



# The Florida Wellness → Way

A step-by-step  
guide to promoting  
health on the job







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THIS  
WAY TO  
HEALTH!





# THE GUIDE

**The Florida Wellness Way** can help your business to plan and implement a worksite wellness program that supports your employees in making healthier choices. Providing opportunities at work for your staff to be healthy can increase productivity and job satisfaction.

**Plain and simple – worksite wellness is good for business!**

The tools and tips shared in this guide are meant to get you started. They can be adapted to fit the needs of your workplace and employees.

## ABOUT FNP

**The UF/IFAS Extension Family Nutrition Program (FNP)** helps limited-resource families in Florida access more nutritious foods on a budget and adopt healthier eating and physical activity habits to reduce the risk of obesity and chronic disease.

FNP focuses on reaching people who are eligible for or currently receiving SNAP benefits (formerly known as Food Stamps). **If more than half of your employees have an hourly wage of \$14.50 or less or are otherwise eligible for SNAP benefits, FNP may be able to help.** We provide free nutrition and physical activity education and can guide you through the steps of creating a supportive workplace for employees.

Visit [familynutritionprogram.org](https://familynutritionprogram.org) for more information and to find an FNP program near you. Local programs differ by county.



# ACKNOWLEDGMENTS



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# The Florida Wellness Way

Use this guide to begin a path toward wellness at the workplace.



Includes **FREE** and easy-to-use resources to make your wellness program a success!



Provides materials that **can be adapted** to meet the needs and interests of employees.

1.



## ASSESS YOUR WORKPLACE

Use our simple tools to gather information on what your workplace is already doing to support health and to hear from employees.

2.



## FORM A WELLNESS COMMITTEE

Form a committee of people who are interested in leading healthy changes in your workplace. Get support from your organization's leadership by sharing how worksite wellness can benefit the company.

3.



## CREATE A SUPPORTIVE WORKPLACE CULTURE

Choose the activities that fit your goals and adapt them to your worksite's needs and interests. There are a variety of ways to make a workplace more supportive of healthy choices.

4.



## MEASURE YOUR SUCCESS

Track how the worksite wellness program affects employee health or performance.

5.



## PLAN FOR THE FUTURE

Continue to make improvements to the program over time and plan for how it will continue in the future.



# Why This Way?



Positively influence employee health while strengthening your business' bottom line.

Chronic diseases such as obesity can be associated with:

↑ Increased absences<sup>1</sup>

↓ Reduced productivity<sup>1</sup>

↑ Increased slip, trip, and fall injuries<sup>2</sup>



See savings from a small investment in employee wellness.<sup>3-4</sup>

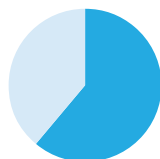
1% reduction in average weight, blood pressure, glucose, and cholesterol levels → \$83-103 in annual medical savings per employee<sup>5</sup>

\$1 invested in employee wellness → \$2.70 saved in fewer absences<sup>6</sup>



Keep the costs of frequent employee turnover down.

Workplaces that actively promote health and well-being are **FOUR TIMES LESS LIKELY** to lose employees in the next year, compared to workplaces that do not.<sup>7</sup>



64% of employees at workplaces that support wellness planned to stay for at least five years.<sup>7</sup>





**ASSESS YOUR  
WORKPLACE**





# Assess Your Workplace

The first step in creating a healthier workplace is to understand if and how your worksite is already supporting wellness. **The following tools will help you decide on one or two priority areas for making positive changes:**

## WORKSITE WELLNESS CHECKLIST AND SCORECARD

Looks at how your worksite is currently supporting employee wellness in several areas.

- Should be completed by someone familiar with worksite policies — human resources director, supervisor, or wellness committee chair
- Use the scorecard to tally the results

**WORKSITE WELLNESS CHECKLIST**  
THE FLORIDA WELLNESS WAY

**DIRECTIONS:**

- Read each statement and mark whether Yes, In Process, or No. Add comments as needed.
- Add up the total number of each type of response: Yes, In Process, and No at the bottom of each section.
- Take the totals from each section and record them on the Worksite Wellness Scorecard.
- Complete the checklist annually. Refer to the Measure Your Success section of this guide to learn more about tracking your progress over time.

	YES	IN PROCESS	NO	COMMENTS
<b>ORGANIZATIONAL SUPPORT</b>				
We have a commitment to worksite wellness from key stakeholders such as senior management, human resource managers, and/or safety officers.				
There is a worksite wellness plan or policy in place.				
We have a wellness committee that meets regularly.				
There is an annual budget or dedicated funding for health promotion programs.				
<b>TOTAL:</b>				

APPENDIX 1A: 1 of 5

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Appendix 1A

**WORKSITE WELLNESS SCORECARD**  
THE FLORIDA WELLNESS WAY

**1.** For each section on the Worksite Wellness Checklist, record the section totals on the scorecard below. **Then locate Suggested Strategies that you can use to raise your "yes" score.**

**2.** Ask your wellness committee to review the scorecard with you and choose two areas you would most like to improve. The scorecard can help the committee to then develop an action plan.

WELLNESS COMPONENTS	YES	IN PROCESS	NO	SUGGESTED STRATEGIES	PG.
<b>Organizational Support</b>				• Form a Wellness Committee	4
<b>Promoting Healthy Behaviors</b>				• Host a Health Fair	11
				• Motivate Participation	24
<b>Promotional Messages for Healthy Behaviors</b>				• Promote Physical Activity	18
<b>Health Promotion Programs, Services, and Classes</b>				• Form a Wellness Committee	4
				• Promote Physical Activity	18
				• Partner to Provide Health Education	9
				• Host a Health Fair	11
<b>Food Environment: Knowledge</b>				• Host Healthy Meetings	14
<b>Food Environment: Vending Machines</b>				• Provide Healthy Vending Machines	16
<b>Food Environment: Beverages</b>				• Drink Water for your Health	21
				• Provide Healthy Vending Machines	16
<b>Physical Activity</b>				• Encourage Use of Stairs	19
				• Promote Physical Activity	18
<b>Breastfeeding</b>				• Support Breastfeeding	23
<b>WORKSITE TOTALS:</b>					

Using your scorecard and the available tools in this guide, what are two areas you would most like to improve for your workplace?

1. \_\_\_\_\_

2. \_\_\_\_\_

APPENDIX 1B

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Appendix 1B

## EMPLOYEE INTEREST SURVEY

Allows employees to provide input on how to best support their health and wellness.

