment Checklist

PHYSICAL ACTIVITY							
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS	
20.	Does the worksite provide showers and/or changing facilities?						
21.	Does the worksite provide outdoor exercise areas, playing fields, or walking trails for employee use?						
22.	Does the worksite provide or support a broad range of competitive and non-competitive physical activities that help develop the skills needed to participate in lifetime physical activities?						
23.	Does the worksite offer company sponsored fitness oriented programs or clubs for employees other than at an exercise facility?						
24.	Does the worksite provide free, discounted, or employer-subsidized memberships to fitness centers?						
25.	Does the company offer incentive-based programs to encourage activity (e.g. pedometer walking campaigns)?						
26.	Does the worksite provide on-site physical-activity classes such as aerobics, kickboxing, dancing, etc.?						
27.	Does the worksite provide an on-site exercise facility?						

Appendix A: Worksite Wellness Assessment Checklist

PHYSICAL ACTIVITY						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
28.	Does the worksite provide incentives for engaging in physical activity (e.g. merchandise, coupons, money, etc.)?					
29.	Can all employees use the worksite's indoor/outdoor physical-activity facilities outside of work hours?					
30.	Does the worksite provide on-site child-care coverage to facilitate physical-activity participants?					
ACTIVITY AREA TOTALS (# of Yes, In Process and No Items)						

Appendix A: Worksite Wellness Assessment Checklist

NUTRITION						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
31.	Does the company send healthy-eating messages to employees (delivered via e-mail, messages, payroll stuffers, bulletin boards, etc.)?					
32.	Does the worksite promote the consumption of fruit & vegetables in catering/cafeteria policies through motivational signs, posters, etc.?					
33.	Does the worksite provide protected time and dedicated space away from the work area for breaks and lunch?					
34.	Does the worksite offer appealing, low-cost, healthful food options, such as fruits and vegetables, juices, and low-fat dairy products in vending machines, snack bars, and break rooms?					
35.	Does the worksite promote healthy choices by: <ul style="list-style-type: none"> • Increasing the percent of healthy options that are available • Using competitive pricing to make healthier choices more economical • Advertising or marking healthy options so that they stand out 					
36.	Does the worksite have on-site cafeterias follow healthy cooking practices?					

Appendix A: Worksite Wellness Assessment Checklist

NUTRITION						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
37.	Does the worksite have on-site cafeterias follow healthy cooking practices?					
38.	Does the worksite provide appropriate portion sizes, provide portion size information via labeling food to show serving size and calories, and use food models and pictures or portable food scales for weighing portion sizes?					
39.	Does the worksite offer healthful food alternatives at meetings, company functions, and health events?					
40.	Does the worksite make water available throughout the day?					
41.	Does the worksite make kitchen equipment (refrigerators, microwaves, stoves, etc) available for employee food storage and cooking?					
42.	Does the worksite offer local fruits and vegetables (i.e. farmer's market)?					
43.	Does the worksite provide on-site gardening?					
44.	Does the worksite provide interactive food opportunities such as taste testing, food preparation skills, and peer-to-peer modeling?					

Appendix A: Worksite Wellness Assessment Checklist

NUTRITION						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
45.	Does the worksite provide incentives for participation in nutrition and/or weight management/maintenance activities? (These can range from inexpensive low- resource items like water bottles to high-resource items like a health insurance rebate).					
46.	Does the worksite include the employees' family members in campaigns promoting fruit and vegetable consumption (worksite plus family intervention)?					
NUTRITION AREA TOTALS (# of Yes, In Process and No items)						

Appendix A: Worksite Wellness Assessment Checklist

HEALTH SCREENING and DISEASE PREVENTION and MANAGEMENT						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
47.	Does the worksite offer health risk appraisals?					
48.	Does the worksite offer or provide easy access to free or reasonably priced health screenings (height and weight measurements, blood pressure checks, cholesterol screenings, diabetes/blood sugar screenings, and individual health risk appraisals for employees at a minimum of one time a year)?					
SCREENING AREA TOTALS (# of Yes, In Process and No items)						

