

# WORKPLACE WELLNESS

Provided by StoudtAdvisors



## Getting Your Program Started

Once an organization decides it wants to implement a workplace wellness program, the first question is often, “What kinds of activities should we include?” Before you have that discussion, you should lay the groundwork for your program and gather more information. The following is a list of steps you can take to get your wellness program started.

### *Gain Support from Management*

Support from all levels of management is key to the success of your wellness program. To ensure the support of management, inform managers about the program early on and encourage them to participate. Communicate the program’s goals and benefits clearly and often. Gaining management support will ensure you have sufficient resources and staff time to develop your wellness program.

### *Assemble a Workgroup*

Your wellness workgroup is a committee responsible for promoting the workplace wellness program, planning activities, recruiting team leaders and conducting evaluations. The size of the workgroup will depend on the size of your company and the scope of the program or activities. The workgroup should be large enough to represent your workforce and should include staff that represents various departments, such as marketing, union representatives, human resources and administrative staff. If you already have a wellness or health promotion committee or other groups interested in taking on this role, involve them in the workgroup.

### *Designate a Coordinator*

Management or the workgroup should identify a wellness coordinator to oversee the program. Although members of the workgroup can share responsibilities, having one person in charge of coordinating efforts increases the likelihood that the program will be well-managed. The level of success for a wellness program is often linked to the coordinator’s time and ability. It is important that some or all of the coordinator’s time be dedicated to the wellness program. If that isn’t possible, consider contracting with an outside party to provide assistance.



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### ***Schedule Workgroup Meetings***

The workgroup should meet regularly, at least on a quarterly basis. The workgroup may meet more often during peak times when planning or implementing new activities or programs. The frequency of meetings will depend on what the workgroup plans to accomplish.

### ***Analyze Your Needs***

Complete a workplace environmental assessment and conduct an employee interest survey to collect information on the topics that would be of most interest to the staff. Set program priorities and plan initiatives based on the results of these assessments in order to improve your return on investment (ROI).

### ***Develop an Action Plan***

Action plans should include specific goals and objectives, strategies to meet these goals, a timeline, a budget and an evaluation plan. If your goals are clearly identified, it will be easier to gauge the effectiveness of your wellness program.

### ***Invest Accordingly***

Building a successful workplace wellness program requires time as well as money. Some larger organizations may spend 20 hours per week for three to six months preparing to launch a workplace wellness program.

Costs will fluctuate depending on whether costs are paid by you, employees, or the costs are shared. The Wellness Council of America estimates that a wellness program costs between \$100 and \$150 per employee each year, but can produce an ROI of between \$300 and \$450. Keep in mind that the ROI will likely be higher with more comprehensive programs.

### ***Implement and Communicate the Plan***

You need an effective communications strategy to put your plan into motion and to encourage employee participation. In addition, be sure to educate employees so they understand why you're implementing a wellness program and what benefits they can gain from participating.

### ***Evaluate Outcomes***

Periodically review your program goals and compare outcomes to your goals and objectives. Keep employees involved in the evaluation process and adjust programs and initiatives based on employee feedback and evaluation results.

Following the steps above and not rushing the planning process will make your workplace wellness program more successful in the long run.

*Source: Wisconsin Worksite Wellness Resource Kit*

## EMPLOYEE WELLNESS INTEREST SURVEY

We'd like to learn about your interest in worksite wellness. Please take a few minutes to complete this survey. Your responses will be used in planning wellness programs for our employees. All survey responses are completely anonymous.

### A. I am interested in more information on the following:

- |                                                               |                   |          |         |       |                |
|---------------------------------------------------------------|-------------------|----------|---------|-------|----------------|
| 1. Allergy and Asthma                                         | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 2. Back Care                                                  | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 3. Blood Pressure                                             | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 4. Financial wellness                                         | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 5. Diabetes/High Blood Sugar                                  | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 6. Healthy Cooking                                            | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 7. Building Healthy Relationships                             | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 8. Medications (Prescriptions, Over-The-Counter, supplements) | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 9. Mental & Emotional Well-Being                              | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 10. Physical Activity                                         | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 11. Sleep                                                     | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 12. Tobacco use and Tobacco cessation                         | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 13. Stress Management                                         | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| 14. Weight Management                                         |                   |          |         |       |                |