- Can be distributed as a hard copy or electronically
- Give employees at least one week to complete the survey and send reminders to promote a high rate of responses
- Small incentives could be offered to those who complete the survey

**EMPLOYEE INTEREST SURVEY**  
THE FLORIDA WELLNESS WAY

**DIRECTIONS:** Indicate your interest level for each of the following by circling:

1 Not interested  
2 Somewhat interested  
3 Very interested

	NOT	SOMEWHAT	VERY
Learning more about healthy food choices	1	2	3
Learning how to add fruits and vegetables into my diet	1	2	3
Receiving healthy recipes and meal ideas	1	2	3
Participating in tasting events to sample healthy foods	1	2	3
Having healthy snacks available to buy at work	1	2	3
Learning more about the benefits of physical activity	1	2	3
Increasing my physical activity level	1	2	3
Participating in physical activity teams outside of work	1	2	3
Participating in 5- to 10-minute physical activity movements during work breaks	1	2	3
Receiving health information that I can read, listen to, or watch on my own	1	2	3
Attending a group class on wellness topics	1	2	3
Participating in a health screening (checking my blood pressure, cholesterol level, etc.)	1	2	3

APPENDIX 2: 1 of 2

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Appendix 2





**FORM A WELLNESS  
COMMITTEE**





# Form a Wellness Committee

Establishing a strong worksite wellness committee is a key step toward better employee health. **The wellness committee plays an essential role in creating a culture of health that can strengthen morale and productivity.** This section provides guidance on how to start a committee that promotes policy and environmental changes to support good health for all employees.

## Steps to Success

1. Identify a wellness coordinator.
2. Get support from management.
3. Form the committee.
4. Make an action plan.
5. Provide continued support for employee wellness.

## IDENTIFY A WELLNESS COORDINATOR

**The wellness coordinator will lead meetings and guide the process of implementing supportive workplace strategies.** This person does not need prior experience with a wellness program, but should be able to:

- Lead by example
- Get people excited about the program
- Be organized
- Work well with a diverse group of people
- Assign duties to team members
- Work with the group to determine next steps

## GET SUPPORT FROM MANAGEMENT

**To establish a successful and sustainable wellness program, you need the support of those who make the big decisions.**



If top-down support for worksite wellness does not already exist, set up a meeting with the appropriate members of management. Use this meeting to share the mission and goals of the wellness committee and ask for their feedback.

You might put together a presentation to share with the management team. Be sure to include why worksite wellness makes good business sense, how the committee plans to implement the program, what resources would be required, and how you will track success.





## FORM THE COMMITTEE

The wellness committee should meet regularly. You may choose to meet monthly or more often. Keep meetings simple and fun. **Here are some steps to get your committee started:**

- **Invite People to Join:** Wellness committee members should be motivated to improve their own health and contribute to the overall health of their worksite. Employees can be asked about their interest in joining the committee. You can also advertise the committee by placing announcements in high-traffic locations, employee newsletters, and in emails.
- **Create a Mission Statement:** The mission statement expresses what the committee wants to accomplish. It may include a description of the value of the wellness program to the worksite and employees.

### MISSION STATEMENT EXAMPLES

- *“The mission of the (name of worksite) Wellness Committee is to establish and maintain a worksite plan that supports a healthy lifestyle.”*
- *“The (name of worksite) Wellness Committee will provide opportunities for employees to develop a healthier lifestyle by supporting the adoption of habits and attitudes that contribute to their positive well-being.”*

### CONSIDER THIS

- **Number of Committee Members:** We recommend a minimum of three (3) committee members, and no more than twelve (12), depending upon the size of your worksite.
- **Variety of Members:** Include employees from human resources, all levels of management, and administrative and support staff.
- **Meeting Times:** Make the meeting times, dates, and locations convenient for all members.
- **Supervisor Approval:** All committee members need to have their immediate supervisor’s approval for the time and work they dedicate to the wellness committee.





## MAKE AN ACTION PLAN

Based on the findings from your [workplace assessment](#), decide as a committee which strategies you would like to use to [create a supportive workplace](#).

Making an action plan for these strategies will help the committee to plan appropriately and track progress toward goals. **For each action step, try to identify the following:**

- Person(s) responsible
- Potential challenges
- Necessary resources
- Timeline for completion

## PROVIDE CONTINUED SUPPORT FOR EMPLOYEE WELLNESS

- Evaluate the wellness program and get feedback periodically from employees and management. Adjust strategies as needed.
- Include management in celebrating employee successes.
- Regularly add new members to the committee who represent a variety of positions in the organization. They will bring new energy and ideas to the group. Make it fun and rewarding.



### ADDITIONAL RESOURCES

- [Committee Information Template](#)
- [Sample Meeting Agendas](#)
- [Action Plan Template](#)
- WorkWell NC's Wellness Committee Guide provides a variety of examples and templates: [http://workwellnc.com/workbooks\\_committee.php](http://workwellnc.com/workbooks_committee.php)





**CREATE A SUPPORTIVE  
WORKPLACE CULTURE**



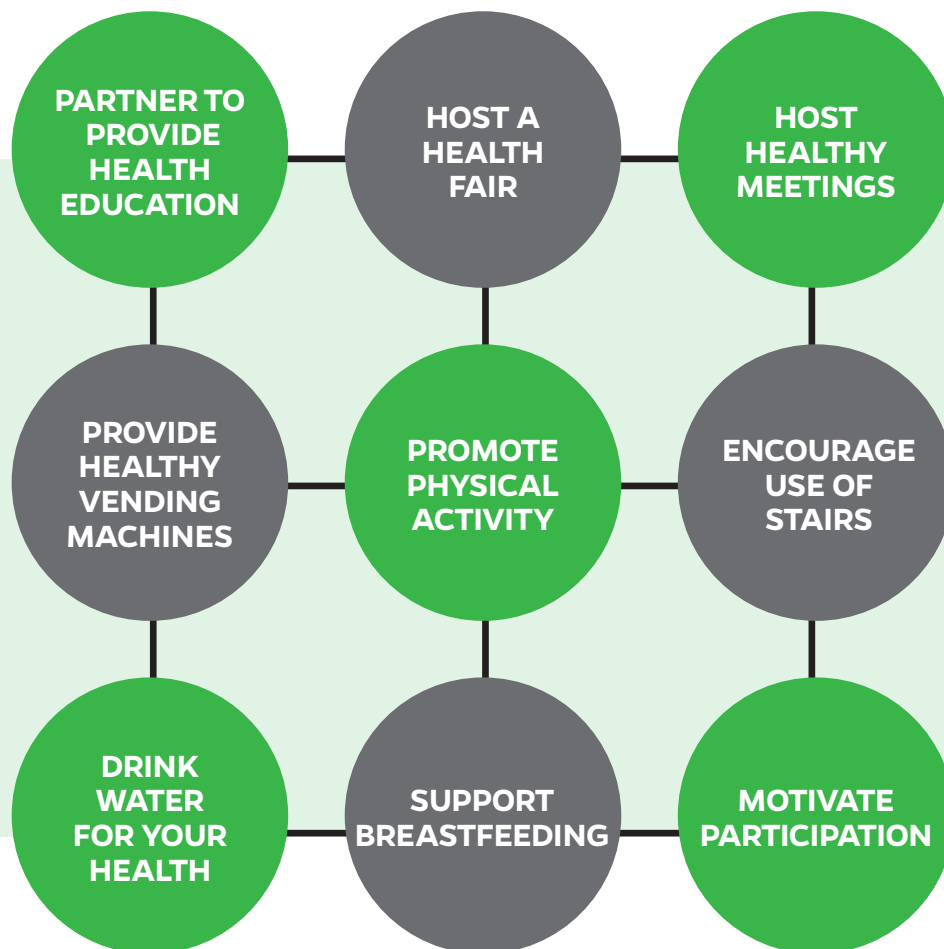


# Create a Supportive Workplace Culture

Based on the results of the [Worksite Wellness Checklist, Scorecard](#), and [Employee Interest Survey](#), your wellness committee can choose one or two programs to get started.