Appendix A: Worksite Wellness Assessment Checklist

TOBACCO USE						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
49.	Does the worksite offer healthful food alternatives at meetings, company functions, and health events?					
50.	Does the company post prompts/posters to support the no-tobacco-use policy?					
51.	Does the company promote the toll-free Vermont Quit Line (877-YES-QUIT)?					
52.	Does company policy support participation in smoking cessation activities during work time (e.g. allowing flextime to attend cessation classes)?					
53.	Does the company provide counseling through an individual, group, or telephone counseling program on-site?					
54.	Does the company provide counseling through a health-plan sponsored individual, group, or telephone counseling program?					
55.	Does the company provide cessation medications through health insurance?					
TOBACCO AREA TOTALS (# of Yes, In Process and No items)						

Appendix A: Worksite Wellness Assessment Checklist

BREASTFEEDING						
#	WELLNESS COMPONENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
56.	Does the company have a written policy that states your company's support of a woman's choice to breastfeed her infant(s) and describes the worksite accommodations and/or benefits available to her?					
57.	Does the company provide a private area for nursing or expressing milk? (It should be quiet, clean, and have enough room for a comfortable chair.)					
58.	Does the worksite provide lactation education programs?					
BREASTFEEDING AREA TOTALS (# of Yes, In Process and No items)						

Appendix A: Worksite Assessment - Results Summary

WORKSITE SCORCARD						
	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS	
General (10)						
Physical Activity (20)						
Nutrition (16)						
Health Screening and Disease Prevention Management (2)						
Tobacco Use (7)						
Breastfeeding (3)						
WORKSITE TOTALS (58)						

Appendix B: Worksite Wellness Survey (sample)

WELLNESS QUESTIONS

1.

Current Physical Activity Level

Please read the statements below. Select the number of the statement that best describes your current level of physical activity. When considering time spent being active, count any time you are active for at least 10 minutes at a time. In other words, if you have three 10 minute bouts of activity in a day, record that as 30 minutes in a day. "Vigorous" exercise includes activities like jogging, running, fast cycling, aerobics classes, swimming laps, singles tennis, and racquetball. These types of activities make you sweat and make you feel out of breath. "Moderate" exercise includes activities such as brisk walking, gardening, slow cycling, dancing, doubles tennis, or hard work around the house.

- I don't exercise or walk regularly now, and I don't plan to start in the near future.
- I don't exercise or walk regularly, but I've been thinking about starting.
- I'm doing moderate or vigorous physical activities for at least 30 minutes on some days, but fewer than 5 days a week.
- I've been doing moderate or vigorous physical activities for at least 30 minutes in a day, on five or more days a week, and have been doing it for the last 1 to 6 months.
- I've been doing moderate or vigorous physical activities for at least 30 minutes in a day, on five or more days a week, and have been doing it for 7 months or more.

2.

When do you get most of your physical activity each day?

- Before work.
- During work hours on break and lunch times.
- After work.
- None of the above. I am not physically active or am only active on weekends.

3.

Fruits and Vegetables

Please read the statements below. Select the statement that best describes your current intake of 100% juices and fresh, frozen and/or dried fruits and vegetables. A serving is 1/2 cup or 1 medium piece of most fresh or frozen fruits and vegetables, 6 oz. of 100% juice and 1/4 cup of dried fruits or vegetables.

- I don't eat fruits and vegetables regularly now, and I don't plan to start in the near future.
- I don't eat fruits and vegetables regularly, but I've been thinking about starting.
- I'm eating some fruits and vegetables a day (total of 2 servings or more servings) for the last 0 to 6 months.
- I've been eating fruits and vegetables every day (total of 3 or more servings), for the last 0 to 6 months.
- I've been eating 5 or more servings of fruits and vegetables every day, for 7 months or longer.

4.

Fat in Foods

Please read the statement below. Select the statement that best describes your current intake of low fat foods.

- I don't cook, eat, or purchase low fat foods now, and I don't plan to start in the near future.
- I don't cook, eat, or purchase low fat foods regularly, but I've been thinking about starting.
- I'm cooking, eating, or purchasing low-fat foods 1-2 times a day.
- I've been cooking, eating or purchasing low-fat foods every day, for the past 1 to 6 months.
- I've been cooking, eating, or purchasing low-fat foods every day, for 7 months or longer.