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
<b>15. Self-Esteem / Confidence</b>				
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

**B. If a topic was of interest to you and the time was convenient, how likely would you be willing to participate in the following?**

**1. Multi-week group programs or team challenges**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
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**2. Multi-week individual wellness challenges**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
---------------	----------	-----------------	--------	-------------

**3. One-time wellness workshops**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
---------------	----------	-----------------	--------	-------------

**4. Onsite Health screenings**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
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**5. Active weekend activities (such as hiking)**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
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**6. Online learning programs**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
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**7. Health tracking Apps/technology**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
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**8. Group events in the community (such as Heart Walk, Race Against Racism)**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
---------------	----------	-----------------	--------	-------------

**9. Healthy lunch/Cooking club**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
---------------	----------	-----------------	--------	-------------

**10. An employee-run community garden**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
---------------	----------	-----------------	--------	-------------

**11. Book discussion group**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
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**12. Intramural sports/sports clubs/activities**

Very Unlikely	Unlikely	Somewhat Likely	Likely	Very Likely
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**13. Community Volunteer Opportunities**

Very Unlikely

Unlikely

Somewhat Likely

Likely

Very Likely

**14. What day would be best for you to participate in a wellness activity? (Check all that apply)**

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday    ☐ Friday    ☐ Saturday

**15. When would you be willing to participate in a workplace wellness activity that interests you?**

☐ Before work    ☐ During the work day    ☐ After work    ☐ No time, not interested

**16. What time would be best for you to participate in Wellness Activities?**

Time: \_\_\_\_\_ ☐ AM    ☐ PM

**17. Would you be willing to pay to participate in a workplace wellness activity that interests you?**

☐ No    ☐ Yes, up to \$25 per year    ☐ Yes, \$25-\$50 per year    ☐ Yes, \$50-100 per year    ☐ Yes, above \$100

**18. Would you be willing to wager/put money into a 'bank' for a program and opportunity to increase your earning back for reaching a health goal? (ex. Pay \$50 for a weight management program, earn \$100 for losing 10% of body weight)**

☐ No    ☐ Yes, up to \$25 per year    ☐ Yes, \$25-\$50 per year    ☐ Yes, \$50-100 per year    ☐ Yes, above \$100

**19. How would you prefer to receive information about the company's worksite wellness events? (Check up to two answers.)**

- ☐ Written/printed materials (newsletter, flyers, memos)
- ☐ Employee/staff meetings
- ☐ Posters/banners/signs (including LCD screens)
- ☐ Wellness Emails/electronic newsletter
- ☐ Company intranet
- ☐ Social Media (ex. An employee wellness Facebook group)
- ☐ Other: \_\_\_\_\_

**20. Would you support any of the following? (Check all that apply.)**

- ☐ Increasing healthy food and drink options in the cafeteria and vending machines.

- ☐ Decreasing unhealthy food and drink options in the cafeteria and vending machines.
- ☐ A pick-up location onsite for a community supported agriculture (CSA) program (a way to buy produce directly from farmers)
- ☐ A policy encouraging healthy foods for catered meetings
- ☐ A policy encouraging walking meetings when applicable
- ☐ Reimbursement for bicycle equipment and maintenance for people who commute to work by bicycle
- ☐ More safe and accessible walking paths at work (indoors or outdoors)

**21. Are there any barriers that may prevent you from participating in work activities? (Check all that apply.)**

- ☐ Inconvenient time or location
- ☐ Lack of time – Too busy
- ☐ Privacy: my employer should not be involved in my health
- ☐ Confidentiality: concern about others knowing about my personal health
- ☐ Lack of management support
- ☐ My job duties interfere with participating
- ☐ I do not know how to participate
- ☐ Unwilling to participate if it is outside of paid worktime
- ☐ Just not interested in work wellness programs
- ☐ No barriers, work programs accommodate my needs
- ☐ Other: \_\_\_\_\_

**22. Please list at least 1 way your employer can help employees be healthy and well?**

## ORGANIZATIONAL CULTURE QUESTIONNAIRE

The following questions are about your perception of your employer's culture. Using the scales below, please indicate the response which best characterizes your thoughts and feelings.