**This section outlines how to successfully implement healthy changes in your workplace.** Choose the activities that fit your priorities and adapt them to your worksite's needs and interests.

There are a variety of ways to make a workplace more supportive of healthy choices. You can use the suggestions below or explore other ideas with your committee.







## PARTNER TO PROVIDE HEALTH EDUCATION

The Employee Interest Survey may highlight health topics that your employees are interested in learning more about. There are often a number of local resources available to provide nutrition or physical activity education and programming.

**Connect with partners in your community to provide health education for employees.**



## Steps to Success

1. Review Employee Interest Surveys.
2. Identify local partners to provide health education or programming.
3. Choose a date and time that works best for most employees.
4. Promote the class(es) to employees using a variety of strategies to ensure strong attendance.

## WORK WITH LOCAL NUTRITION EDUCATION PROVIDERS

- **UF/IFAS Extension Family Nutrition Program (FNP)** uses evidence-based approaches to educate SNAP-eligible Floridians about eating healthier and being active while on a budget.  
  
FNP teaches hands-on classes about nutrition, gardening, and how to shop for and cook healthy meals. FNP also supports environmental approaches to encourage healthier food choices and can tailor these resources to the needs of your worksite.
- UF/IFAS Extension also provides healthy eating and disease prevention classes through the **Expanded Food and Nutrition Education Program (EFNEP)**, which teaches limited-resource families to improve eating and physical activity habits.
- Contact FNP or your local UF/IFAS Extension county office for more information on classes in your area.
- Your local **Florida Department of Health (DOH)** office may offer nutrition and disease prevention classes. **Women, Infants, and Children (WIC)** provides nutrition education to pregnant and postpartum women. **Healthy Start** programming offers nutrition counseling for pregnant women.

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## WORK WITH LOCAL PHYSICAL ACTIVITY EDUCATION PROVIDERS

In addition to the resources already mentioned, consider local organizations that may be able to provide low-cost or free physical activity lessons or fitness memberships. **Potential partners include:**

- YMCA
- Yoga instructors
- Zumba® instructors
- Other physical fitness instructors such as cardio fitness, martial arts, or dance
- Walking groups



### GO FURTHER

- Consider allowing employees to count up to 30 minutes of time spent at a nutrition or physical education lesson as time worked.
- Ask the wellness coordinator to maintain a rotating schedule of classes on various topics to meet different employee interests.





## HOST A HEALTH FAIR

Health and wellness fairs are a wonderful opportunity to connect employees with information and activities to improve their health.

**Health fairs can also include health screenings, which can help identify health issues early, before they become serious problems.**



### Steps to Success



1. The wellness committee or a special health fair committee should start planning early (six months to one year in advance). Set a budget for the event.
2. Secure a date and location that will be convenient for employees and vendors.
3. Determine a theme for the fair.
4. Contact a variety of reputable health-related vendors to participate in the fair.
5. Promote the event to employees using various strategies to ensure strong attendance.

## RECRUIT VENDORS

Once you confirm the date and location, determine the number of vendors the location can accommodate. Consider potential vendors who have a positive health mission. **Possible vendors in your community may include:**

- UF/IFAS Extension Family Nutrition Program (FNP)
- UF/IFAS Extension agents
- Local health department
- Tobacco prevention/cessation specialists
- Health insurance providers
- American Heart Association
- American Diabetes Association
- Local fire, police, hospital, home health agency
- Dental/oral health organization
- YMCA and other affordable physical activity centers



### MAKE IT INTERACTIVE

Including demonstrations and activities in your health fair will increase employee participation. Possibilities include:

- Healthy cooking demonstration
- Yoga/stretching
- Chair massage
- CPR demonstrations
- Health screenings

Reach out to vendors with an invitational letter announcing the event. Follow up with telephone calls and emails. As the event gets closer, send out a confirmation to those who have agreed to participate. Include directions to the event, lunch options, and parking information.





## PROMOTE THE EVENT

Think about which communication channels are best for sharing information in your workplace. These could be emails, newsletters, fliers, posters, or announcements at workplace meetings. The planning committee can create materials to promote the event.

**Start advertising the health fair at least four weeks in advance.**



## THINK ABOUT THE DETAILS

In addition to securing vendors and a location, there are many logistical considerations with hosting a health fair. **Consider providing:**

- Trash cans and electrical outlets close to where vendors will set up
- Printed signs
- Tables and chairs for each vendor; tablecloths or draping, depending on your budget
- Water or light refreshments for vendors and participants
- Restroom facilities
- A list or map of vendors
- Nametags for vendors and participants
- A lost-and-found area
- An extra supply of extension cords, scissors, tape, pens, etc.
- Trash disposal and cleaning procedures for the event







## ENCOURAGE PARTICIPATION

**Incentives help build participation and motivation. Ask vendors if they can donate items to be given to participants. Consider items that are health-related and/or support the theme of your health fair.**

- Provide participants with a door prize ticket as they enter the health fair. Items, such as yoga mats, pedometers, reusable water bottles, etc., can be awarded throughout the event or at the end.

**OR**

- Provide participants with a card or “passport” to be checked off by each vendor they visit. After participants have visited a predetermined number of booths, they are eligible for a free item or to enter a prize drawing.



### GO FURTHER



- Ask participants to fill out a brief survey at the end of the event to gather feedback on what went well and what could be improved upon for the future.
- To help with future planning, create a binder with list of vendors, letters to vendors, planning timeline, publicity materials, evaluation forms, and lessons learned.



### ADDITIONAL RESOURCES

- [Independence Blue Cross: Promote Healthy Living with a Health Fair](#)

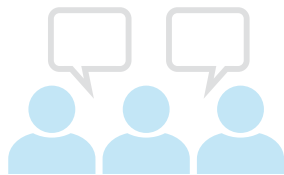




## HOST HEALTHY MEETINGS

For many, meetings are a necessary part of the workday and can involve unhealthy food, long periods of sitting, and inefficiency that can add stress.

**Use the tips below to help set new norms within your team so your meetings can be healthier and more productive.**



### Steps to Success



1. Plan ahead for efficient meetings with clear outcome-focused agendas.
2. Approach meetings with openness, a team spirit, and a sense of fun.
3. Start meetings on time and include a healthy tip.
4. Include a stretch or active break for meetings lasting longer than one hour.
5. Meet on your feet with walking or standing meetings whenever possible.
6. Not all meetings require food, but if yours does, offer fresh, healthy choices.

## PRACTICE MINDFUL EATING

If you are serving food, here are some simple and effective tips to encourage healthy eating.

- **Less is more:** By serving only one or two items, chances are everyone will eat less. Studies have shown that the more variety of foods offered, the more people will eat, regardless of level of hunger.<sup>8</sup>
- **Portion control:** Use small plates or napkins. By limiting the plate size, you give everyone a greater chance to help themselves to a healthy and reasonable serving. Keep snacks to less than 200 calories per serving and meals to no more than 500-650 calories per serving, including dessert.
- **Keep it to the side:** Keep refreshments on a side table rather than in the middle of the meeting table. When food is sitting within reach, it is a lot easier to have seconds or even thirds.
- **Balance your plate:** Whether you are serving a meal or just a snack, make half of what you offer fresh fruits and/or vegetables.







