

WORK Well NC



WELLNESS COMMITTEE GUIDE





WELLNESS COMMITTEE GUIDE

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SECTION I

WHAT IS A WORKSITE WELLNESS PROGRAM?

WELLNESS COMMITTEE GUIDE

WHAT IS A WORKSITE WELLNESS PROGRAM?



A worksite wellness program is an organized program for employees designed to enrich their physical, mental, emotional, occupational and spiritual well-being.

A major goal of the program is to make the work environment more supportive of positive health behaviors of employees and thereby reduce their risk of developing chronic diseases. The concept of wellness, however, goes beyond reducing disease and includes promoting and supporting improved well-being for all employees.

Even healthy employees will welcome the opportunity to work in an environment that supports their healthy lifestyle goals. Worksite Wellness activities can help all employees increase their energy and reduce stress.

The WorkWell NC Wellness Committee Guide provides the resources and tools to conduct worksite wellness programs and activities. These resources and tools have been designed utilizing the five components of comprehensive programs outlined below.

FIVE COMPONENTS OF COMPREHENSIVE PROGRAMS

1. Health Education

Examples: Health promotion literature, newsletters, seminars, education sessions such as lunch-n-learns, classes or lectures, etc.

2. Supportive Social and Physical Environments

Examples: Incentives, walking/running groups, exercise or fitness classes/groups, facilities (showers, locker rooms, on-site gyms, etc.) offered, bike racks or storage, gym memberships, food services and facilities (cafeterias, vending, preparation and storage) offered, lactation support, tobacco-free facilities, etc.

3. Integration of Worksite Program into Organizational Structure

Examples: Existence of formal health and wellness policies, dedicated staff and employees plan programs, management and supervisors are involved in planning and support implementation, employee access and program utilization is encouraged

4. Linkages with Related Programs (EAP, Safety, etc.)

Examples: Employee assistance, occupational health and safety programs, health benefits or flexible spending accounts, flexible/telecommute schedules, or other programs

5. Screening Programs

Examples: Mental health, blood pressure, diabetes, substance abuse, mammography, stress, cholesterol, Health Risk Appraisal, etc.

KEY ITEM TO REMEMBER:

As employees' behaviors change and their health improves, it is critical that the policies, practices and physical environment of the worksite also change to support the individual health improvements. **One cannot achieve success and sustainability without the other.**

SECTION II

WHAT IS A WORKSITE WELLNESS COMMITTEE?

WELLNESS COMMITTEE GUIDE

WHAT IS A WORKSITE WELLNESS COMMITTEE?

THE WORKSITE WELLNESS COMMITTEE

- is a team of employees who formally meet and plan activities to promote good health for themselves and for their fellow workers,
- represents employees from all organizational levels,
- communicates to employees information about known health risks and the value of a worksite wellness committee and wellness initiatives,
- creates and maintains open lines of communication between wellness committees and employees,
- promotes participation in both individual and group activities,
- advocates for worksite policies and environments that support improved health,
- coordinates the monitoring and evaluation of the wellness activities/programs offered to employees, and
- serves as the leader/champion for wellness activities at their worksite.

The WorkWell NC Wellness Committee Guide provides the resources and tools for worksite wellness committees to establish, maintain and sustain a successful worksite wellness program.



WORKSITE WELLNESS— COMMITMENT AND SUPPORT

Establishing, supporting and maintaining a worksite wellness committee provides opportunities for all employees (both management and staff) to:

- create a healthy worksite;
- foster collaboration and partnerships; and
- establish healthy lines of communication between support staff, line supervisors, middle and top management.

SECTION III

ESTABLISHING AND MAINTAINING A WORKSITE WELLNESS COMMITTEE

WELLNESS COMMITTEE GUIDE

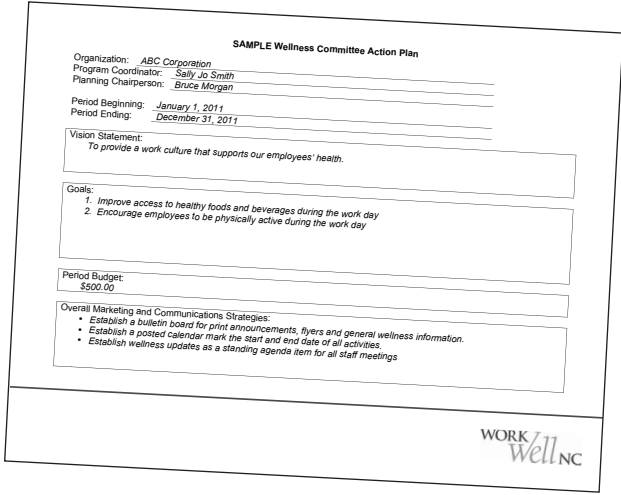


STEP-BY-STEP INSTRUCTIONS

The *WorkWell NC Wellness Committee Guide* recommends the following steps to establish a successful worksite wellness committee and to support healthy lifestyle behaviors among the worksite employees.

THE STEPS:

1. Identifying Committee Members and Prepare for Initial Meeting
2. First Meeting—Establishing the Committee
3. Second Meeting—Obtaining Employee Opinions
4. Third Meeting—Developing an Action Plan
5. Fourth Meeting—Updating Program Progress
6. Fifth Meeting—Updating Program Progress
7. Year End Meeting—Evaluating Committee Activities



SAMPLE Wellness Committee Action Plan

Organization: ABC Corporation
 Program Coordinator: Sally Jo Smith
 Planning Chairperson: Bruce Morgan

Period Beginning: January 1, 2011
 Period Ending: December 31, 2011

Vision Statement:
To provide a work culture that supports our employees' health.

Goals:
 1. Improve access to healthy foods and beverages during the work day
 2. Encourage employees to be physically active during the work day

Period Budget:
\$500.00

Overall Marketing and Communications Strategies:
 • Establish a bulletin board for print announcements, flyers and general wellness information.
 • Establish a posted calendar or mark the start and end date of all activities.
 • Establish wellness updates as a standing agenda item for all staff meetings

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A YEAR IN THE LIFE OF A WORKSITE WELLNESS COMMITTEE

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 1
April	May	July	Sept	Nov	Jan	March	April
Identifying Committee Members and Prepare for Initial Meeting	Establishing a Worksite Wellness Committee	Obtaining Employee Opinions	Developing an Action Plan	Updating Program Progress	Updating Program Progress	Completing the 12 Month Evaluation	Identifying Committee Members, etc.

WORKSITE WELLNESS COMMITTEE— KEY ITEMS TO REMEMBER

- In order to establish an effective worksite wellness committee, the committee members should plan to complete the steps in the *The WorkWell NC Wellness Committee Guide* over a twelve-month period. The proposed steps are flexible and can be altered to accommodate the needs of your worksite wellness committee.
- There are a minimum of six recommended meetings that should be held within this time period. This timeline may need to be expanded, for example, to include at least one meeting per month lasting at least one hour in duration. The number of meetings may depend on survey results and findings by the worksite wellness committee.
- The Worksite Wellness Committee Action Plan (**Appendix B** and **Appendix C**) is critical to the guidance and success of program activities, the evaluation of those activities and reporting results to management.
- After the wellness committee has completed the first year, the committee can continue to use the workbook as a guide for years two, three and so on.
- The committee workbook has been created so that committee members can rotate off and new employees can rotate onto wellness committees. The committee workbook is an easy to follow guide for new committee members and helps to ensure sustainability of the worksite wellness program.
- Worksites that have an established wellness committee can utilize this workbook as a resource to review their current committee work and are encouraged to use these tools to enhance their committee work.
- All committees—new or established—can utilize the agendas, surveys, resources and ideas provided in the toolkit.

STEP 1: IDENTIFYING COMMITTEE MEMBERS AND GETTING STARTED

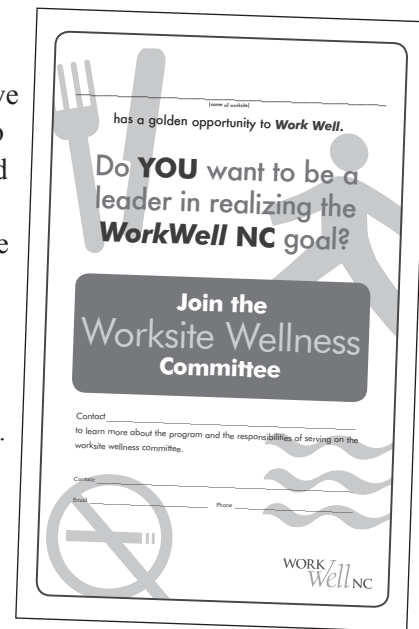
This committee guide is designed so that anyone at your worksite can begin the process of establishing a Wellness Committee, but it may be necessary to allow management to identify initial committee members.

Identifying committee members can be accomplished in two ways: by invitation and/or soliciting volunteers. Consider the following when identifying people to serve on the wellness committee:

1. Invite staff members to serve on the wellness committee. Staff members should be asked, in person or by letter, about their willingness and interest to serve. See **Appendix D** for a sample committee invitation letter.
2. Solicit volunteers by placing announcements in high traffic locations, through employee

newsletters, via e-mail, or by other means. Committee members who volunteer can become program “champions” encouraging success for the entire worksite.

Volunteers have the potential to bring increased energy to the committee. See **Appendix E** for a sample committee recruitment announcement.



IDENTIFYING COMMITTEE MEMBERS—KEY ITEMS TO REMEMBER

- **Number of Committee Members**—It is recommended that you have between four and twelve committee members, although this number may depend on the size of your worksite.
- **Suggested Committee Members**—Include committee members from all departments (human resources, information support, etc.). Also include members of management and support staff.
- **Existing Committees**—If you have existing committees, such as a safety or social committee, target these members for invitation.
- **Supervisor Approval**—All committee members should have their immediate supervisor’s support for the time and work they dedicate to the wellness committee.
- **Work Plan Revision**—Employees may need to revise their annual work plan to reflect the duties of serving on the wellness committee.

WORKSITE WELLNESS COMMITTEE MEMBERS

Name of Worksite _____

Member Name	Supervisor Approval	Workplan Revision
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

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Once committee members have been identified, be sure to complete the Worksite Wellness Committee Members' Form (Appendix F), listing the committee members' names with management approval, and any necessary workplan revision.

NOW, GET STARTED!

Now that committee members have been recruited, your first goal is to prepare for your first meeting. This may seem relatively simple, but it is the *most critical* part of the process.

- Schedule a date, time, and place that is convenient for all committee members. Allow one to two hours for this initial meeting. As you will see in Step 2, this amount of time is essential in establishing an effective and organized worksite wellness committee.
- The individual who recruited initial wellness committee members may facilitate the first meeting, where a committee chairperson will be selected.
- Step 2 of this Committee Guide provides detailed information about the first meeting in addition to a sample agenda.

GETTING STARTED— KEY ITEMS TO REMEMBER

All items from this Committee Guide and additional materials to support your Wellness Committee can be downloaded for free at www.eatsmartmovemorenc.com/Worksites.html.

STEP 2: FIRST MEETING— ESTABLISHING THE COMMITTEE

As a member of management and/or employee who has been selected to convene the first meeting of the wellness committee, you should provide an overview/orientation to other committee members about the organization and utilization of the *WorkWell NC Wellness Committee Guide*. This task should be accomplished in the first committee meeting.

The objectives and detailed points of discussion for the first meeting are provided below. A *sample agenda* for the meeting is also provided in **Appendix G**. It can be printed from www.eatsmartmovemorenc.com/Worksites.html for distribution during the committee meeting. You can also modify the objectives and the agenda to better suit the needs and organization of your particular worksite.

MEETING OBJECTIVES

- Overview and orientation of worksite wellness program and toolkit
- Identify worksite wellness committee chairperson and program coordinator
- Select a name for the committee and write a mission statement (**Appendix H**)
- Develop a communication plan to announce the program/activities to employees
- Introduce the Worksite Wellness Committee Action Plan (**Appendices B and C**)
- Introduce Employee Interest Survey (**Appendix I**)
- Introduce and distribute Policy & Environmental Survey to committee members (**Appendix J**)

AGENDA ITEMS

1. Call meeting to order (5 minutes)

The facilitator of the meeting should ask for a volunteer to record the minutes of the meeting.

2. Introductions—Committee Members (10 minutes)

Each employee introduces himself or herself and shares one favorite food and one favorite physical activity. (See **Appendix K** for additional physical activity breaks.)

Committee Communication: Pass around the Worksite Wellness Committee Members Form (**Appendix F**) for members to list their name.

3. Orientation to the WorkWell NC Wellness Committee Guide (20 minutes)

Introduce the *WorkWell NC Wellness Committee Guide* to committee members.

- 5 Components of a Successful Program (**Appendix A**)
- Introduce committee members to the tools available on the web at: www.eatsmartmovemorenc.com/Worksites.html.

WELLNESS COMMITTEE MEETING

Worksite Name: _____
Date: _____ Time: _____

AGENDA

Call meeting to order

Introductions—Committee Members
Share your name, department, favorite food and one favorite physical activity
Sign Committee Communication form (name, email address and phone number)

Orientation to Work Well NC Wellness Committee Guide
5 Components of a Successful Program (**Appendix A**)
Overview of the Work Well NC resources available at eatsmartmovemorenc.com/Worksites.html

Committee Name

Mission Statement

Committee Chairperson and Program Coordinator Selection

Employee Communication Plan

Overview of Action Plan and Surveys
Worksite Wellness Committee Action Plan (**Appendix B**)
Worksite Wellness Committee Action Plan Sample (**Appendix C**)
Employee Interest Survey (**Appendix I**)
Policy and Environmental Survey (**Appendix J**)

Schedule Future Meetings

Adjourn

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4. Committee Name (10 minutes)

Select a name for the worksite wellness committee.

Name _____

5. Mission Statement (15 minutes)

The mission statement should be a global expression of what the Worksite Wellness Committee wants to accomplish.

The mission statement may include a description of the value of the program to the worksite and employees. You may decide on a mission statement that reflects the work the committee wants to accomplish. Some examples of mission statements are given on the right and in **Appendix H**. You may choose to select one from these or create your own.

6. Selection of Committee Chairperson

(10 minutes)

Select the Worksite Wellness Committee Chairperson. The chairperson is responsible for conducting the meeting(s) and handling any administrative paperwork and reporting for the committee.

Committee Chairperson:

This person will:

- not need a background in health—this guide is self-directing,
- send committee meeting reminders, meeting minutes and other details documenting the wellness committee’s work,
- distribute, collect and score the Policy and Environmental Survey (this survey is completed by committee members only—**Appendix J**),
- coordinate employee program activities, with the help of the program coordinator (see page 12) and,
- submit documents to management for program evaluation such as notes or minutes from meetings, sample email messages, etc.

MISSION STATEMENT EXAMPLES

- *“The mission of the (name of worksite) Worksite Wellness Committee is to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle.”*
- *“To encourage employees’ personal and professional productivity, and physical and mental well-being, the mission of the (name of worksite) Worksite Wellness Committee shall be to promote a worksite culture that supports employees’ desire to make healthy lifestyle choices.”*
- *“Because employees spend 40 hours a week at work, it is important that the worksite be a healthy place to work and support healthy choices for employees. It is the mission of the (name of worksite) Worksite Wellness Committee to work toward implementing policies that support a healthy worksite and healthy employees.”*
- *“The worksite wellness committee will work to provide opportunities for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contribute to their positive well-being.”*

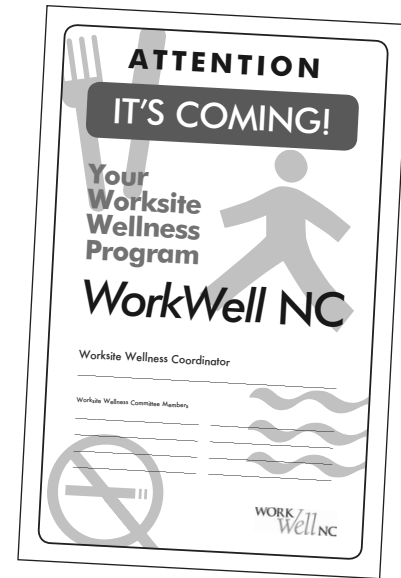
7. Selection of the Worksite Wellness Program Coordinator. (10 minutes)

The program coordinator (one or more persons for large worksites—see **Appendix L** for role sharing ideas) will serve as the overall coordinator for the program activities.

Program Coordinator(s):

This person will:

- not need a background in health—these resources are self-directing,
- devote time in his or her regular work schedule to address coordination responsibilities,
- distribute, collect and score the Employee Interest Survey (**Appendix I**) which will be distributed to all employees at the worksite (see **Appendix M** for methods of distribution, collection and scoring of surveys), and
- coordinate employee program activities, with the help of the committee chairperson and/or other program chairs as assigned.



8. Employee Communication Plan (10 minutes)

Establish a plan for communicating with employees that

- announces the formation (or continuation) of the wellness committee (**Appendix N**),
- provides information to employees about upcoming programs and events, and
- provides employees with periodic updates about the worksite wellness program.

EXAMPLES OF WAYS TO COMMUNICATE WITH EMPLOYEES INCLUDE:

- Kick-off events
- Announcements through agency “intranet” service
- Posters on bulletin boards, entrance doors and restroom doors
- Newsletter articles
- Email announcements
- Employee letters
- Payroll stuffers
- Intercom announcements
- Staff meetings
- Employee celebrations

9. Action Plan Template and Sample (5 minutes)

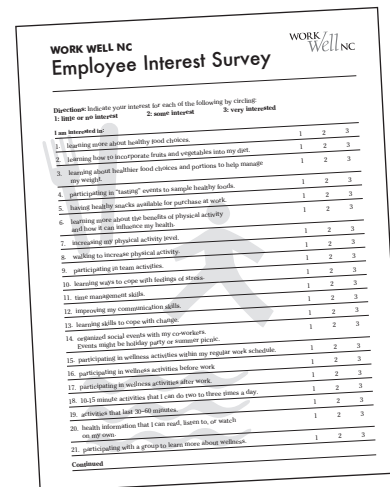
Provide a copy of the Worksite Wellness Committee Action Plan Template (**Appendix B**) and Action Plan Sample (**Appendix C**) for committee members to review for the next meeting.

10. Employee Interest Survey (10 minutes)

Provide a copy of the Employee Interest Survey (**Appendix I**) and the accompanying cover letter (**Appendix O**) to all committee members to review before the next meeting.

The results of this survey will help the committee determine the short-term goals for the Worksite Wellness Committee Action Plan.

Ask that committee members review the survey and think about how this survey should be distributed to employees at your worksite. This may be done personally, through email, mailboxes or some other practical means depending upon the size of your worksite and the number of employees. (See **Appendix M** for suggested survey distribution and collection suggestions.)



11. Policy & Environmental Survey (10 minutes)

Distribute a copy of the Policy and Environmental Survey (**Appendix J**) to the committee members. The committee members need to complete this survey and return to the committee chair by a specified date (before the next meeting so the chair will have time to compile the results for discussion at that meeting).

The results of this survey will help the committee determine the long-term goals for the Worksite Wellness Committee Action Plan.

12. Schedule Future Meetings (10 minutes)

It is recommended that the committee members schedule the future five committee meetings at this point. The second meeting should be scheduled within one month of the first meeting. Allow 60-90 minutes for each meeting. The following timeline is suggested over a twelve-month period:

- Second meeting—month 2

- Third meeting—month 3

- Fourth meeting—month 6

- Fifth meeting—month 9

- Year-end meeting—month 12

13. Adjourn

Reminder: The chairperson should send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

AS A REMINDER:

All *WorkWell* NC materials, including this committee guide, are available for free download at www.eatsmartmovemorenc.com/Worksites.html. All files are available in PDF format for downloading and printing. All agendas, letters, posters, as well as all the resources, are available for easy use.

STEP 3: SECOND MEETING— OBTAINING EMPLOYEE OPINIONS

OBTAINING EMPLOYEE OPINIONS—KEY ITEMS TO REMEMBER

This meeting will accomplish several major tasks for the committee:

1. **The Employee Interest Survey** will be discussed and distributed to all employees at your worksite after this meeting. As a committee chairperson and/or member, it is critical that you support the work of your committee and encourage your fellow employees to complete the survey.

This is the key document for engaging employees in the wellness activities selected for their worksite, and finding out their interests and needs will contribute to the overall success of the committee's work and the worksite wellness program. The results of this survey will guide the committee's short-term goals for your action plan and the selection of the activities that will be introduced at the worksite.

2. **The Policy & Environmental Survey** results will be reviewed to help the group develop long-term goals for the action plan regarding policy/environment changes. The results of the survey may very well show that there are several issues that need to be addressed; however, it is good to strive for one change at a time. As policy/environment changes are adopted (either formally or informally), new action plans can be created to address other issues.
3. **Incentives and Work Time Considerations for Activities** may be discussed. This will vary from worksite to worksite and is one of the tasks that will involve management's input. As a reminder, the toolkit is equipped with all the resources you need to start wellness activities at your worksite. Incentives and resources are an added bonus to your program, should they be available.

The objectives and detailed points of discussion for the second meeting are provided below. A *sample agenda* for the meeting is also provided in **Appendix P**. You can also modify the objectives and the agenda to better suit the needs and organization of your particular worksite.

MEETING OBJECTIVES

- Outline plan to distribute and collect the Employee Interest Survey
- Review results from the Policy & Environmental Survey
- Identify funds for incentives and materials
- Discuss current and potential worksite policy for wellness activities

AGENDA ITEMS

1. Call meeting to order—Chairperson (5 minutes)

The committee chairperson should ask a volunteer to record the minutes of the meeting.

2. Old Business—Chairperson (5–10 minutes)

Discuss any unfinished tasks from the previous meeting as indicated in the minutes. Make a note of them here:

3. Employee Interest Survey—Program Coordinator (10 minutes)

- Decide how to distribute the survey to employees at your worksite. This may be done personally, through e-mail, mailboxes or some other practical means depending upon the size of the facility and number of employees. (Review **Appendix O** for survey distribution and collection suggestions.)
- Decide the dates that the surveys will be distributed and when they should be completed and returned. Allow at least one week for employees to complete and return the survey to the specified person. Also, the return date should be such that it gives a reasonable amount of time for the Program Coordinator to compile the results for the next committee meeting. Be sure to include this date on the survey in the space provided before sending them out to the employees.
- The program coordinator distributes, collects and scores the survey and reports the results at the next meeting. The score sheet for the Employee Interest Survey is provided in **Appendix R**.
- The results of the Employee Interest Survey will be reviewed at the next meeting and will be used by the committee to determine the short-term goals (strategies) for the Action Plan.

EMPLOYEE INTEREST SURVEY SCORE SHEET WORKWELLnc

Name of Working _____
 Total Number of Surveys Distributed _____
 Total Number of Surveys Returned _____

Directions
 1. Collect all completed Employee Interest Surveys.
 2. For each question, add the response number that has been circled on all surveys. This will give you the final score for each one of the questions from 1 to 27.
 3. For example, if you collect 3 completed surveys and the responses for Question 1 on these surveys are 5, 2 and 4, then the score for Question 1 is 5+2+4=9.

EAT SMART

1. I am interested in learning more about healthy food choices.	
2. I am interested in learning how to incorporate fruits and vegetables into my diet.	
3. I am interested in learning about healthier food choices and portions to help manage my weight.	
4. I am interested in participating in "tasting" events to sample healthy foods.	
5. I am interested in having healthy snacks available for purchase at work.	

MOVE MORE

6. I am interested in learning more about the benefits of physical activity.	
7. I am interested in increasing my physical activity level.	
8. I am interested in walking to work or to school.	
9. I am interested in participating in team activities.	

MANAGE STRESS

10. I am interested in learning ways to cope with fatigue at work.	
11. I am interested in time management skills.	
12. I am interested in improving my communication skills.	
13. I am interested in learning skills to cope with change.	
14. I am interested in organized social events with my supervisor/colleagues to help reduce stress.	
15. I am interested in participating in wellness activities during my regular work schedule.	
16. I am interested in participating in wellness activities before work.	
17. I am interested in participating in wellness activities after work.	

4. Worksite Policy & Environmental Survey Report—Chairperson (20 minutes)

The committee chairperson should have received the completed worksite Policy and Environmental Survey from all the committee members before this meeting. Also, using the survey score sheet (provided in **Appendix Q**), the chairperson should have arrived at the results for the survey. Discuss these results with the committee members.

SCORE SHEET FOR POLICY AND ENVIRONMENT SURVEY WORKWELLnc

Name of Working _____
 Number of Completed Surveys _____

Count the total number of "NO" answers for questions 1-9 for all surveys completed by the committee members. This is the EAT SMART score.	Out of possible score = 9
Count the total number of "NO" answers for questions 10-15 for all surveys completed by the committee members. This is the MOVE MORE score.	Out of possible score = 6
Count the total number of "NO" answers for questions 16-19 for all surveys completed by the committee members. This is the MANAGE STRESS score.	Out of possible score = 4
Count the total number of "NO" answers for questions 20-24 for all surveys completed by the committee members. This is the QUIT NOW score.	Out of possible score = 5

Look at the scores for all the four policy/environmental areas. High numbers indicate areas where policy and environmental changes are needed the most to make your workplace a healthier one.
 Suggestions and ready-to-use resources for worksite policy and environmental changes in each of the four areas are provided at www.outcomesuccess.com/Worksites.html.

- Report the total score for each of the following from the survey score sheet

Eat Smart _____

Move More _____

Manage Stress _____

Quit Now _____

Note: The four focus areas are listed on the score sheets in the same order as the survey questions. In both the Employee Interest Survey and the Policy and Environmental Survey the tobacco use questions were listed last as not all employees use tobacco.

- A high score in any of the sections indicates that the committee needs to consider selecting long-term goal(s) for promoting policy and/or environmental changes at the worksite. Refer to the Sample Action Plan (**Appendix C**) for examples.

Next, select activities that correspond to the committee’s long-term goal(s). Visit www.eatsmartmovemorenc.com/Worksites.html for program policy and environmental change suggestions. Refer to the Sample Action Plan (**Appendix C**) to see how the strategies and steps will be reported on your action plan.

Make a list of the strategies and steps that your worksite wellness committee plans to implement. Record these on your Action Plan (**Appendix B**).

Once the committee has determined the long-term goals for your worksite, record the strategies on your action plan that will be completed at the next meeting.

5. Management Issues—Chairperson (30 minutes)

The chairperson may need to assign one or two members of the committee to follow up on the questions below and others that might arise during discussion for reporting at the next meeting.

Funding for incentives and materials—Chairperson (15 minutes)

1. What are the wellness committee’s funding needs?

2. Is funding available from management?

3. Is there any funding available from outside sources?

Worksite policy for wellness activities—Chairperson (15 minutes)

1. Who has authority to approve time considerations for activities during regular work hours?

2. What might be the restrictions regarding wellness activities at the worksite?

3. How much time is allowed for wellness activities—if any? Examples: 30 minutes per employee 3 times a week; 15 minutes per employee daily paired with established break time; 1 hour all employees once a month for group activity.

6. Next meeting date(s)—Program Coordinator (10 minutes)

The committee may have already decided the dates for the upcoming meetings during the first meeting. However, it would be beneficial to review these dates once again, both as a reminder and to provide an opportunity for any changes.

Third meeting: _____

Fourth meeting: _____

Fifth meeting: _____

Year-end meeting: _____

7. Adjourn

Reminder: The chairperson should send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

STEP 4: THIRD MEETING— DEVELOPING AN ACTION PLAN

MEETING OBJECTIVES

- Review results from the Employee Interest Survey
- Identify short-term goals (based on Employee Interest Survey)
- Review long-term goals (based on Policy and Environmental Survey)
- Create an Action Plan for your worksite wellness program
- Schedule follow-up meeting to check progress

AGENDA ITEMS

1. Call meeting to order—Chairperson (5 minutes)
The committee chairperson should ask for a volunteer to record the minutes of the meeting.

2. Old Business—Chairperson (5-10 minutes)
Discuss any unfinished tasks from the previous meeting as indicated in the minutes.

3. Employee Interest Survey Report—Program Coordinator (20 minutes)
The Program Coordinator should have received all completed Employee Interest Surveys from the employees at the worksite before this meeting. Also, using the survey score sheet (**Appendix Q**), the Program Coordinator should have arrived at the results for the survey.

(Note: The Coordinator may have asked for help from one or two other committee members to analyze the results of this survey, depending upon the size of the worksite and the response rate

for the survey. See **Appendix O** for additional suggestions.)

Discuss these results with other committee members.

- Total # of Surveys Distributed _____
- Total # of Surveys Returned _____

The score for each of the questions in the Employee Interest Survey reflects the level of employee interest in that particular area. High numbers indicate higher level of interest. As a team, look at the scores and identify the areas that your worksite wellness committee would like to address first.

Report the total score for each of the following from the survey score sheet

Eat Smart _____
Move More _____
Manage Stress _____
Quit Now _____

Note: The four focus areas are listed on the score sheets in the same order as the survey questions. In both the Employee Interest Survey and the Policy and Environmental Survey the tobacco use questions were listed last as not all employee use tobacco.

A high score in any of the sections indicates that the committee needs to consider selecting short-term goal(s) for promoting individual behavior change of employees. Refer to the Sample Action Plan (**Appendix C**) for examples.

Next, select activities that correspond to the committee’s short-term goal(s). The committee can utilize the resources found at www.eatsmartmovemorenc.com/Worksites.html to plan short term goals and programs.

Refer to the Sample Action Plan (**Appendix C**) to see how the strategies and steps will need to be reported on your action plan.

Make a list of the strategies and steps that your worksite wellness committee plans to implement.

Once the committee has determined the short-term goals for your worksite, the strategies and steps are ready to be recorded on your action plan (**Appendix B**).

4. Developing the Action Plan—Chairperson (20 minutes)

Record the following information on Worksite Wellness Committee Action Plan (**Appendix B**):

- Worksite
- Committee Name
- Committee Chairperson
- Program Chair
- Other Chairs
- Mission Statement
- Communication Plan
- Committee Members
- Short-Term Goals—Strategies and Steps
 - Determine committee members responsible for each strategy
 - Decide date of implementation
 - Record results and outcomes after each activity
- Long-Term Goals—Strategies and Steps
 - Determine committee members responsible for each strategy
 - Decide date of implementation
 - Record results and outcomes after each activity
- Year-End Evaluation Summary—to be completed at the last meeting
- Recommendations from the Committee—to be completed at the last meeting

Adopt and begin implementation of your Worksite Wellness Committee Action Plan.

5. Evaluate Employee Program Activities

Be sure to think about ways to get feedback from employees on the individual and/or group activities that you implement at your worksite. One way is to have employees sign up for activities and provide their email addresses so that once the activity is completed, you can email them a short survey about the activity. (See **Appendix S**.)

The evaluation information collected through employee feedback will need to be summarized in the Results/Outcomes section of the action plan. (See **Appendix S** for an example of a program/ activity evaluation

form.)

6. Next meeting date(s)—Program Coordinator (5 minutes)

Remind the committee members of the dates for future meetings to check the progress of the action plan. This will also provide an opportunity to make any changes to the scheduled dates, if needed.

Fourth meeting: _____

Fifth meeting: _____

Year-end meeting: _____

7. Adjourn

Reminder: The chairperson should send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

SIMPLE GUIDELINES FOR DOCUMENTING PROGRAMS/ACTIVITIES

Be sure to document all the events associated with any of the programs/activities that you implement at your worksite. For example:

- Write a short summary of the program activity.
- Keep a list of all those who participate. Document the number of employees who participate in each activity.
- Take pictures at your event. This is a great way to advertise and promote future events.
- As soon as the activity is completed, have employees complete the Employee Program and/or Activity Evaluation survey. (**Appendix S**)
- Review the evaluations and prepare a short summary of the successes and/or lessons learned.
- Record the information on the committee’s action plan.
- Compile additional information about committee work in a binder.

STEP 5: FOURTH MEETING— UPDATING PROGRAM PROGRESS

MEETING OBJECTIVES

- Assess progress of the adopted action plan
- Change or revise action plan if needed
- Determine if new or additional strategies and steps should be initiated

AGENDA ITEMS

1. Call meeting to order—Chairperson (5 minutes)

The committee chairperson should ask a volunteer to record the minutes of the meeting.

2. Old Business—Chairperson (5-10 minutes)

Discuss any unfinished tasks from the previous meeting as indicated in the minutes.

3. Action Plan Progress Update—Program Coordinator (40 minutes)

- As a team review the implementation of the action plan that was completed during the last meeting. The committee members may want to discuss whether the strategies and steps were started and/or completed on the specified dates and whether the employees are motivated to participate in wellness program activities.
- Also discuss any obstacles or problems encountered in the implementation of the action plan. This meeting should serve as an

opportunity for the worksite wellness committee to revise or update the action plan to better suit the needs of their worksite and employees. The committee should discuss the need for any changes to current strategies or addition of new strategies that would help to improve the effectiveness of the worksite wellness program. The action plan should be updated to reflect any changes or additions.

4. Next meeting date(s)—Program Coordinator (5 minutes)

Remind the committee members of the dates for upcoming meetings to assess further progress of the action plan. It will also provide an opportunity to make any changes to the scheduled dates, if needed.

Fifth meeting: _____

Year-end meeting: _____

5. Adjourn

Reminder: The chairperson should send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

STEP 6: FIFTH MEETING— UPDATING AND EVALUATING

MEETING OBJECTIVES

- Assess progress of the adopted action plan
- Change or revise action plan if needed
- Determine if new or additional strategies and steps should be initiated
- Decide on the overall worksite wellness program evaluation plan

AGENDA ITEMS

1. Call meeting to order—Chairperson (5 minutes)
The committee chairperson should ask a volunteer to record the minutes of the meeting.

2. Old Business—Chairperson (5-10 minutes)
Discuss any unfinished tasks from the previous meeting as indicated in the minutes.

3. Action Plan Progress Update—Program Coordinator (25 minutes)

- As a team review the implementation and progress of the action plan. The committee members should discuss whether the strategies and steps were completed on the specified dates and whether the wellness program is being accepted at the worksite.
- Also at this point discuss any obstacles or problems encountered in the implementation of the action plan. This meeting should serve as an opportunity for the worksite wellness committee

to revise or update the program action plan to better suit the needs of their worksite and employees. The committee should discuss the need for any changes to current activities or addition of new activities that would help to improve the effectiveness of the worksite wellness program. The action plan should be updated to reflect any changes or additions.

4. Overall Evaluation Plan—Chairperson (15 minutes)
The worksite wellness committee should decide on a plan to evaluate the results of the overall wellness program conducted at the worksite. The committee can obtain information about the effectiveness of the activities completed at their worksite by:

- repeating the Policy and Environment Survey by committee members (**Appendix J**), and
- conducting the Employee Satisfaction Survey (**Appendix T**).

Since the next committee meeting will be the last one for the current program year, these surveys should be conducted before this meeting. This will allow committee members time to discuss the results of the surveys and have program evaluation information to share during the last meeting.

Decide on the dates that these surveys will be distributed, collected and analyzed and the person(s) responsible.

Survey	Distribution Date/ Responsible Member	Collection Date/ Responsible Member	Analysis Date/ Responsible Member
Policy & Environment Survey	_____ _____	_____ _____	_____ _____
Employee Satisfaction Survey	_____ _____	_____ _____	_____ _____

5. Next meeting date(s)—

Program Coordinator
(5 minutes)
Remind the committee members of the date for the next meeting to evaluate the impact and results of the wellness committee. This will also provide an opportunity to make changes to the scheduled date, if needed.

Year-end meeting:

6. Adjourn

Reminder: The chairperson should send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

NOTES FOR CREATING THE PROGRAM EVALUATION PLAN

- The Policy and Environment Survey (**Appendix J**) should be completed by worksite wellness committee members only. The Employee Satisfaction Survey (**Appendix T**) should be distributed to all employees at the worksite. (See **Appendix O** for distribution and collection suggestions.)
- Select the distribution dates about one month before the scheduled date for the year-end meeting.
- Also, the date by which the committee members/employees return the completed surveys should be at least two weeks prior to the last meeting. This will provide ample time for the committee member(s) responsible for analyzing the surveys.
- The completed Policy and Environment Surveys can be scored using the score sheet provided in **Appendix R**. Ideally, the results should show improved scores in the wellness topic that was targeted for intervention.
- Before distributing the Employee Satisfaction Survey to employees, clearly specify the return date and name of the person responsible for collecting the surveys on the survey form.
- Depending upon the number of employees at your worksite, the analysis of completed Employee Satisfaction Surveys may need time input from more than one committee member.
- The results of the completed Employee Satisfaction Surveys can be reported using the outline provided in **Appendix U**. This will help simplify the evaluation of wellness program/activities during the year-end committee meeting. It also provides an easy summary for reporting your results to others

STEP 7: YEAR END MEETING— EVALUATING COMMITTEE ACTIVITIES

THE PROCESS OF PROGRAM EVALUATION

serves several purposes. It:

- Helps the committee stay focused on short- and long-term goals
- Provides information for decision making on all aspects of the program
- Identifies areas where the design and delivery of activities may need improvement or change
- Increases the application of learning by participants
- Allows for program accountability
- Provides data on the major accomplishments of the program
- Identifies way to improve future programs

MEETING OBJECTIVES

- Complete Year-End Evaluation Summary
 - Evaluate the Worksite Wellness Program using the
 - Action Plan Results/Outcomes
 - Employee Satisfaction Survey
 - Policy and Environment Survey (Repeat)
 - Provide recommendations from the Committee for the next year
- Schedule the Wellness Committee first committee meeting for the upcoming year.

AGENDA ITEMS

1. Call meeting to order—Chairperson (5 minutes)

The committee chairperson should ask a volunteer to record the minutes of the meeting.

2. Worksite Wellness Program

Evaluation—Chairperson (20 minutes)

- The program chair should report from the action plan the results/outcomes of all activities and/or programs initiated.
- The committee member(s) responsible for collection and analysis of the Employee Satisfaction Survey and the repeat Policy and Environment Survey should present those results to the committee.

Employee Satisfaction Survey results may be reported using the outline provided in **Appendix U**. The committee as a group should discuss and summarize the results as recommendations for the next year’s worksite wellness program.

Successes: _____

Barriers: _____

The repeated Policy and Environment Survey should have been analyzed using the survey score sheet provided in **Appendix R**. Ideally, the results should show improved scores in the wellness topic that was targeted for intervention.

The committee should summarize and discuss these results. Compile them in a binder or folder for the next year’s wellness committee. Documenting successes and barriers will help next year’s wellness committee to plan effectively.

Successes: _____

Barriers: _____

- The committee chairperson should ask for any other recommendations to carry forward to the next year’s committee program of work.
- The committee chairperson should complete the action plan by recording the year-end evaluation summary information provided above. A copy of the completed action plan should be sent to worksite management.

4. Next Year Implementation of the WorkWell NC Wellness Committee Guide—Chairperson (15 minutes)

The year-end meeting should also serve as an opportunity for the worksite wellness committee members to realize that it is not the end of the worksite wellness program but a time to continue to build upon enhancing the health of employees at their worksite.

The committee members may wish to review the roles and responsibilities that they fulfilled during the entire implementation period. Committee members may continue to serve on the committee or may choose to step down to open space for new members.

It is suggested that the committee compile minutes, copies of surveys, survey reports, completed action plan and any other documents pertinent to the committee. These files can be recorded to CD or as hard copies in a three-ring binder.

5. Adjourn



APPENDICES

WELLNESS COMMITTEE GUIDE

Five Components of Comprehensive Programs

1. Health Education

Examples: Health promotion literature, newsletters, seminars, education sessions such as lunch-n-learns, classes or lectures, etc.

2. Supportive Social and Physical Environments

Examples: Incentives, walking/running groups, exercise or fitness classes/groups, facilities (showers, locker rooms, on-site gyms, etc.) offered, bike racks or storage, gym memberships, food services and facilities (cafeterias, vending, preparation and storage) offered, lactation support, tobacco-free facilities, etc.

3. Integration of Worksite Program into Organizational Structure

Examples: Existence of formal health and wellness policies, dedicated staff and employees plan programs, management and supervisors are involved in planning and support implementation, employee access and program utilization is encouraged

4. Linkages with Related Programs (EAP, Safety, etc.)

Examples: Employee assistance, occupational health and safety programs, health benefits or flexible spending accounts, flexible/telecommute schedules, or other programs

5. Screening Programs

Examples: Mental health, blood pressure, diabetes, substance abuse, mammography, stress, cholesterol, Health Risk Appraisal, etc.

Wellness Committee Action Plan

Organization: _____
Program Coordinator: _____
Planning Chairperson: _____
Period Beginning: _____
Period Ending: _____

Vision Statement: _____

Goals: _____

Period Budget: _____

Overall Marketing and Communications Strategies: _____



Goal # _____:					
Strategy:	Timeline:	Responsible Member	Budget:	Marketing and Communications	Evaluation Strategy: Final Results:
Strategy:	Timeline:	Responsible Member	Budget:	Marketing and Communications	Evaluation Strategy: Final Results:
Strategy:	Timeline:	Responsible Member	Budget:	Marketing and Communications	Evaluation Strategy: Final Results:

SAMPLE Wellness Committee Action Plan

Organization: ABC Corporation
 Program Coordinator: Sally Jo Smith
 Planning Chairperson: Bruce Morgan
 Period Beginning: January 1, 2011
 Period Ending: December 31, 2011

Vision Statement:
To provide a work culture that supports our employees' health.

Goals:
 1. *Improve access to healthy foods and beverages during the work day*
 2. *Encourage employees to be physically active during the work day*

Period Budget:
 \$500.00

Overall Marketing and Communications Strategies:
 • *Establish a bulletin board for print announcements, flyers and general wellness information.*
 • *Establish a posted calendar mark the start and end date of all activities.*
 • *Establish wellness updates as a standing agenda item for all staff meetings*



<p>Goal # <u>1</u> : <i>Improve access to healthy foods and beverages during the work day</i></p>						
<p>Strategy: By July 2011, all snack and beverage vending machines will provide at least 50% healthy snacks and beverages.</p>	<p>Timeline: Negotiations complete by April 2011, New vending available to staff by June 2011.</p>	<p>Responsible Member Sally Jo Morgan in coordination with leadership</p>	<p>Budget: \$ 0.00 Note: Consider a price adjustment to boost revenue.</p>	<p>Marketing and Communications 1. Bulletin board 2. Staff meeting updates 3. Signage in break room & on vending machines</p>	<p>Evaluation Strategy: 1. new contract 2. visual inspection Final Results:</p>	
<p>Strategy: By February 2011, draft and adopt new policy to require healthy food & beverage choices at all company sponsored meetings and events.</p>	<p>Timeline: Draft by 2-1-11 Revise by 2-9-11 Adopt by 3-1-11</p>	<p>Responsible Member Bruce Morgan</p>	<p>Budget: \$ 0.00</p>	<p>Marketing and Communications 1. Educate all Supervisors 2. Staff meeting updates</p>	<p>Evaluation Strategy: 1. new policy 2. review food and beverage served Final Results:</p>	
<p>Strategy: By November 2011, host a minimum of 3 lunch and learn sessions on healthy eating behaviors.</p>	<p>Timeline: Locate provider by 2-15-2011. Finalize topics, dates and locations.</p>	<p>Responsible Member Sally Jo Morgan</p>	<p>Budget:</p>	<p>Marketing and Communications</p>	<p>Evaluation Strategy: 1. total events 2. session topics 3. participation Final Results:</p>	

APPENDIX D: SAMPLE LETTER OF INVITATION TO SERVE
ON THE WORKSITE WELLNESS COMMITTEE



Date _____

Dear _____,

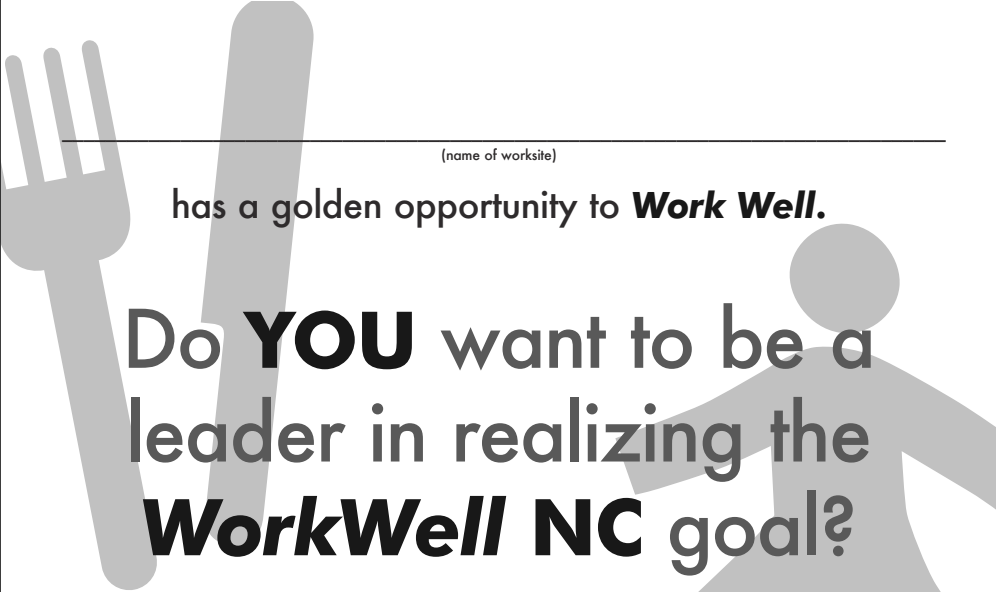
You are invited to serve on the Worksite Wellness Committee. The committee will meet on *(insert date, time and location)*. Please check with your immediate supervisor to confirm that your participation and responsibility to the Worksite Wellness Committee is approved and will be reflected in your annual work plan. I am available to explain to your supervisor the nature of the committee and general time commitments.

The major responsibilities of the Worksite Wellness Committee would include but would not be limited to: communicating the wellness program to employees at our worksite, advocating for policies that support health, promoting participation in wellness activities, managing the activities and evaluating the impact of the wellness program.

If you cannot serve on the Committee at this time, please notify me as soon as possible.

Sincerely,

(Signature—Supervisor/Manager)



_____ (name of worksite)

has a golden opportunity to **Work Well.**


Do **YOU** want to be a leader in realizing the **WorkWell NC** goal?

**Join the
Worksite Wellness
Committee**

Contact _____
to learn more about the program and the responsibilities of serving on the
worksite wellness committee.

Contact: _____

Email _____ Phone _____



WORKSITE WELLNESS COMMITTEE MEMBERS

Name of Worksite _____

Member Name	Supervisor Approval	Workplan Revision
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

WELLNESS COMMITTEE MEETING

Worksite Name: _____

Date: _____ Time: _____

AGENDA

Call meeting to order

Introductions—Committee Members

- Share your name, department, favorite food and one favorite physical activity
- Sign Committee Communication list—name, email address and phone number

Orientation to WorkWell NC Wellness Committee Guide

- 5 Components of a Comprehensive Program (**Appendix A**)
- Overview of the WorkWell NC resources available at www.eatsmartmovemorenc.com/Worksites.html

Committee Name

Mission Statement

Committee Chairperson and Program Coordinator Selection

Employee Communication Plan

Overview of Action Plan and Surveys

- Worksite Wellness Committee Action Plan (**Appendix B**)
- Worksite Wellness Committee Action Plan Sample (**Appendix C**)
- Employee Interest Survey (**Appendix I**)
- Policy and Environment Survey (**Appendix J**)

Schedule Future Meetings

Adjourn



SAMPLE MISSION STATEMENTS

The mission statement should be a global expression of what the Worksite Wellness Committee wants to accomplish. The mission statement may include a description of the value of the program to the worksite and to its employees. You may decide on a mission statement that reflects the work the committee wants to accomplish. You may choose to select one from these or create your own.

Examples:

“The mission of the (name of worksite) Worksite Wellness Committee is to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle.”

“To encourage employees’ personal and professional productivity, and physical and mental well-being, the mission of the (name of worksite) Worksite Wellness Committee shall be to promote a worksite culture that supports employees’ desire to make healthy lifestyle choices.”

“Because employees spend 40 hours a week at work, it is important that the worksite be a healthy place to work and support healthy choices for employees. It is the mission of the (name of worksite) Worksite Wellness Committee to work toward implementing policies that support a healthy worksite and healthy employees.”

“The worksite wellness committee will work to provide opportunities for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contribute to their positive well-being.”

Employee Interest Survey



Directions: Indicate your interest for each of the following by circling:
1: little or no interest 2: some interest 3: very interested

I am interested in:

1. learning more about healthy food choices.	1	2	3
2. learning how to incorporate fruits and vegetables into my diet.	1	2	3
3. learning about healthier food choices and portions to help manage my weight.	1	2	3
4. participating in “tasting” events to sample healthy foods.	1	2	3
5. having healthy snacks available for purchase at work.	1	2	3
6. learning more about the benefits of physical activity and how it can influence my health.	1	2	3
7. increasing my physical activity level.	1	2	3
8. walking to increase physical activity.	1	2	3
9. participating in team activities.	1	2	3
10. learning ways to cope with feelings of stress.	1	2	3
11. time management skills.	1	2	3
12. improving my communication skills.	1	2	3
13. learning skills to cope with change.	1	2	3
14. organized social events with my co-workers. Events might be holiday party or summer picnic.	1	2	3
15. participating in wellness activities within my regular work schedule.	1	2	3
16. participating in wellness activities before work	1	2	3
17. participating in wellness activities after work.	1	2	3
18. 10-15 minute activities that I can do two to three times a day.	1	2	3
19. activities that last 30–60 minutes.	1	2	3
20. health information that I can read, listen to, or watch on my own.	1	2	3
21. participating with a group to learn more about wellness.	1	2	3

Continued

Directions: Indicate your interest for each of the following by circling:

1: little or no interest 2: some interest 3: very interested

I am interested in:

22. working in a tobacco-free environment.	1	2	3
--	---	---	---

23. working with others to reduce second-hand smoke in my workplace.	1	2	3
--	---	---	---

Please complete questions 24–27 only if you currently use tobacco.

24. getting information about quitting tobacco use.	1	2	3
---	---	---	---

25. attending information sessions or classes about quitting tobacco use.	1	2	3
---	---	---	---

26. using my meal break time to learn about quitting the use of tobacco.	1	2	3
--	---	---	---

27. using time before or after work to learn about quitting the use of tobacco.	1	2	3
---	---	---	---

Please return this survey to: _____

By this date: _____

Policy & Environment Survey



- Directions:**
- This survey is completed by the worksite wellness committee members only.
 - Please circle your answer to each of the questions.
 - Choose N/A on any question that does not apply to your worksite.

1. Does your worksite have any written policy or policies recommending the use of healthier foods for holiday celebrations or staff meetings?	Yes	No	Not Sure	N/A
2. If Yes, are employees told about the healthy foods policy or policies during orientation?	Yes	No	Not Sure	N/A
3. Does your worksite have a refrigerator designated for food for employees to use?	Yes	No	Not Sure	N/A
4. Does your worksite have any equipment and sink access available for employees to use to prepare and eat meals?	Yes	No	Not Sure	N/A
5. Does your worksite have any vending machines?	Yes	No	Not Sure	N/A
6. If Yes, do the vending machine(s) offer at least 5 healthy choices? Healthy choices include fresh fruits, whole grain chips, or baked chips, etc.	Yes	No	Not Sure	N/A
7. Does your worksite have a cafeteria?	Yes	No	Not Sure	N/A
8. If Yes, Does your cafeteria offer at least 5 healthy choices like 100% juice products, fresh fruits, or whole grain products?	Yes	No	Not Sure	N/A
9. Has information on healthy food choices been provided to employees in the past year? How? _____	Yes	No	Not Sure	N/A
10. Does your worksite have any written policy or policies encouraging physical activity during the workday?	Yes	No	Not Sure	N/A
11. Does your worksite have stairs?	Yes	No	Not Sure	N/A
12. If yes, are the stairs safe, clean and well-lit?	Yes	No	Not Sure	N/A
13. Does your worksite have a safe place for walking or other activities on-site or near-by? Name of near-by facility _____	Yes	No	Not Sure	N/A
14. Does your worksite sponsor any physical activities, teams or clubs? Name of activity: _____	Yes	No	Not Sure	N/A
15. Does your worksite sponsor any community-based activities, teams or clubs? Name of activity: _____	Yes	No	Not Sure	N/A

Continued

16. Has information on physical activity been provided to employees in the past year? How provided? _____	Yes	No	Not Sure	N/A
17. Does your worksite have any written policy or policies supporting and encouraging communication that is open, two-way and respectful of employee diversity?	Yes	No	Not Sure	N/A
18. Does your worksite have any place for employees to reduce the physical and mental stress of the workday?	Yes	No	Not Sure	N/A
19. Has any activity or activities been provided for dealing with significant changes in the worksite in the past 2 years? A significant change may be a change in management, high staff turnover or loss, or changes in work conditions? What was done? _____	Yes	No	Not Sure	N/A
20. Has any program(s) or material(s) for managing stress been provided at your worksite in the past year? This might be a class for supervisors, relaxation, communication, or time management. What was provided? _____	Yes	No	Not Sure	N/A
21. Does your worksite have any written policy or policies that prohibit or restrict smoking at the worksite?	Yes	No	Not Sure	N/A
21a. If Yes, is smoking permitted outside on worksite grounds?	Yes	No	Not Sure	N/A
21b. If Yes, is smoking permitted anywhere in worksite buildings?	Yes	No	Not Sure	N/A
22. If Yes to 21 a or b, are signs posted for smoking or non-smoking areas?	Yes	No	Not Sure	N/A
23. Are tobacco vending machines or vendors restricted or prohibited at the worksite?	Yes	No	Not Sure	N/A
24. Has any information on health effects of tobacco been provided to employees in the past year? How? _____	Yes	No	Not Sure	N/A
25. Have smoking or tobacco cessation programs been offered on-site during the last year? What? _____	Yes	No	Not Sure	N/A

Please return this survey to: _____

By this date: _____

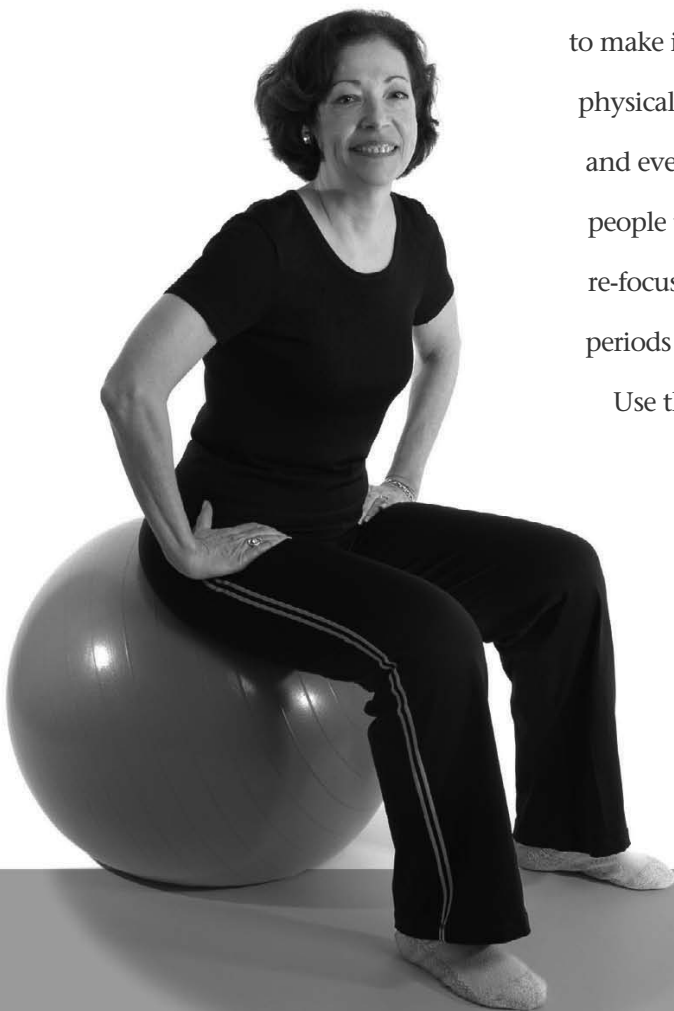


Move More North Carolina:

*A guide to making **physical activity** a part of meetings, conferences and events*

Moving more means getting physical activity wherever we spend our time. In general, the more physical activity we do the more benefits we get. Even short amounts—10 minutes or more—offer benefits. A great way to make it easy to move more is to make physical activity a part of meetings, conferences and events. Providing an opportunity for people to get up and move around helps them re-focus and re-energize after sitting for long periods of time.

Use this guide to make physical activity a part of your next event. It does not matter if the event is one hour or three days, everyone will benefit from the chance to move more.





Planning

Physical activity should be planned like any other part of an event. Consider how and when to offer physical activity, and what resources, if any, you will need. Physical activity should also be included on the agenda and in event materials so that participants can be ready to participate.

One-hour to One-day Events

When planning an event that will last between one hour and one day, there are several options for making physical activity a part of the event:

- **Include short physical activity breaks throughout the agenda.** Provide a stretch break, play music and let everyone dance or do an “active ice breaker” to get everyone up and moving.
- **Provide time for a walk break before or after lunch.** Choose a location that has access to safe walking routes and have a volunteer lead a walk before or after lunch. Or suggest a route(s) and encourage everyone to walk on their own.

Multi-day Events

When planning a multi-day event, it is especially important to include opportunities for physical activity. Choose a location that has access to physical activity options. For example, safe places to walk/jog, a fitness/recreation center, or places of interest within safe walking distance, such as restaurants, local attractions or historic sites. If a fitness/recreation center is available, ask if it is accessible to individuals of all abilities.

There are many options for providing physical activity during a multi-day event:

- **Organize a group walk.** Get a volunteer to lead a group walk. Pick a time and place to meet. Let everyone know the projected pace and distance of the walk.
- **Offer a group exercise class.** Work with a local fitness center, which can provide a certified instructor, to provide a class on-site. Indicate what skill level is needed for the class (for example, beginner, intermediate or advanced).
- **Provide a free pass to a local fitness/recreation center.**

- **Allow time in the agenda for physical activity.** Provide time on the agenda in the morning or late afternoon for physical activity. Adjust the schedule by starting a little later for early morning activity or leave time in the afternoon for activity before dinner.
- **Include short physical activity breaks throughout the agenda.** Provide a stretch break, play music and let everyone dance or do an “active ice breaker” to get everyone up and moving.

Event Materials

Promote physical activity options in the event materials. Include what options are available and what participants should bring. For example, if there will be a walk during the day, suggest bringing a comfortable pair of walking shoes.



Leading Physical Activity Breaks

A physical activity break is a structured, 10-15 minute activity during the formal agenda. Keep in mind that attendees will have different physical abilities. The purpose of the break is to give everyone the chance to move for a couple of minutes. There are a few things to consider when leading a physical activity break:

- Use inclusive language such as “Stand up or roll back as you’re able” to include those in wheelchairs.
- Include upper body motions that everyone can do, even if they are sitting in a wheelchair.
- Encourage people to move only in ways they feel comfortable.
- Consider what people are wearing; if they are dressed up in suits, skirts or high heeled shoes, motions may need to be modified.

The following section provides ideas for simple physical activity breaks. Try using one of these activities at your next event to see how easy it can be to help people move more.



Ideas for Physical Activity Breaks

Mix and Match Motions

The following are ideas for physical activity breaks. Mix and match the following motions or come up with your own.

MOTIONS

Balance	Fix	Press	Slip
Bend	Float	Pull	Slither
Blow	Go	Push	Spin
Bounce	Hit	Ride	Swagger
Brush	Hop	Rotate	Swim
Build	Jump	Roll	Swing
Bump	Kick	Run	Tap
Catch	Levitate	Sashay	Throw
Chew	Lift	Serve	Turn
Clap	Paint	Shuffle	Walk
Climb	Pinch	Skate	Wave
Clog	Pirouette	Ski	Wiggle
Cycle	Poke	Skip	Wipe
Dance	Pop	Slide	

Sports for All

Call out the following sports skills and have everyone “do” the activity:

Shoot a jump shot	Swing a golf club
Serve a tennis ball	Throw a football
	Juggle a soccer ball
	Shoot an arrow
Run through tires	Shoot a hockey puck
Bat a baseball	Swim underwater
Downhill ski	Field a ground ball
Spike a volleyball	Dunk a basketball

(Adapted from *Energizers: Classroom-based Physical Activities*. Developed by the Activity Promotion Laboratory, School of Health and Human Performance, East Carolina University available from www.EatSmartMoveMoreNC.com)

What Is Your Favorite Activity?

Start by acting out a physical activity you enjoy: for example, swimming. Act like you are swimming, while saying, "I enjoy swimming." The whole group also acts like they are swimming. Then call on someone, "Mary,



what physical activity do you enjoy?" and Mary replies by saying and acting out her favorite activity. For example, "My favorite activity is canoeing," and she acts as if she is canoeing. The whole group acts as if they are canoeing. Everyone should continue with the current activity until the next activity is called out, then they switch to the new activity. This continues until everyone has had a chance to share an activity. If the group is small, you may want to go around two times. Encourage the group to be creative and have fun!

Name Game

Ask each person to think of a verb, an action, which starts with the same letter as their first name, for example, "Jumping James." The person does the action and calls out their action-name. Everyone then repeats the action and the action-name. Continue until everyone has a chance to say their name. If there is time or if the group is small, go around again. If someone says "I can't think of anything," say "Keep thinking, we'll come back to you." If they still don't come up with anything, ask the group to help.

(From <http://wilderdom.com/games/descriptions/NamePantomime.html>)

Dance Fever

Call out a type of dance or dance move and have everyone do the move. Do each move for 1-3 minutes before calling out the next one. Below are some examples:

- The swim
- The hand jive
- The twist
- