

WORKPLACE WELLNESS



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ACTIVE
SOUTHERN WEST VIRGINIA



2018 EDITION

activeswv.org/workplacewellness



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Mission Statement

The Active SWV Workplace Wellness Program develops activities and programming to create a culture of exercise and physical activity in southern West Virginia. Transforming southern West Virginia into a more physically active community is our main purpose.

A happy and healthy community will attract visitors, new businesses, and jobs. Active SWV seeks to improve the health of all southern West Virginians by providing opportunities for active lifestyles. This goal will help diversify our region's economic development by attracting businesses looking for a community where living a healthy, active lifestyle is a priority. This mission is achieved through community volunteers who lead regular physical activities around the four-county New River Gorge region. These Community Captains are seeking healthier lifestyles themselves and experience accountability in leading groups. These volunteers are provided training and certifications to facilitate quality programs while also creating the opportunity for Community Captains to obtain resume-building qualifications.



This manual is designed to provide workplaces with a structure for workplace wellness planning and clear understanding of our organization, mission, partnership resources, and expectations. Suggestions, additions, and elaborations are welcomed.



Guiding Principles

- ▶ Active SWV seeks to provide a program that is all inclusive for employees of any physical ability, skill level, and knowledge.
- ▶ Active SWV seeks to provide information and education in a nonjudgmental manner. The program will not mention body image or weight loss.
- ▶ Active SWV will recruit Workplace Wellness committee members in a voluntary role. Employees will be recruited to participate in a voluntary role. There will be no mandates for participation.
- ▶ Active SWV will provide resources on evidence-based practices to build skills and education in Workplace Wellness best practices.
- ▶ Active SWV will act as a third party to collect survey information and produce comprehensive results to the wellness committee. Individual employee information will be kept confidential.
- ▶ The Active SWV Workplace Wellness program will be flexible to allow customization at each workplace.

Program Description

Thank you for the interest in starting this Workplace Wellness program at your place of employment. You are probably curious to learn more about the Why, How, Who, What, and When of the program. Let's go through each of those to give you the tools to share with your wellness committee (who?), supervisors, and staff.

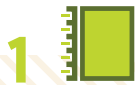
WHY

Employers in southern West Virginia can improve the health of their employees by participating in the Active Southern West Virginia Workplace Wellness program. Many people spend a significant portion of their lives at work, which is why it is imperative workplaces prioritize health initiatives that are simple to understand, not expensive to implement, and last beyond onetime events.

This program will provide structure and support for a multi-year approach to increase physical activity in the workplace by utilizing a score card to measure results.

HOW

Active SWV will provide technical assistance through every step of the process including: phone calls, wellness committee meetings, monthly follow up meetings and/or conference calls, mid-year assessment, and end of year review.



Review this manual.



Develop a Health Improvement Plan through this manual.



Recruit 3-4 coworkers to be part of your business's Wellness Committee.



Implement the objectives from the Health Improvement Plan over a year's time.



Complete the provided modified Center for Disease Control (CDC) Prevention Health Scorecard with your committee.



Evaluate and celebrate!



Conduct an employee survey.



Complete the CDC Health Scorecard annually.

WHO

Active SWV is supported by the West Virginia Bureau for Public Health Division of Health Promotion and Chronic Disease, the New River Gorge Regional Development Authority, and WVU Extension Services.

The Active SWV Workplace Wellness program extends through Nicholas, Fayette, Raleigh, and Summers Counties to any business of any size. Each business needs manager approval and support, the formation of a wellness committee (3-4 people), and communication resources to reach all employees.