## INCLUDE PHYSICAL ACTIVITY

- If employees are able and the weather is nice, conduct meetings while walking around the building, field, or campus. Let people know in advance so they can bring a water bottle or jacket and wear appropriate shoes.
- Add a short stretch break to indoor meetings to break up the amount of time spent sitting.

### Remember that stretch and active breaks are:

- › Completely voluntary
- › To be done at a comfortable pace
- › An opportunity to move, stretch, smile, and get energized

### These breaks do not have to:

- › Make people sweat
- › Cause pain or discomfort
- › Be professionally organized or led by a fitness instructor

**NOTE:** Any staff member who expresses concerns about safely participating in the stretches should be encouraged to discuss these concerns with his or her healthcare professional before participating.



### GO FURTHER

- Create a policy for providing physical activity opportunities during the work day.
- Join agencies and organizations nationwide that have taken the [National Alliance for Nutrition and Activity Healthy Meeting Pledge](#).
- Communicate the changes to make meetings healthier through an organization-wide memo or announcement.



### ADDITIONAL RESOURCES

- [Center for Science in the Public Interest: Healthy Meeting Resources](#)
- [CDC's Tips for Offering Healthier Options and Physical Activity at Workplace Meetings and Events](#)





## PROVIDE HEALTHY VENDING MACHINES

If you have vending machines, providing healthier vending options is an easy way to improve the nutrition environment at your worksite. It can encourage your employees to choose healthier items.

**This guide can assist you with increasing employee access to healthy food and beverage choices.**



### Steps to Success

1. Observe vending options and determine what changes need to be made.
2. Ask for employee input on desired vending options.
3. Talk with your vendor to see what options are available.
4. Communicate with employees about the benefits of the vending changes.

## DETERMINE GUIDELINES FOR HEALTHY OPTIONS

There are several sets of guidelines available to help sites select healthier snacks and beverages for vending machines. [Sample Healthy Vending Policy](#) includes an example of criteria for healthy vending items. Other sources for healthy vending standards include [NAMA FitPick®](#) and [NANA Model Beverage and Food Vending Machine Standards](#).

Prior to making changes, communicate with employees that you are making their health a priority and ask for feedback on what options to include in the vending machines.

Decide what portion of total vending options you aim to meet the healthy guidelines. Making at least one-third of the vending items healthy options is a good place to start. You may want to phase in your new healthy standards over several months until you reach your goal for percentage of vending items that meet the new standards.

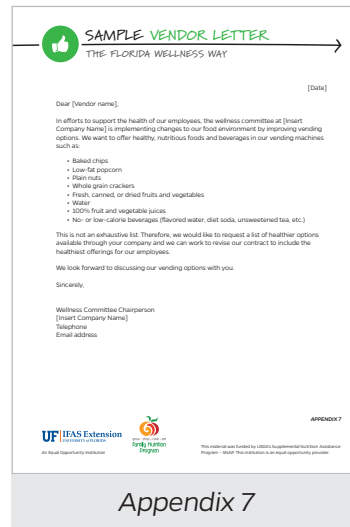






## WORK WITH YOUR VENDOR

Businesses can decide what foods are in their vending machines. Reach out to the company that stocks your vending machines to discuss what healthy options they can offer. Let them know your organization would like to swap out some unhealthy items for healthier options. This section includes an example letter or email you can use to contact the vendor ([Sample Vendor Letter](#)).



### GOOD TO KNOW

- The *Patient Protection and Affordable Care Act* requires vending companies operating more than 20 machines to post calories for most items in their machines.

## ENCOURAGE HEALTHY CHOICES

- **Price:** Make sure healthy items are not too expensive. You may want to raise the price of unhealthy items and lower the price of healthy items.
- **Placement:** Place healthier food and drinks at eye level.
- **Promotion:** Use the space on the sides and front of the vending machines to promote healthy items. Many vendors have stickers to indicate a snack is healthy.
- **Taste Tests:** Ask your vendor to provide samples for workers to try. Workers can vote on their favorites. Stock the items they like best.
- **Get Feedback:** Ask workers periodically about items they would like to see more or less of in the vending machines. This will give you a way to evaluate its effectiveness, and will give workers a way to give feedback. You can also ask the vendor for sales reports to see which items are being purchased.

### GO FURTHER

- If your vendor operates fewer than 20 machines, ask them to consider labeling calories for each vending item.





## PROMOTE PHYSICAL ACTIVITY

Physical activity can help curb obesity, lower risk for heart disease, and help with managing stress. **Employers can encourage and promote physical activity for employees in the workplace and in their lives.**

Some jobs cause workers to sit for long periods of time; these employees may benefit from activities to increase physical movement. Others work physically demanding jobs. Stretching or warming up may help reduce on-the-job injuries.



### Steps to Success



1. Find out what kinds of physical activity programs interest your employees.
2. Develop a plan and consider establishing physical activity policies.
3. Let employees know about the program. Share information on the benefits of physical activity.
4. Recognize employees' successes. Offer incentives, if possible.

## TIPS TO GET MOVING

- **Daily Warm Up:** Start each shift with a 5- to 10-minute warm-up followed by stretching.
- **Work-break Activities:** Encourage walking, stretching, and other physical activities with sign-ups for partners and groups among employees.
- **Show Support for Physical Activity through Company and Community Events:**
  - Sponsor a company team in a local league made up of workers or others.
  - Host a company picnic for staff and their families. Include fitness games.
  - Sponsor a charity sports event with a company team.



### ADDITIONAL RESOURCES

- [Instant Recess: 5- to 10-minute breaks](#)
- [CDC's Simple Solutions: Ergonomics for Farm Workers](#)





## ENCOURAGE USE OF STAIRS

If your workplace has stairs, they provide a great opportunity for employees to be more active during work time without having to leave work. And it is free!

**This section will help you to encourage employees to choose the stairs for their health.**



### Steps to Success



1. Decide whether stairwell improvements make sense for your work place.
2. Assess the existing condition of stairwells and work with management to solve any maintenance issues.
3. Let employees know about the improvements. Educate them on the value of being physically active by taking the stairs.
4. Routinely evaluate your stairwell program. Make changes as needed.

## STAIRWELL SAFETY BASICS

Make your stairwells safe and enjoyable. **Be sure the following elements are in place:**

Only staff should be able to get in the stairwells from outside.

Stairwells should be well lit and feel safe. Install mirrors and video cameras, if needed.

Stairwells should be well maintained — no broken doors, steps or handrails, or tripping hazards.

The steps should have non-slip treads or carpet.

Stairwells and handrails should be cleaned often.





## TAKING THE STAIRS

Your stairwells are safe to use. Now how do you get employees to use them? Here are some ideas:

- Have the wellness committee lead by example by taking the stairs once a day, and when the weather is bad outside.
- Provide prizes! Something as simple as a ribbon or certificate can be a good incentive. Recognize employees in a newsletter.
- Provide music in the stairwells.
- Post motivational signs or posters near the elevator. Get Healthy Philly has some [available for download](#), or create your own. Here are examples of messages to use:

- That's one small step for me; one giant leap toward good health.
- Do some reps...take the steps.
- Physical activity will add years to your life, and life to your years.
- Raise your fitness level one step at a time.
- Step up to a healthier lifestyle.
- Small steps make a big difference.
- The cheapest gym anywhere...the stairs!
- There are 1,440 minutes in every day...schedule 30 of them for physical activity.