**1. In the past 12 months, what effect has your organization had on your:**

**a. Overall morale/outlook on life**

Very negative effect      Negative effect      No effect      Positive effect      Very positive effect

**b. Productivity**

Very negative effect      Negative effect      No effect      Positive effect      Very positive effect

**c. Job satisfaction**

Very negative effect      Negative effect      No effect      Positive effect      Very positive effect

**d. Physical health**

Very negative effect      Negative effect      No effect      Positive effect      Very positive effect

**e. Mental health/life stress**

Very negative effect      Negative effect      No effect      Positive effect      Very positive effect

**2. I would recommend my organization as a great place to work.**

Strongly Disagree      Disagree      Neutral      Agree      Strongly Agree

**3. 5 years from now I believe I will still be working for this organization**

Strongly Disagree      Disagree      Unsure      Agree      Strongly Agree      I'll be retired 😊

**4. I believe my employer cares about my health and well-being.**

Strongly Disagree      Disagree      Neutral      Agree      Strongly Agree

**5. My work environment allows me to maintain good health.**

Strongly Disagree      Disagree      Neutral      Agree      Strongly Agree

**6. Leaders within the organization practice and encourage good health practices.**

Strongly Disagree      Disagree      Neutral      Agree      Strongly Agree

**7. At work, people support others who are attempting to lead healthy lifestyles.**

Strongly Disagree                      Disagree                      Neutral                      Agree                      Strongly Agree

**8. There are low-fat/healthy food options available.**

Strongly Disagree                      Disagree                      Neutral                      Agree                      Strongly Agree

**9. A smoke-free environment is promoted and respected within the organization.**

Strongly Disagree                      Disagree                      Neutral                      Agree                      Strongly Agree

**10. Exercising during the workday is encouraged.**

Strongly Disagree                      Disagree                      Neutral                      Agree                      Strongly Agree

**11. Eating healthy foods during the workday is encouraged.**

Strongly Disagree                      Disagree                      Neutral                      Agree                      Strongly Agree

**12. Practicing safety during the workday is encouraged.**

Strongly Disagree                      Disagree                      Neutral                      Agree                      Strongly Agree

**13. Do you feel the culture of your workplace promotes healthiness in the following areas:**

<b>A. Purpose</b>	Liking what you do each day and being motivated to achieve your goals	<input type="radio"/> <b>YES</b>	<input type="radio"/> <b>NO</b>
<b>B. Social</b>	Having supportive relationships and respect between all peers and leaders	<input type="radio"/> <b>YES</b>	<input type="radio"/> <b>NO</b>
<b>C. Financial</b>	Managing your economic life to reduce stress and increase security	<input type="radio"/> <b>YES</b>	<input type="radio"/> <b>NO</b>
<b>D. Community</b>	Liking where you live, feeling safe, and having pride in your community	<input type="radio"/> <b>YES</b>	<input type="radio"/> <b>NO</b>
<b>E. Physical</b>	Having good health and enough energy to get things done daily	<input type="radio"/> <b>YES</b>	<input type="radio"/> <b>NO</b>



## YOU AND YOUR HEALTH:

### 1. Being healthy is important to me.

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

### 2. How would you rate your overall health?

Very Poor

Poor

Average

Good

Very Good

### 3. I am a healthy weight (BMI <30).

Yes

Not yet, but working towards it

No, no plan

I don't know

### 4. I am physically active (at least 150 minutes of exercise per week).

Yes

Not yet, but working towards it

No, no plan

I don't know

### 5. I make healthy food choices (3-5 servings of fruit and vegetables a day).

Yes

Not yet, but working towards it

No, no plan

I don't know

### 6. I am tobacco free

Yes

Not yet, but working towards it

No, no plan

I don't know

### 7. I focus on managing my stress levels daily

Yes

Not yet, but working towards it

No, no plan

I don't know

### 8. I am up-to-date with my age/gender appropriate preventive health care (physical, blood pressure, cholesterol, cancer, etc.)