Appendix B: Worksite Wellness Survey (sample)

WELLNESS QUESTIONS

5.

Whole Grains

Please read the statements below. Select the statement that best describes your current intake of whole grain foods. The serving size for whole grains is one ounce (e.g. 1 slice of bread, 1 oz. of cereal, 1/2 cup of cooked rice or pasta).

- I don't cook, eat, or purchase whole grain foods now, and I don't plan to start in the near future.
- I don't cook, eat, or purchase whole grain foods regularly, but I've been thinking about starting.
- I'm cooking, eating, or purchasing whole grain foods 3-4 times a week.
- I've been cooking, eating, or purchasing whole grain foods every day, for the past 1 to 6 months.
- I've been cooking, eating or purchasing at least 3 servings of whole grain foods every day, for 7 months or longer.

6.

Tobacco Use

Please read the statements below. Select the statement that best describes your current tobacco use.

- I don't smoke
- I'm not thinking about quitting, at least not in the next six months.
- I'm thinking about quitting someday, but not right now.
- I want to quit within the next month or two, and I want to know more about how to do it.
- I have just quit and I am going through withdrawal.
- I have quit smoking and I want to know more about how to never smoke again.

Appendix B: Worksite Wellness Survey (sample)

PARTICIPANT INTEREST AREA: INDIVIDUAL PHYSICAL ACTIVITY

Please rate your interest in any of the following resources that might be available.

		VERY LOW	LOW	NEUTRAL	HIGH	VERY HIGH
7a.	Attending regular presentations on physical activity topics					
7b.	Receiving regular physical activity tips via email					
7c.	Having access to Web resources on physical activity					
7d.	Getting information on existing activities in the area					
7e.	Point-of-decision prompts to help you be active (stair/elevator signs)					
8.	What physical activity topics are you interested in learning more about?					

PARTICIPANT INTEREST AREA: GROUP PHYSICAL ACTIVITY

Please rate your interest in any of the following resources that might be available.

		VERY LOW	LOW	NEUTRAL	HIGH	VERY HIGH
9a.	Joining small groups for regular activity (walking groups, yoga class)					
9b.	Forming clubs for particular physical activities					
9c.	Discounted memberships at local health clubs, recreation centers, etc.					
9d.	Participating in a division-wide fitness program initiative with friendly competition between groups					

Appendix B: Worksite Wellness Survey (sample)

PARTICIPANT INTEREST AREA: NUTRITION						
Please rate your interest in any of the following resources that might be available.						
		VERY LOW	LOW	NEUTRAL	HIGH	VERY HIGH
10a.	Attending regular presentations on physical activity topics					
10b.	Receiving regular physical activity tips via email					
10c.	Having access to Web resources on physical activity					
10d.	Getting information on existing activities in the area					
10e.	Point-of-decision prompts to help you be active (stair/elevator signs)					
10f.	Point-of-decision prompts to help you eat well (i.e. strategically placed healthy eating reminders)					
10g.	Joining small groups for regular information on diet (e.g. Weight Watchers)					
11.	What nutrition topics are you interested in learning more about?					

Appendix B: Worksite Wellness Survey (sample)

Please rate your support for any of the following policy or environmental worksite changes.						
		VERY LOW	LOW	NEUTRAL	HIGH	VERY HIGH
12a.	Review healthy food options for the cafeteria & vending machines; healthy food options labeled					
12b.	Develop an organization recommendation on food choices for meetings and conferences					
12c.	Schedule meetings within the organization on a specific day/time to allow open time for wellness activities					
12d.	Provide preventive wellness screenings (blood pressure, body composition, blood cholesterol, diabetes)					
12e.	Provide Health Risk Appraisals					
12f.	Provide incentives for participation					
12g.	Develop policies to support breastfeeding women					
13.	<p>If more opportunities were available for physical activity and nutrition at the worksite, when would be the best time for you? Check all that apply.</p> <p><input type="radio"/> Before work.</p> <p><input type="radio"/> During the workday on break and lunch times.</p> <p><input type="radio"/> After work.</p> <p><input type="radio"/> None of the above. I'm not interested in any physical activity or nutrition programming at work.</p>					
14.	What other things could be done at the worksite to help promote physical activity and healthy eating? What would you like to see?					