- Change messages often.
- Add color! Paint the walls in the stairwell a cheerful color. Or ask artistically gifted staff or local artists to paint a mural.
- Put footprints on the floor that lead from the elevator to the stairs. Spell out a message along the way.



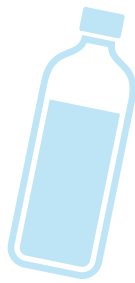




## DRINK WATER FOR YOUR HEALTH

Water is necessary for every person to be healthy and productive. People working outdoors or doing physically demanding work need to take special care to stay hydrated.

**This section offers ideas on how to encourage employees to drink plenty of water throughout the day.**



### Steps to Success



1. Decide on how to best promote hydration in your workplace.
2. Ensure that clean drinking water is easily accessible at work, including remote worksites.
3. Teach employees about why drinking water is important.
4. Talk with employees about why the changes are being made and what management is doing to support the health of all workers.

## WATER CAMPAIGN

**Water Wednesdays:** Start a weekly program to encourage employees to drink water instead of sugary drinks like soda or sports drinks. Talk about different cues to help you remember to drink water while at work.



- Create 'Water Wednesday' posters. Or make a healthy bulletin board with new water promotion messages every week.
- Invite workers to pair up for the day to remind each other to drink water.
- Ask workers to think of an activity they often do. This might be going on a break or finishing a task. This can serve as a reminder to drink water or refill their water bottle.
- Encourage workers to treat every day like Water Wednesday. Choose water instead of sugary drinks all week long.

## START A WATER CHALLENGE

**Hold a 5- to 10-week challenge to encourage workers to increase water consumption.** Give participants a log to track their progress. Provide rewards for participating. Water bottles make good prizes.





## WRITE NEWS BULLETINS

Include articles about the importance of hydration in employee newsletters, pay envelopes, emails, or other types of routine communications.

## OTHER WAYS TO ENCOURAGE WATER CONSUMPTION

- Provide water at the beginning and end of each day and during all breaks.
- Remind employees regularly to drink water.
- Encourage employees to drink small amounts more often.
- Make restrooms easily accessible and remind employees that there are no consequences for using the bathroom.
- Keep bathrooms clean and well maintained. Employees should not avoid drinking water to avoid using the bathrooms.
- Keep an eye on the temperature. Provide more water reminders on hot days.
- Provide bottled water at vending machines for an equal or lower price than other drinks. If needed, consider raising the price on sugary beverages to offset costs.



### GO FURTHER

- Decide which techniques are the most effective and include them in the company wellness policy.
- Serve water at meetings and events instead of sugary drinks.
- Ask management to set a good example by drinking water at work.
- Adopt vending policies that provide either some or all healthy beverage options.







## SUPPORT BREASTFEEDING

Breastfeeding helps babies develop a healthy immune system and helps protect against a wide range of infections.<sup>9</sup> Parents miss fewer days of work because their babies are sick less often. **Research has also found that companies that support breastfeeding are 60% more likely to keep new mothers as employees than companies that do not.**<sup>10</sup>



It is also the law. The Patient Protection and Affordable Care Act requires employers to provide employees with appropriate break time and an adequate space to express breast milk for their nursing child for one year after the child's birth.<sup>11</sup> Florida Statute 383.015 also outlines a mother's right to breastfeed in any location, public or private, where the mother is otherwise authorized to be.<sup>12</sup>

## BECOME A SUPPORTIVE WORKSITE

Include the following information in a written policy:

- The company expects a positive attitude from all staff towards employees who return to work and continue to breastfeed.
- Employees can use break times for nursing or expressing milk.
- A comfortable, private space (lactation room) will be provided for nursing or expressing milk. It will have an electrical outlet and will be separate from the restroom. It will be close to the employee's work area.
- An insulated cooler with ice packs or a small private refrigerator will be provided to store expressed milk.

## Steps to Success

1. Review the tips below on how to become a supportive worksite.
2. Draft a policy and work with management to implement the policy changes.
3. Educate employees about the new policies.



### GO FURTHER

In addition to having a policy:

- Allow a flexible time schedule for nursing or expressing milk.
- Provide options for breastfeeding such as part-time work or working from home.
- Include breastfeeding information in the employee wellness program.
- Provide fresh drinking water in the lactation room to help moms stay hydrated.

See [Sample Breastfeeding Policy](#).





## MOTIVATE PARTICIPATION

Help make the healthy choice the easy choice for employees by promoting wellness programs and celebrating their successes!

**There are many ways to encourage participation that cost very little but go a long way in supporting employee health.**



### Steps to Success

1. Make a plan to try some of the tips below. Decide when and how they will be implemented.
2. Spread the word. Make sure employees know about the competition, incentive program, etc. Give them enough time to plan to participate.
3. Assess the success of the program. Ask employees whether it encouraged them to participate and how it might be improved.

## ENCOURAGE FRIENDLY COMPETITION

**Wellness challenges are a great way to motivate individuals and encourage team building!** Competing as a team leads to employees holding each other accountable to their goals. Workplace wellness challenges might include a water challenge, where teams track the average number of ounces they consume during the week, or a walking challenge, in which teams track their steps every week. Prizes for the winning team can be as simple and low-cost as recognition in an email or newsletter.

The WorkWell NC program also has several available resources for workplace wellness challenges:

- [Smart Fuel 10-week challenge](#)
- [Fruits and Vegetables month-long challenge](#)
- [Solving the Puzzle of Moving More 5-week challenge](#)



### GO FURTHER

Recognize national wellness observances:

- National Nutrition Month (March)
- National Walking Day (April 3/varies)
- Physical Fitness and Sports Month (May)
- Fresh Fruit and Vegetable Month (June)





## OFFER INCENTIVES

Even a small incentive can encourage your employees to participate. Be unique and inventive when deciding on employee incentives. Ask your human resources department if your organization has any policies regarding incentives that the committee should keep in mind. Here are some examples:

- Dedicated parking space for a month
- A special (healthy) lunch for participants
- Additional break or lunch time to perform wellness activities
- Workout equipment such as flex bands, stress balls, or pedometers
- Prize drawings (e.g., grill)
- Reduction in what employees pay for health insurance premiums

## CELEBRATE SUCCESS!

**Ask employees who have made positive changes to provide testimonials describing their journey to a healthier lifestyle.** Hearing about other people's success can increase the confidence of employees; celebrating their progress can encourage those who are already participating.

These stories can be included in company newsletters, website, or employee break rooms. You could also host a recognition ceremony where employees who participated in a certain number of activities are celebrated.









**MEASURE YOUR  
SUCCESS**





# Measure Your Success

After you have successfully implemented one or more of the worksite wellness projects, **it is important to track your progress toward being a healthy workplace.** There are a number of ways to assess your progress.

## Steps to Success

1. Choose data to collect.
2. Compare information before and after.
3. Gather employee feedback.
4. Complete the [Worksite Wellness Checklist](#) and [Scorecard](#).
5. Share your successes.

## CHOOSE DATA TO COLLECT

There are many types of data that could show the effect of your wellness program. When choosing which information to review, consider whether this information is available, how you would gather it, and who would be responsible for analysis. The data you select should line up with the goal areas identified by the wellness committee and targeted by program activities. **Below are a few examples of information that might help you measure the success of the wellness program.**

- **Program participation:** Track how many people attended events, classes, or other wellness programs.
- **Sick days/absenteeism:** Work with your human resources department to assess frequency of sick days or employee absences in the six months before and after implementing your worksite wellness program.
- **Incidence of on-site work injuries:** Assess the number of work-related injuries that were reported in the six months before and after implementing your worksite wellness program.
- **Biometric measurements:** Provide employees with the opportunity to voluntarily track their health progress using height and weight (body mass index/BMI) or blood pressure. You can analyze employee-reported data to track trends following roll-out of your worksite wellness program. Some health insurance providers offer this as a service.
- **Activity level:** Ask employees if they would volunteer to use pedometers to track their steps over the course of the program.
- **Vending machine sales:** Work with your vending company to check how sales changed following implementation of your worksite wellness policy. Were more healthy items or fewer unhealthy items purchased?





## COMPARE INFORMATION BEFORE AND AFTER

Once you have decided which data to assess, the wellness committee should look at information from before the program started and compare it to the same data from a later point. This may be three, six, or twelve months later, or another amount of time the committee chooses. Comparing the same information from before and after the program will show whether the program caused an increase, decrease, or no change in that measure. Keep in mind that it can take time to see changes in some measures. For example, it can take several years to see a change in health care expenses. If a change is not seen in the first year, this does not always mean that the program is ineffective or needs to change.

## GATHER EMPLOYEE FEEDBACK

Use the [Employee Satisfaction Survey](#) to hear from employees about their experiences with the wellness program. This feedback will help the wellness committee know what went well and gather suggestions for the future.

- Survey could be collected every six months, once per year, or as the committee wants input
- Can be distributed as a hard copy or electronically
- Give employees at least one week to complete the survey and send reminders to encourage responses

## COMPLETE THE WORKSITE WELLNESS CHECKLIST AND SCORECARD

Use the [Worksite Wellness Checklist](#) and [Scorecard](#) to track improvements and choose new focus areas:

- Wellness committee should determine how often to do this and who is responsible

## SHARE YOUR SUCCESSES

Let your coworkers know about any improvements the wellness committee finds. Hold a healthy celebration or make an organization-wide announcement to acknowledge the program and those who participated.









**PLAN FOR  
THE FUTURE**





# Plan for the Future

## EVALUATE PROGRAMS AND ADJUST AS NEEDED

**Using the evaluation information, the wellness committee can identify what worked well and where adjustments may be needed.** Communicate successes and celebrate progress with employees.

Also share any changes for future wellness programs based on employee feedback. Your worksite wellness evaluations will provide a useful guide for identifying the type of programs, policies, and environmental changes that have the greatest impact on employee wellness.

## PLAN FOR SUSTAINABILITY

Effective planning will help the positive changes to worksite wellness continue over time.

- As you achieve new goals related to worksite wellness, continue to build upon this momentum through new company initiatives and employee programs. New programs will keep employees engaged. The [CDC's Worksite Health ScoreCard](#) is a nationally recognized resource that includes additional topics beyond what is covered in this guide, such as mental health, tobacco use, occupational safety, and more.
- Make wellness part of your workplace culture by tying employee wellness and quality of life to your organization's mission or core values.
- Set a planned time to evaluate the wellness program (e.g. annually) to allow for continued adjustments.
- Include funding or other support for the wellness committee in the annual budget.
- Create one [Workplace Wellness Policy](#) to include the structure of the wellness committee and bring together individual policies related to healthy vending, healthy meetings, breastfeeding, etc.



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# APPENDICES



**1A:** Worksite Wellness Checklist

**1B:** Worksite Wellness Scorecard

**2:** Employee Interest Survey

**3:** Committee Information Template

**4:** Sample Meeting Agendas

**5:** Action Plan Template

**6:** Sample Healthy Vending Policy

**7:** Sample Vendor Letter

**8:** Sample Breastfeeding Policy

**9:** Employee Satisfaction Survey

**10:** Sample Wellness Policy





# WORKSITE WELLNESS CHECKLIST

## THE FLORIDA WELLNESS WAY

### DIRECTIONS:

1. Read each statement and mark either Yes, In Process, or No. Add comments as needed.
2. Add up the total number of each type of response: Yes, In Process, and No at the bottom of each section.
3. Take the totals from each section and record them on the Worksite Wellness Scorecard.
4. Complete the checklist annually. Refer to the Measure Your Success section of this guide to learn more about tracking your progress over time.

	YES	IN PROCESS	NO	COMMENTS
<b>ORGANIZATIONAL SUPPORT</b>				
We have a commitment to worksite wellness from key stakeholders such as senior management, human resource managers, and/or safety officers.				
There is a worksite wellness plan or policy in place.				
We have a wellness committee that meets regularly.				
There is an annual budget or dedicated funding for health promotion programs.				
<b>TOTAL:</b>				



	YES	IN PROCESS	NO	COMMENTS
<b>PROMOTING HEALTHY BEHAVIORS</b> <i>Incentives may include: prizes, company-sponsored lunches, paid time off, reductions in healthcare premiums, gift cards, etc.</i>				
We provide staff incentives for healthy eating.				
We provide staff incentives for physical activity.				
Healthy behavior changes are encouraged through friendly competitions such as a water challenge, a weight loss challenge, or a step challenge.				
We include health-related success stories about our employees in the employee newsletter or health promotion materials.				
<b>TOTAL:</b>				
<b>PROMOTIONAL MESSAGES FOR HEALTHY BEHAVIORS</b>				
Healthy eating messages are posted where most employees can see them such as on posters, brochures, or electronic screens.				
Physical activity messages are posted where most employees can see them such as on posters, brochures, or electronic screens.				
<b>TOTAL:</b>				
<b>HEALTH PROMOTION PROGRAMS, SERVICES, AND CLASSES</b>				
Health promotion programs are provided during company time.				



	YES	IN PROCESS	NO	COMMENTS
We have activities or long-term campaigns (several weeks) that focus on healthy eating and weight management.				
We have activities or long-term campaigns (several weeks) that focus on physical activity.				
We offer programs, services, or classes on the following topics:				
<i>Healthy eating/nutrition</i>				
<i>Weight management</i>				
<i>Group physical activity</i>				
<i>Health screenings</i>				
<b>TOTAL:</b>				

## FOOD ENVIRONMENT

### MEETINGS AND EVENTS:

Complete this section only if food and beverages are served during work-related meetings or events. **Examples of healthy foods can include** fruits and vegetables, tofu, whole grains, beans, nuts and seeds, non-fat and low-fat milk products, and lean meat, poultry, and fish. Healthy foods have minimal or no added sodium or sugars. **Healthy beverages can include** water, 100% fruit or vegetable juice, unsweetened tea, or black coffee.

When food is served, healthy food items are available on a regular basis.				
When beverages are served, healthy beverage items are available on a regular basis.				
We have a written policy to provide healthy food and beverage options at company meetings and/or events.				
<b>TOTAL:</b>				



	YES	IN PROCESS	NO	COMMENTS
<b>VENDING MACHINES:</b>				
Complete this section only if your worksite has vending machines.				
Healthy snacks are available.				
Healthy beverages are available.				
We have a written policy that requires providing healthy food and beverage choices.				
Nutrition information is visible, or healthy snacks and beverages are clearly and appropriately identified as healthy options.				
Healthy snack items are placed in the top third of the vending machine so they are visible at eye level to most people.				
<b>TOTAL:</b>				
<b>BEVERAGES:</b>				
Free drinking water is available to employees throughout the day.				
We encourage employees to drink water throughout the day.				
<b>TOTAL:</b>				
<b>PHYSICAL ACTIVITY</b>				
We have a written policy supporting physical activity at break time.				
We have a written policy supporting stretching and strengthening at the workplace before and after shifts.				



	YES	IN PROCESS	NO	COMMENTS
Physical activity (stretching, strengthening, or walking) is a regular part of our meetings.				
Workers are encouraged to join recreational teams.				
Bike racks are provided in safe and convenient locations and employees know where these are.				

**Answer only if your worksite has stairs:**

Stairs are easily accessible, clean, and well lit.				
Messages that promote physical activity are posted near stairwells, elevators, or other key locations.				
<b>TOTAL:</b>				

**BREASTFEEDING**

We have a written policy that supports an employee's choice to breastfeed and describes the accommodations and/or benefits that are available.				
We provide an area, for nursing or expressing milk, that is quiet, clean, accessible, and has a comfortable chair.				
Refrigerated space is provided for storing breast milk.				
<b>TOTAL:</b>				





# WORKSITE WELLNESS SCORECARD

## THE FLORIDA WELLNESS WAY

1. For each section on the Worksite Wellness Checklist, record the section totals on the scorecard below. **Then locate Suggested Strategies that you can use to raise your “yes” score.**
2. Ask your wellness committee to review the scorecard with you and choose two areas you would most like to improve. The scorecard can help the committee to then develop an action plan.

WELLNESS COMPONENTS	YES	IN PROCESS	NO	SUGGESTED STRATEGIES	PG. #
Organizational Support				• Form a Wellness Committee	4
Promoting Healthy Behaviors				• Host a Health Fair • Motivate Participation	11 24
Promotional Messages for Healthy Behaviors				• Promote Physical Activity	18
Health Promotion Programs, Services, and Classes				• Form a Wellness Committee • Promote Physical Activity • Partner to Provide Health Education • Host a Health Fair	4 18 9 11
Food Environment: Meetings				• Host Healthy Meetings	14
Food Environment: Vending Machines				• Provide Healthy Vending Machines	16
Food Environment: Beverages				• Drink Water for Your Health • Provide Healthy Vending Machines	21 16
Physical Activity				• Encourage Use of Stairs • Promote Physical Activity	19 18
Breastfeeding				• Support Breastfeeding	23
<b>WORKSITE TOTALS:</b>					

Using your scorecard and the available tools in this guide, what are two areas you would most like to improve for your worksite?

1. \_\_\_\_\_
2. \_\_\_\_\_

### APPENDIX 1B





# EMPLOYEE INTEREST SURVEY

## THE FLORIDA WELLNESS WAY

**DIRECTIONS:** Indicate your interest level for each of the following by circling:

- 1 Not interested
- 2 Somewhat interested
- 3 Very interested

	NOT	SOMEWHAT	VERY
Learning more about healthy food choices	1	2	3
Learning how to add fruits and vegetables into my diet	1	2	3
Receiving healthy recipes and meal ideas	1	2	3
Participating in tasting events to sample healthy foods	1	2	3
Having healthy snacks available to buy at work	1	2	3
Learning more about the benefits of physical activity	1	2	3
Increasing my physical activity level	1	2	3
Participating in physical activity teams outside of work	1	2	3
Participating in 5- to 10-minute physical activity movements during work breaks	1	2	3
Receiving health information that I can read, listen to, or watch on my own	1	2	3
Attending a group class on wellness topics	1	2	3
Participating in a health screening (checking my blood pressure, cholesterol level, etc.)	1	2	3

APPENDIX 2: 1 of 2



	NOT	SOMEWHAT	VERY
<b><i>I am interested in working with an employee wellness committee on:</i></b>			
Reviewing healthy food options available for purchase	1	2	3
Developing food choice recommendations for work-related meetings or events	1	2	3
Hosting an employee health and wellness fair	1	2	3
Coordinating employee health screenings	1	2	3
Providing incentives for staff participation in wellness activities	1	2	3
Developing policies to support breastfeeding during work hours	1	2	3

**If more opportunities for physical activity or nutrition education were available at your workplace, when would be the best time for you to participate? Check all that apply:**

- ☐ Before work
- ☐ During the workday on break and lunch times
- ☐ After work
- ☐ On days off
- ☐ None of the above, I prefer not to participate

**What improvements would you like to see at work to help promote wellness?**

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# COMMITTEE INFORMATION TEMPLATE

THE FLORIDA WELLNESS WAY

Worksite Name: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_

Mission Statement: \_\_\_\_\_

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## WELLNESS COMMITTEE MEMBERS

NAME	PHONE	EMAIL
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

APPENDIX 3





# SAMPLE MEETING AGENDAS

## THE FLORIDA WELLNESS WAY

The wellness committee can use this guide to set a timeline that works for them. They can evaluate the progress and success of wellness programs and consider any needed additions or changes. Set aside at least an hour for discussion. Work with committee members to plan a brief wellness activity for each meeting.

### MEETING #1

- Establish wellness committee
- Elect chairperson
- Gather contact information
- Create mission statement
- Create meeting schedule
- Confirm that all organization leaders are on board
- Establish communication plan with employees (email, posters, payroll stuffers, etc.)
- Review [Employee Interest Survey](#)
- Plan to complete the [Worksite Wellness Checklist](#); designate someone to compile results
- Confirm next meeting date and time

### MEETING #2

- Resolve any old business
- Make plan for gathering Employee Interest Surveys: How will they be distributed? What is the deadline for returning completed surveys? Note: The results need to be compiled before the next meeting
- Review [Motivate Participation](#) and discuss ways to increase engagement
- Discuss results of the Checklist and [Scorecard](#) (Appendix 1A, 1B) and identify priorities
- Discuss program funding and other details
- Confirm next meeting date and time

### MEETING #3

- Resolve any old business
- Review results of Employee Interest Survey
- Identify short- and long-term goals for program
- Develop action plan ([See Action Plan Template](#))
- Delegate committee members to investigate and decide on implementation for each program and be prepared to present findings at the next meeting
- Select a date for the program launch and which activities will occur (kick-off event, health fair, formal announcement). Identify resources needed for launch
- Confirm next meeting date and time

APPENDIX 4: 1 of 2





### MEETING #4

- Resolve any old business
- Review progress made toward program implementation
- Discuss any problems, obstacles, or needed revisions
- Consider possible improvements to current plan
- Update action plan as needed
- Present updates on the program launch, including communicating plans to employees
- Confirm next meeting date and time

### MEETING #5

- Resolve any old business
- Assess progress of each program plan with committee members
- Discuss any obstacles or problems encountered
- Make changes as needed
- Create plan for measuring the program's success ([See Measure Your Success](#))
- Set post-launch meeting schedule
- Complete all program launch details
- Invite leadership to join next meeting
- Confirm next meeting date and time

### MEETING #6

- Welcome the company's leadership in attendance
- The committee presents its program plan to the group
- Make last-minute adjustments if needed
- Receive written approval for program plan from company leadership
- All details should be finalized for the launch. Make sure everyone is clear on their assignments for program launch day





# ACTION PLAN TEMPLATE

THE FLORIDA WELLNESS WAY

Program to be implemented: \_\_\_\_\_

Kick-off date: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_

## ACTION PLAN

ACTION STEP	STAFF MEMBER(S) RESPONSIBLE	OTHERS INVOLVED	TARGET START DATE	TARGET COMPLETION DATE

APPENDIX 5





# SAMPLE HEALTHY VENDING POLICY

## THE FLORIDA WELLNESS WAY

To support employees' desire to make healthy food choices in the workplace, [Insert Company Name] will now require vending machine vendors to adhere to the following guidelines:

- 1. Menu labeling:** Labels listing the number of calories in each food item will be clearly visible.
- 2. Only offer items that contain 0 grams trans-fat per serving** as defined by the U.S. Food and Drug Administration (FDA).
- 3. Food requirements:**
  - a. Only offer snack items that contain  $\leq 230$  mg sodium per serving (excludes refrigerated meals).
  - b. Individual meal items must contain  $\leq 480$  mg sodium per serving.
  - c. In addition to the requirements listed above, at least 25% of all packaged food choices must meet the following criteria:
    - i. Limit all snack items to  $\leq 200$  calories per item (excluding nuts and seeds without added sodium or caloric sweeteners).
    - ii. Limit total calories from saturated fat to  $\leq 10\%$  of recommended daily value (excluding nuts and seeds without added sodium or caloric sweeteners).
- 4. Beverage requirements:**
  - d. At least half of available beverage choices (other than 100% juice and unsweetened milk) must contain  $\leq 40$  calories per serving.
  - e. If milk is offered, only offer 1% and non-fat milk.
  - f. If juice is offered, offer at least one 100% juice with no added caloric sweeteners.
  - g. Vegetable juice must contain  $\leq 230$  mg sodium per serving.
  - h. In addition to the requirements listed above, at least 25% of all beverage choices must meet the following criteria:
    - i. At least 75% of beverage choices (other than 100% juice and unsweetened milk) must contain  $\leq 40$  calories per serving.

*The above policy will be enacted as of [insert date].*

### APPENDIX 6





# SAMPLE VENDOR LETTER

## THE FLORIDA WELLNESS WAY

[Date]

Dear [Vendor name],

In efforts to support the health of our employees, the wellness committee at [Insert Company Name] is implementing changes to our food environment by improving vending options. We want to offer healthy, nutritious foods and beverages in our vending machines such as:

- Baked chips
- Low-fat popcorn
- Plain nuts
- Whole grain crackers
- Fresh, canned, or dried fruits and vegetables
- Water
- 100% fruit and vegetable juices
- No- or low-calorie beverages (flavored water, diet soda, unsweetened tea, etc.)

This is not an exhaustive list. Therefore, we would like to request a list of healthier options available through your company and we can work to revise our contract to include the healthiest offerings for our employees.

We look forward to discussing our vending options with you.

Sincerely,

Wellness Committee Chairperson

[Insert Company Name]

Telephone

Email address

APPENDIX 7





# SAMPLE BREASTFEEDING POLICY

## THE FLORIDA WELLNESS WAY

[Insert Company Name] is committed to supporting employees who breastfeed as desired; therefore [Insert Company Name] subscribes to the following policy:

**1. Employees shall be provided a place to breastfeed or express their milk:**

An employee lactation room is provided as a private and clean place for breastfeeding or expressing milk during work hours. This room provides an electrical outlet, comfortable chair, and nearby access to running water. Employees may also use their private office area for breastfeeding or milk expression if they prefer.

**2. A refrigerator will be made available for safe storage of expressed breast milk:**

Employees should provide their own containers, clearly labeled with name and date. Those using the refrigerator are responsible for keeping it clean.

**3. Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression:**

A breastfeeding employee shall be provided a flexible schedule for breastfeeding or expression to provide breast milk for their infant. The time would not exceed normal time allowed for lunch and breaks. For time that exceeds normal lunch and breaks, sick/annual leave time must be used, or the employee can come in early or leave late to make up the time.

**4. Employee orientation will include information about the company's breastfeeding policy:**

The company's breastfeeding policy will be communicated to all staff. New employees will be informed about the company policy in the new employee orientation training.

*The above policy will be enacted as of [insert date].*

### APPENDIX 8





# EMPLOYEE SATISFACTION SURVEY

## THE FLORIDA WELLNESS WAY

Please help improve our worksite wellness program by answering the following questions:

	YES	NO
Are you aware that we have established a worksite wellness program?		
Are you interested in receiving information about our worksite wellness program?		
Have you attended and/or participated in any of the wellness activities provided?		
Would you attend and participate in future worksite wellness activities?		
Have you made healthier lifestyle choices as a result of our worksite wellness program?		

*If yes, check all areas where you have made healthier lifestyle choices:*

- ☐ Eating healthier      ☐ Increased physical activity      ☐ Breastfeeding  
☐ Reduced stress level      ☐ Quit tobacco use      ☐ Other: \_\_\_\_\_

**What improvements would you like to see made to the worksite wellness program?**

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***Thank you for taking the time to complete this survey!***

**Please return to:** \_\_\_\_\_ **by this date:** \_\_\_\_\_

If you would like more information from your worksite wellness committee, contact the person named above or enter your name and contact information below:

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# SAMPLE WELLNESS POLICY

## THE FLORIDA WELLNESS WAY

[Insert Company Name] is committed to providing a safe, healthy, and supportive environment for all employees; therefore, [Insert Company Name] outlines the following structures and policies:

### Section 1: Wellness Committee

- a. [Insert Company Name] shall maintain a wellness committee to focus on promoting health among employees. The committee will meet at least [quarterly/monthly] and will be open to any interested employee.
- b. The wellness committee shall always include [insert one or more staff positions that will be consistently part of the wellness committee].
- c. The mission of the committee shall be: [Insert Wellness Committee Mission]

### Section 2: Wellness Policies

- a. [Insert agreed upon standards related to healthy vending, healthy meetings, breastfeeding support, etc.]

### Section 3: Communication

- a. [Insert Company Name] will ensure that:
  - all employees receive a copy of this policy during orientation training
  - this policy is easily accessible by all members of the organization
  - all employees are informed in advance of available wellness programming
  - all employees are empowered to actively contribute and provide feedback to this policy through the wellness committee
  - all employees are notified of all changes to this policy

### Section 4: Monitoring and Review

- a. The wellness committee will review this policy [six/twelve] months after implementation and annually thereafter. Revisions will be submitted to management for final approval and implementation.

*The above policy was reviewed and enacted as of [insert date].*

#### APPENDIX 10







[illegible]