Yes

Not yet, but working towards it

No, no plan

I don't know

### Demographics:

#### 9. Gender:

☐

Male

☐

Female

#### 10. Age Group:

☐

18-34

☐

35-44

☐

45-64

☐

65+

**11. Race/Ethnicity**

- |                                               |                                           |
|-----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> White (non-Hispanic) | <input type="checkbox"/> African American |
| <input type="checkbox"/> Hispanic/Latino      | <input type="checkbox"/> Other            |

**12. Work Shift:**

- |                              |                                |
|------------------------------|--------------------------------|
| <input type="checkbox"/> Day | <input type="checkbox"/> Night |
|------------------------------|--------------------------------|

**13. Are you exempt or non-exempt?**

- |                                            |                                              |
|--------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Exempt (salaried) | <input type="checkbox"/> Non-exempt (hourly) |
|--------------------------------------------|----------------------------------------------|

**14. Your organization would like to start a wellness committee.** Would you be interested in learning more about this committee? Yes / No. If yes, please enter your name and department here: \_\_\_\_\_

**15. Thank you for participating.** All who complete this survey will be entered into a drawing to receive a prize. Enter your name here for the drawing entry.

**Any other comments or feedback:**

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## Action Plan

Once you've decided on your priorities for your workplace wellness plan, the next step is to develop an action plan. The following items should be included in your action plan:

- The goals and objectives of your wellness program
- Specific recommendations on strategies to implement (these need to be clearly stated and measurable)
- The chosen activities
- The staff, resources and materials needed for the program
- The time frame for completion
- The evaluation methods you'll use to measure program results

The action plan can also be used as part of a presentation to gain management support for your wellness program and to create interest for the specific strategies and activities that you plan to implement.

## Sample Action Plan

Strategies to Implement	Activities	Resources and Personnel	Time Frame	Evaluation Method
Provide an incentive-based program to encourage physical activity.	Create a walking challenge.	<ul style="list-style-type: none"><li>- Walking teams</li><li>- Team captains</li><li>- Pedometers</li><li>- Recording sheets</li></ul>	Three months (May to July)	Pre- and post-survey of employees' activity levels

Offer low-cost, healthy food options in the vending machines and in breakrooms.	Inventory current options.  Increase healthy vending options.	- [Insert name of employee leading the initiative]	Four months (January to April)	Count of healthy food options before and after the initiative
Encourage physical activity during the workday.	Implement company policy on use of break and lunch time for activity	- Create wellness workgroup  - Solicit staff input	One month (January)	Review new policy.  Ask a question about the new policy on annual employee survey.

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## Program Implementation Timeline

### STEP 1

#### Get Management Buy-in

- *Workplace Wellness: An Employer's Guide to Promoting Wellness at the Workplace*
- *Workplace Wellness: Gain Senior Management Support for Wellness Programs*
- *Workplace Wellness: Why Promote Wellness?*
- *Worksite Wellness: Small Steps to Healthier Employees Presentation*
- *Workplace Wellness: Potential Legal Issues Associated with Workplace Wellness Plans*

Senior leadership should communicate your company's commitment to employee health:

- *Workplace Wellness: Introduction to Wellness Program Email*

### STEP 2

#### Form a Team

- *Workplace Wellness: Creating a Successful Wellness Team*
- *Workplace Wellness: Breathing Energy into a Wellness Team*



### STEP 3

#### Analyze Data to Determine Focus

- *Workplace Wellness: Employee Needs and Interest Survey*
- *Workplace Wellness: Health Risk Assessments*
- *Workplace Wellness: Wellness Environment Assessment*
- *Workplace Wellness: Assessment Checklist*
- *Workplace Wellness: Sourcing Data to Enhance Your Wellness Program*



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# Program Implementation Timeline

## STEP 4

### Develop Your Plan

- *Workplace Wellness: Focusing Your Efforts*
- *Workplace Wellness: Using Incentives in Wellness Programs*
- *Workplace Wellness: Action Plan*
- *Wellness Program Work Plan*

## STEP 5

### Decide on Programs

- Health newsletter: monthly *Live Well, Work Well* newsletter
- Target specific physical conditions with *Live Well, Work Well* flyers
- *Workplace Wellness: Low-cost Resources for Small Businesses*
- Posters: *Hand Hygiene, An Apple a Day* posters
- *Workplace Wellness: Designing a Healthy Vending Machine*

## STEP 6

### Support Programs

- *Workplace Wellness: Maintaining Motivation and Interest*
- *Workplace Wellness: Keeping Your Healthy Employees Healthy*
- Supportive practices and supportive benefits
- *Live Well, Work Well* monthly newsletter

## STEP 7

### Evaluate Results

- *Workplace Wellness: Evaluation*
- *Workplace Wellness: Sample Evaluation Tool and Measures*
- *Workplace Wellness: Calculating Your ROI*



# Best practices for corporate wellness programming

When it comes to wellness programming, why recreate the wheel? Studies show that a well implemented wellness program can improve the health and well-being of your employees and control healthcare costs. A successful program starts with the organization—where are they now, where do they want to go and what outcomes do they want to see? Starting with awareness, the Eliance Wellness comprehensive approach focuses on best practices and moves employer wellness programs from “good” to “better” to “best”.



## Why worksite wellness?

- Healthcare costs are rising
- The Centers for Disease Control and Prevention (CDC) estimates that 86% of our nation’s healthcare costs are tied to chronic diseases, which are largely linked to preventable health risks and behaviors
- Beyond healthcare costs, poor health affects productivity: absenteeism, presenteeism, work injuries and disability
- The workplace is where we spend most of our waking hours, making it the best place to create a culture of health that enables your employees to live a healthier, happier, more productive life and ultimately save dollars for the organization

**Partner and Thrive:** The employer is the expert to their employees, Eliance Health Solutions is the expert in workplace wellness, and together we can create an empowering culture of health, increase productivity and decrease the financial burdens of poor health. The opportunity to build a results-oriented wellness program is now. Let’s start a discussion and build a lasting partnership.



# Low Cost Ideas for Small Business



## Physical Activity

- Promote community events, as a group or with a partner (Example: Color run, 5k, March of dimes etc.)
- Provide information on outdoor exercise areas, trails and parks in the community
- Negotiate corporate discounts for community health clubs and gym memberships for employees
- Encourage employees to participate in step (pedometer) challenges
- Offer flexible work hours to allow for physical activity during the day and support physical activity breaks, such as 5-minute stretching or walking
- Encourage walking meetings when appropriate
- Promote taking the stairs by improving the lighting and adding colorful posters and music
- Support bike to work day and offer novelty rewards to employees who participate. Facilitate flexible hours to accommodate travel time, celebrate employees as they arrive and provide security for bikes
- Promote a goal of the week or month (i.e., “I will exercise at least 3 days a week”). Keep a chart of weekly or monthly exercise goals in the office

## Nutrition

- Ask your vending machine vendor to label healthier foods and snacks, increase the number of healthier items and subsidize costs
- Implement a healthy food policy for catering/celebratory events
- Supply employees with local grocery store coupons and price specials for healthy foods
- Provide a microwave and a refrigerator employees can use to preserve their healthy foods
- Provide a water cooler/fountain at a convenient location in the worksite
- Host a healthy recipe potluck exchange or contest
- Plan “Fresh Friday” 1/month and provide local produce to employees (apples, leafy greens, etc.)





## Mental Well-Being

- Promote your EAP
- Share stress management techniques
- Post mental health awareness information and statistics to help remove the stigma
- Educate managers/employees about signs to look for and how to initiate conversation



## General Health

- Implement best practices following the Wellness Council of America's (WELCOA) Seven Benchmarks
- Involve leadership – promotion, participation, allocated resources
- Host a health/benefit fair for your organization. Contact providers/ organizations in the community to offer free or low cost services
- Orient employees about the wellness program and continue communications to keep employees engaged
- Brand Your Program – Logo/tagline contest
- Establish a policy prohibiting tobacco use on the property or set distance limitations to discourage use during work time.
- Create a resource center: rent nutrition and exercise books, CDs and DVDs, promote wellness programs, highlight successes- goals, employee stories, healthy selfies
- Provide a newsletter on healthy eating options, fun physical activities, preventive care and general health topics
- Promote national health observance months/days and their educational materials
- Discourage employees from coming to work sick
- Add 4 - 8 hours a year as additional paid time off for an Employee Wellness Day. All employees can request using this time to attend an appointment for preventive care



### Corporate Wellness

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