WHAT

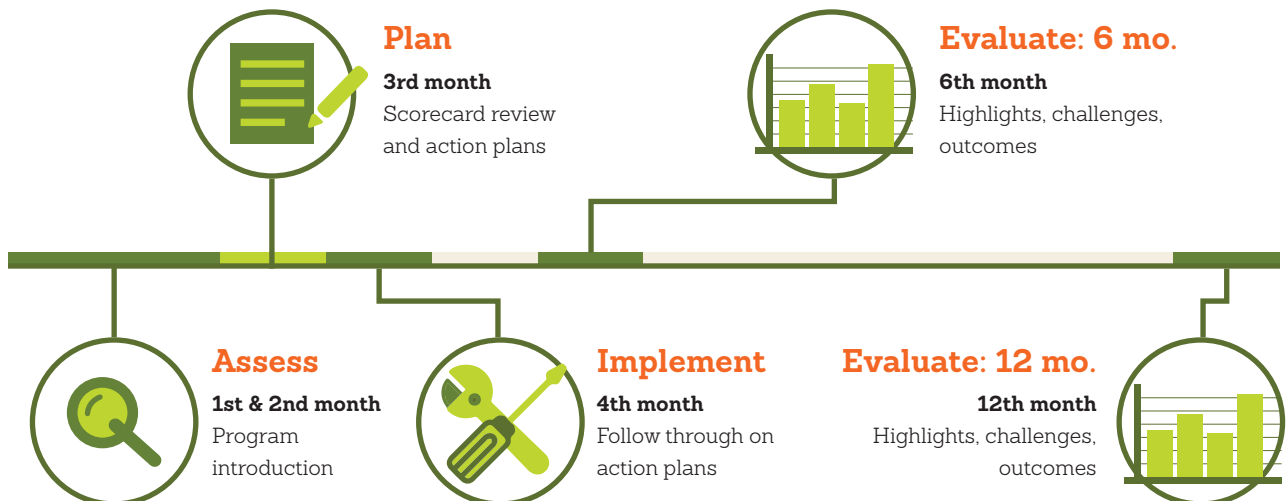
The Active SWV Workplace Wellness program utilizes an evidence-based approach with the CDC Health Scorecard. This scorecard gives points based on best practices within these subjects:

- ▶ Tobacco control
- ▶ Nutrition
- ▶ Lactation support
- ▶ Physical activity
- ▶ Weight management
- ▶ Stress management
- ▶ Depression
- ▶ High blood pressure
- ▶ High cholesterol
- ▶ Diabetes
- ▶ Signs and symptoms of heart attack and stroke
- ▶ Emergency response to heart attack and stroke
- ▶ Occupational health and safety
- ▶ Vaccine-preventable diseases.

This manual will help your workplace begin in the topic areas of Physical activity, Nutrition, High blood pressure, and Organizational supports. This action plan is created by the wellness committee in the areas most needing improvement. This plan is implemented over a year's time with action items to last for many years.

WHEN

Each worksite will set their own timeframe to complete the one-year cycle. Please allow plenty of time in the planning stage to choose achievable action items. The time frame will look something like this:



Program Process:

ASSESS, PLAN, IMPLEMENT, EVALUATE



ASSESS

Each workplace will complete the provided Center for Disease Control and Prevention Health Scorecard (CDC Health Scorecard) in its modified version. Active SWV has simplified the scorecard to only include Organizational Supports, Physical Activity, Nutrition, and High Blood Pressure. We believe this is an approachable number of topics for the first year of a Workplace Wellness program.

This CDC Health Scorecard is to be completed by one or more employees selected to be on the Wellness Committee. A separate CDC Health Scorecard will need to be completed for each worksite location the business operates. This CDC Health Scorecard will generate an overall score on the topic areas selected. It will be the goal of the Wellness Committee to improve their score in a year's time with the support of Active SWV to provide regional resources.

Each workplace will be given an online Employee Survey administered by Active SWV. The Employee Survey results will compile the workforce's current health status and willingness to change behaviors. All results will be kept confidential and participation will be voluntary on the employee's part.





PLAN

The Wellness Committee will take into consideration the results of the CDC Health Scorecard and the Employee Survey to determine the appropriate action items provided in the modified CDC Health Scorecard Action Item list. Each action item will be identified with an intervention strategy. Each intervention strategy will be placed on the Action Item Worksheet and assigned process, communication, and evaluation. This will be the time to assign roles and responsibilities of the Wellness Committee to each strategy.

Here is an example:

ACTION ITEM WORKSHEET (EXAMPLE)			
Intervention Strategies	Process (How, When, Who)	Communication	Evaluation
<ul style="list-style-type: none"> ▶ Demonstrate organizational commitment at all levels of management. ▶ Org Support #3 	<ul style="list-style-type: none"> ▶ Signing MOU Wellness committee to attend. ▶ April 4, 2018 ▶ Human Resources staff to facilitate 	<ul style="list-style-type: none"> ▶ Press present ▶ Include email newsletters ▶ Communications staff to distribute 	<ul style="list-style-type: none"> ▶ MOU on file with both parties! ▶ COMPLETE!
<ul style="list-style-type: none"> ▶ Post signs at key locations that encourage employees to use the stairs and be more active. ▶ PA #51 	<ul style="list-style-type: none"> ▶ Receive printed posters, display, rotate ▶ March 2018: Wellness chairs at each workplace. 	<ul style="list-style-type: none"> ▶ Employee announcement email ▶ Active SWV supplies example 	<ul style="list-style-type: none"> ▶ Behavior survey every three months. Where they were hung, for how long, how many employees were exposed.
<ul style="list-style-type: none"> ▶ Provide organized group physical activity programs for employees. ▶ PA #52 	<ul style="list-style-type: none"> ▶ Recruit for walking group leaders ▶ Recruit for Community Captain training. ▶ April 2018: Active SWV to supply information; Wellness chairs to distribute 	<ul style="list-style-type: none"> ▶ Email information to all employees. Wellness chairs to follow up with interested employees. ▶ Active SWV Volunteer Director to meet with volunteers. 	<ul style="list-style-type: none"> ▶ How many training and programming volunteer leaders are there in 2018.
<ul style="list-style-type: none"> ▶ Provide a series of educational seminars, workshops, or classes on physical activity. ▶ PA #54 ▶ Select date. May 1st 	<ul style="list-style-type: none"> ▶ Active SWV to give presentation at each workplace on the benefits of PA. ▶ Wellness chairs help with logistics and attendance. ▶ Logistics for streaming the presentation. 	<ul style="list-style-type: none"> ▶ Email to employees for announcement. Attendance is captured. Fliers are posted as reminders. ▶ Email to coordinate with presentation date. 	<ul style="list-style-type: none"> ▶ Employee surveys administered by Active SWV at the end of the presentation. ▶ Attendance. ▶ Active SWV to distribute at end of presentation and provide summary to wellness chairs. ▶ COMPLETE!

Examples



WORKPLACE WELLNESS IMPROVEMENT PLAN

Workplace: _____

Number of employees: _____

Contact person: _____

Date range: _____

Wellness committee chairs

ACTION ITEM WORKSHEET

Intervention Strategies

Process (How, When, Who)

Communication

Evaluation

Intervention Strategies	Process (How, When, Who)	Communication	Evaluation



IMPLEMENT

The implementation is the fun part! The assessment and planning stages will take some time and are very valuable to the program, but the fun and enthusiasm for the program will really be noticed when plans are put into action. The key to success with implementation is clear communication and creating deadlines for most steps in the process. It is best to keep the Action Item Worksheet in a Word or Excel format so additional columns and rows can be added to track progress and needed steps along the way. It is also helpful to add space for Accomplishments at the bottom of the form to move a completed action item for your records.

Don't forget to celebrate along the way!



EVALUATION AND MEASUREMENTS

- ▶ Administer the modified scorecard annually with the Wellness Committee.
- ▶ Administer the modified employee survey on behavior change and attitude change towards the end of the year.
- ▶ Include quotes and success stories whenever possible.
- ▶ Administer a survey to the Wellness Committee about the process of the program.
- ▶ Administer the full Employee Survey for the start of the next year (typically January).



ACTIV

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Workplace Wellness

IN PARTNERSHIP WITH

New River Gorge Regional Development Authority

WVU Extension Service

American Heart Association

WV Department of Health and Human Resources Division of
Health Promotion and Chronic Disease

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West Virginia Physical Activity Plan

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