Appendix B: Worksite Wellness Survey (sample)

DEMOGRAPHICS

We would like to get some demographic information as background. The following questions are optional, but will really help tailor programs and potential group areas of common interest.

15.	Gender <input type="radio"/> Male <input type="radio"/> Female
16.	Age <input type="radio"/> < 20 <input type="radio"/> 20-29 <input type="radio"/> 30-39 <input type="radio"/> 40-49 <input type="radio"/> 50-59 <input type="radio"/> 60+
17.	Work Unit <input type="radio"/> Administration <input type="radio"/> Regional Staff <input type="radio"/> 1st Shift

Appendix B: Worksite Wellness Survey (sample)

NOTE

Questions #1 (Current Physical Activity level), #3 (Fruits and Vegetables), and #6 (Tobacco Use) all have answers corresponding to employee “readiness” and the stages of change described in Step 5 on page 26. You may want to see how many employees are at the various levels in deciding how to address the health behavior you want to improve.

Core wording from questions 1, 3, and 6:

- I don't ... regularly now, and I don't plan to start in the near future. (Precontemplation)
- I don't ... regularly, but I've been thinking about starting. (Contemplation)
- I'm ... a day (x / week, but not daily). (Preparation)
- I've been ... every day for the last 0 to 6 months. (Action)
- I've been ... every day, for 6 months or longer. (Maintenance)

Remove this section prior to using this survey tool.

Appendix C - 1: General Health Education of Disease Risk Factors Programming Strategies

LOW RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Have a current policy outlining the requirements and functions of a comprehensive worksite wellness program.			X
2.	Have a worksite wellness plan in place that addresses the purpose, nature, duration, resources required, participants in, and expected results of a worksite wellness program.		X	
3.	Orient employees to the wellness program and give them copies of the physical activity, nutrition, tobacco use and breastfeeding policies.	X	X	
4.	Promote and encourage employee participation in its physical activity/fitness, and nutrition-education/weight-management program.		X	
5.	Provide health education information through newsletters, publications, Web Sites, email, libraries, and other company communications.	X	X	
MEDIUM RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Have a representative committee that meets at least once a month to oversee worksite wellness program.		X	
2.	Offer regular health education presentations on various physical activity, nutrition, and wellness-related topics. Ask voluntary health associations, health-care providers, and/or public health agencies to offer on-site education classes.	X	X	
3.	Host a health fair as a kickoff event or as a celebration for completion of a wellness campaign.	X	X	
4.	Designate specific areas to support employees such as diabetics and nursing mothers.		X	
5.	Provide health education information through newsletters, publications, Web Sites, email, libraries, and other company communications.		X	
6.	Provide confidential Health Risk Appraisals.	X	X	
7.	Offer on-site weight management/maintenance programs for employees.	X	X	

Appendix C - 1: General Health Education of Disease Risk Factors Programming Strategies

HIGH RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Have a worksite budget for employee health promotion that includes some funds for programming and/or a portion of a salary for a coordinator. (Budget amount will determine level of resources).		X	
2.	Provide adequate health-care coverage for employees and their families for prevention of and rehabilitation of chronic disease.		X	
3.	Add weight management/maintenance, nutrition, and physical activity counseling as a member benefit in health insurance contracts.		X	

Best General Resource

Wellness Councils of America (WELCOA) for a variety of general wellness information:
<http://www.welcoa.org/freeresources/index.php?category=12>

Resources for the General Health Education Recommended Strategies

Low Resources

1. Develop policies outlining the functions of a comprehensive worksite wellness program, resource for examples: www.cspinet.org/nutritionpolicy/index.html.
2. Provide health education information through newsletters, publications, websites, email, libraries, and other company communications. See free resources available from the American Cancer Society, workplace solutions web site where you can sign up for free newsletters <http://www.acsworkplacesolutions.com/index.asp>.

Medium Resources

1. Form a representative wellness committee. For tips on “how to”, see: http://www.cdc.gov/nccdphp/dnpha/hwi/program_design/wellness_committees.htm or <http://www.tompkinsco.org/wellness/worksite/workwell/wellcomm.html>.
2. Plan a health fair to get the word out about wellness opportunities for your employees. See the CDC’s Healthier Worksite Initiative resources: http://www.cdc.gov/nccdphp/dnpha/hwi/toolkits/other_screenings.htm#PDF or the Health Fair planning Guide created by the Texas Cooperative Extension: http://fcs.tamu.edu/HEALTH/health_fair_planning_guide/health_fair_planning_guide.pdf.
3. Designate specific areas at your worksite to support employees such as people with diabetes and nursing mothers. For “how to tips” see <http://www.eeoc.gov/facts/diabetes.html> for people with diabetes, and for nursing mothers for to: http://healthvermont.gov/family/breastfeed/employer_project.aspx and http://www.opm.gov/Employment_and_Benefits/WorkLife/OfficialDocuments/HandbooksGuides/Nursing/index.asp.
4. Offer preventive wellness screenings or confidential Health Risk Appraisals for blood pressure, body composition, blood cholesterol, and diabetes. See CDC’s Healthier Worksite Initiative “Preventive Health Screenings Toolkits: http://www.cdc.gov/nccdphp/dnpha/hwi/toolkits/other_screenings.htm#PDF, Colorado’s screening list: <http://www.cdphe.state.co.us/pp/COPAN/resourcekits/WorksiteWELLnessResource%20Kit.pdf> (page 8) or contact your local hospital community outreach program for possible resources.

High Resources

1. Provide healthcare coverage for prevention of and rehabilitation of chronic disease. http://www.prevent.org/images/stories/Files/publications/Preventive_Services_Helping_Employers_Expand_Coverage.pdf.

Appendix C – 2: Physical Activity Programming Strategies

LOW RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Create a company culture that discourages sedentary behavior, like TV viewing on breaks and sitting for long periods of time.			X
2.	Offer flexible work hours to allow for physical activity during the day.			X
3.	Support physical activity breaks during the workday, such as stretching or walking.			X
4.	Map out on-site trails or nearby walking routes.		X	
5.	Host “walk & talk” meetings.		X	
6.	Post motivational signs at elevators & escalators to encourage stair use.		X	
7.	Provide exercise/physical fitness messages and information to employees.		X	
8.	Have employees map their own biking or walking route to and from work	X		
9.	Provide bicycle racks in safe, convenient, and accessible locations.		X	
MEDIUM RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Provide shower and/or changing facilities on-site.		X	
2.	Provide outdoor exercise areas such as fields and trails for employee use.		X	
3.	Provide or support recreation leagues and other physical activity events (on-site or in the community).		X	
4.	Start employee activity clubs (e.g., walking, bicycling).	X	X	
5.	Explore discounted or subsidized memberships at local health clubs, recreation centers, or YMCAs.		X	
6.	Implement incentive-based programs to encourage physical activity, such as pedometer walking challenges.	X	X	

Appendix C – 2: Physical Activity Programming Strategies

HIGH RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Offer on-site fitness opportunities, such as group classes or personal training		X	
2.	Provide an on-site exercise facility.		X	
3.	Provide incentives for participation in physical activity and/or weight management/maintenance activities.		X	
4.	Allow for use of facilities outside of normal work hours (before/after work).		X	
5.	Provide on-site child-care to facilitate parents engaging in physical activity.		X	

Best General Resource

Vermont Department of Health, “Get Moving Vermont!” website (part of the Fit and Healthy Vermonter Obesity Prevention Plan) provides excellent information: <http://healthvermont.gov/family/move/index.aspx>.

Resources for the Recommended Physical Activity Strategies

Low Resources

1. Offer flexible work hours to allow for physical activity during the day. See the CDC's Alternative Work Schedules example that allows CDC employees to vary daily arrival/ departure times within a flexible band of time and extend lunch periods up to and additional 1½ hours that can be used to exercise and to carpool: <http://www.cdc.gov/nccdphp/dnpa/hwi/policies/index.htm>.
2. Support physical activity breaks during the workday. Supervisors will support this as a standard work practice.
3. Map out on-site trails or nearby walking routes. Have employees map their own biking route to and from work: <http://www.bcbsvt.com/pages/community/walkingworksprogram.htm> <http://walkingguide.mapmyrun.com>.
4. Post motivational signs at elevators and escalators to encourage stair usage:
 - Use VDH's Stairwell Trivia Signs and/or
 - The CDC's motivational signs: <http://www.cdc.gov/nccdphp/dnpa/stairwell/index.htm>.

Medium Resources

1. Start employee activity clubs (e.g., walking, bicycling). See the American Heart Association's "Start! For Employers" program: <http://www.americanheart.org/presenter.jhtml?identifier=3041223>
2. Implement incentive-based programs to encourage physical activity, such as pedometer walking challenges. The American Cancer Society offers a 10-week interactive physical activity program called 'Active for Life Online', to learn more, see: http://www.acsworkplacesolutions.com/activeforlifeonline_test.asp

High Resources

1. Offer on-site fitness opportunities, such as group classes or personal training. <http://www.acefitness.com>.
2. Provide an on-site exercise facility <http://www.cdphe.state.co.us/pp/COPAN/resourcekits/WorksiteWellnessResource%20Kit.pdf> (page 46)

Appendix C – 3: Nutrition Programming Strategies

LOW RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Send healthy eating messages to employees via multiple means (e.g. email, posters, payroll stuffers, etc.).	X	X	
2.	Promote the consumption of fruit and vegetables in catering/cafeteria through motivational signs, posters, etc.	X	X	
3.	Provide protected time and dedicated space away from the work area for breaks and lunch.			X
4.	Offer appealing, low-cost, healthful food options, such as fruits and vegetables, juices, and low-fat dairy products in vending machines, snack bars, and break rooms.		X	
5.	Promote healthy choices by: <ul style="list-style-type: none"> • Increasing the percentage of healthy options that are available • Using competitive pricing to make healthier choices more economical • Advertising or marking healthy options so that they stand out 		X	
6.	Have on-site cafeterias follow healthy cooking practices.		X	
7.	Have on-site cafeterias set nutritional standards that align with the Dietary Guidelines for Americans.		X	
8.	Provide appropriate portion sizes, provide portion size information via labeling food to show serving size and calories, and use food models and pictures or portable food scales for weighing portion sizes.		X	X
9.	Offer healthful food alternatives at meetings, company functions, and health education events.		X	X
10.	Make water available throughout the day.		X	

Appendix C – 3: Nutrition Programming Strategies

MEDIUM RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Make kitchen equipment (refrigerators, microwaves, stoves, etc.) available for employee food storage and preparation.		X	
2.	Offer local fruits and vegetables at the worksite (i.e. farmers market).		X	
3.	Provide on-site gardening.		X	
4.	Provide interactive food opportunities such as taste testing, food preparation skills, and peer-to-peer modeling.		X	

HIGH RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Provide incentives for participation in nutrition and/or weight management/maintenance activities. (These can range from inexpensive low, resource items, water bottles, to high-resource items, like health insurance rebates.	X	X	
2.	Include the employees' family members in campaigns promoting fruit and vegetable consumption (worksite plus family intervention).	X	X	
3.	Hire a registered dietitian on a consulting basis to do nutrition screens and counseling.		X	

Best General Resource

Vermont Department of Health, “Eat for Health” Web Site (part of the Fit and Healthy Vermonter Obesity Prevention Plan) has many resources for general improvements to nutritional habits: <http://healthvermont.gov/eatforhealth/index.aspx>.

Resources for the Recommended Nutritional Strategies

Low Resources

1. Send healthy eating messages to employees via multiple means (e.g. email, posters, payroll stuffers, etc.). Sign up for a free nutrition e-newsletter at: http://www.fruitsandveggiesmorematters.org/?page_id=89.
2. Promote the consumption of fruit & vegetables in catering/cafeteria through motivational signs, posters, etc. See North Carolina's HealthSmart Worksite Wellness Toolkit posters: <http://www.eatsmartmovemorenc.com/Resources/wwtoolkit/eatsmart.html>
3. Offer appealing, low-cost, healthful foods, such as fruits and vegetables, juices, and low-fat dairy products in vending machines and snack bars and break rooms. See VDH Vending Machine Guidelines****, and <http://www.eatsmartmovemorenc.com/Resources/wwtoolkit/eatsmart.html> for a number of documents related to healthy food policies and resources.
4. Use competitive pricing to make healthier choices more economical: <http://www.co.tompkins.ny.us/wellness/worksite/workwell/snackbowl.html#obj10>
5. Have on-site cafeterias set nutritional standards that align with dietary guidelines for Americans. <http://www.health.gov/DIETARYGUIDELINES/dga2005/document/pdf/DGA2005.pdf>
6. Provide appropriate portion sizes and provide portion size information via labeling food to show serving size and calories and by using food models and pictures or portable food scales for weighing portion sizes For tips and resources on portion size, see: <http://hp2010.nhlbihin.net/portion/keep.htm> and <http://lancaster.unl.edu/food/PortnDis.pdf>
7. Offer healthful food alternatives at meetings, company functions, and health education events. See the following for ideas on how to do this: LINK to VDH healthy meetings guidelines http://www.ahc.umn.edu/ahc_content/colleges/sph/sph_news/Nutrition.pdf
8. Make water available throughout the day: <http://www.mayoclinic.com/health/water/NU00283>

Resources for the Recommended Nutritional Strategies

Medium Resources

1. Provide on-site farmers markets, <http://www.noharm.org/details.cfm?ID=1112&type=document>, or gardening opportunities: <http://www.burlingtongardens.org/welcome.htm>
2. Provide interactive food opportunities such as taste testing, food preparation skills and peer-to-peer modeling: <http://www.vtnohunger.org/info/cooking.php>

High Resources

1. Provide incentives for participation in nutrition and/or weight management/maintenance activities. These can range from inexpensive, low resources items, such as water bottles, to high resource items, such as health insurance rebates.
2. Hire a registered dietitian on a consulting basis to do nutrition screens and counseling. List of registered dietitians in Vermont: <http://www.eatrightvt.org>.

Appendix C – 4: Tobacco Cessation Programming Strategies

LOW RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Policy prohibiting tobacco use anywhere on the property.			X
2.	Provide prompts/posters to support no-tobacco-use policy		X	
3.	Promote the Vermont Quit Line (1-877-YES-QUIT).		X	
MEDIUM RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Policy supporting participation in smoking cessation activities during duty time (flextime).			X
MEDIUM RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Provide counseling through an individual, group, or telephone counseling program on-site.	X	X	
2.	Provide counseling through a health-plan sponsored individual, group, or telephone counseling program.	X	X	
3.	Provide cessation medications through health insurance.	X	X	

Resources for the Recommended Tobacco Cessation Strategies

Low Resources

1. Policy prohibiting tobacco use anywhere on the property
http://www.cdc.gov/tobacco/research_data/environmental/etsguide.htm
2. Provide prompts and posters to support no-tobacco-use policy. The CDC offers free resources:
http://apps.nccd.cdc.gov/osh_pub_catalog/PublicationList.aspx
3. Promote the Vermont Quit Line (1-877-YES-QUIT).
http://healthvermont.gov/prevent/tobacco/quit_smoking.aspx

High Resources

1. Provide counseling through an individual, group, or telephone counseling program on-site:
http://healthvermont.gov/prevent/tobacco/quit_smoking.aspx

Appendix C – 5: Breastfeeding Programming Strategies

LOW RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Establish policy that promotes breastfeeding.			X
2.	Provide educational packet about breastfeeding to all expectant parents.		X	
MEDIUM RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Establish programs that promote and support breastfeeding.		X	X
2.	Allow flexible break or flextime for expressing milk.		X	
HIGH RESOURCES				
I = Individual level E/O = Environmental/Organizational level P = Policy level		I	E/O	P
1.	Provide lactation education programs.		X	
2.	Provide an appropriate private place with a lock on the door for breastfeeding/pumping. Include a comfortable chair, a refrigerator for milk storage, and a nearby sink with running water.		X	
3.	Allow maternity leave for up to 12 weeks (6 weeks paid).	X		X
4.	Provide lactation consultants, either as member benefit of insurance or paid by employer.		X	X

Resources for the Recommended Breastfeeding Strategies

Low Resources

1. Establish policy which promotes breastfeeding, for a sample policy, see: <http://healthvermont.gov/family/breastfeed/documents/SamplePolicy.pdf>.

Medium Resources

1. Provide educational packet about breastfeeding to all expectant parents <http://healthvermont.gov/family/breastfeed/workingmothers.aspx>.
2. Allow flexible break or flex time for expressing milk.

High Resources

1. Provide lactation education programs <http://www.workandpump.com>.
2. Provide an appropriate private place with a lock on the door for breastfeeding/pumping. Include a comfortable chair, refrigerator for milk storage, and a nearby sink with running water. See the following Work Site Breast Feeding Support document for more tips and resources: <http://www.usbreastfeeding.org/Issue-Papers/Workplace.pdf>.
3. Provide lactation consultants, either as member benefit of insurance or paid by employer. For a list of Vermont breastfeeding consultants, see: <http://www.breastfeeding.com/directory/states/vermont.html>.

Appendix D: Activity Prioritizing Tool

INSTRUCTIONS

Rate each of the recommendations identified in the Worksite Wellness Assessment on the following aspects: importance, cost, time, commitment. Rate each on a scale of 1–5 using the chart below. Higher scores should indicate priority items to implement.

Importance: How important is the recommendation?

1 = Not at all important 3 = Somewhat important 5 = Very important

Cost: How expensive would it be to plan and implement the recommendation?

1 = Very expensive 3 = Moderately expensive 5 = Not expensive

NOTE: You can get an idea of relative cost by looking at the programming strategy tables, which are arranged by low, medium, and high resources needs.

Time: How much time and effort would be needed to implement the recommendation?

1 = Extensive time and effort 3 = Moderate time and effort 5 = Low time and effort

Commitment: How enthusiastic would employees be about implementing the recommendation?

1 = Not enthusiastic 3 = Moderately enthusiastic 5 = Very enthusiastic

Reach: How many employees will likely be affected by this recommendation?

1 = Very few employees 3 = Some employees 5 = Most or all employees

Item #	Recommendations	Importance	Cost	Time	Commitment	Reach	Points/Ranking	Comments

Appendix D: Activity Prioritizing Tool

Item #	Recommendations	Importance	Cost	Time	Commitment	Reach	Points/Ranking	Comments

Appendix E: Action Plan Worksheet

Recommendations: Describe the strategies selected from the Activity-Prioritizing Tool.

Activities: List the activities required to meet the recommendation.

Time: How much time and effort would be needed to implement the recommendation?

Materials, Resources and Personnel: List the individuals who will do the work and the resources and tools they need to get the job done.

Time Frame: When will implementation begin? How long will it take to finish?

Evaluation: How will you measure your successes and/or misfortunes?

Recommendations	Activities	Materials, Resources and Personnel	Time Frame	Evaluation	Comments

Appendix E: Action Plan Worksheet

Recommendations	Activities	Materials, Resources and Personnel	Time Frame	Evaluation	Comments

Appendix F: Sample Evaluation Tool & Measures

SAMPLE PROCESS OBJECTIVES	2007	2008	CHANGE
Number of staff enrolled and participating (participation rates).			
Company wellness website hits			
Observation or counts (e.g. track number walking at noon)			
Participant satisfaction (via survey, focus groups, interviews, stakeholder survey, etc.)			
Policy or environmental changes/tracking. (Use Worksite Wellness Assessment Checklist and compare list of policy or environmental changes from initial site assessment with later follow-up at one year, two years, etc.)			
SAMPLE OUTCOME OBJECTIVES	2007	2008	CHANGE
Pretest/posttest surveys can measure changes in attitude, knowledge, current eating and physical activity habits from initial assessment to completion of a specified program or campaign.			
Quizzes: test of knowledge on various topics			
Vending items being chosen (arrange with vendor to track selections)			
Cafeteria menu options			
Health indicators/reduced risk factors. Comparison of company aggregate screening measures such as blood pressure, cholesterol, body weight, BMI, etc. before and after a specified program or campaign			
Corporate costs and return on investment. The expense side, or what it costs to run your wellness program, can be fairly easy to quantify. However, computing savings from reduced healthcare claims, lost work days or absenteeism may be harder to calculate. Work with your human resources and benefits contacts to determine what can be measured and then set a baseline figure to compare against later.			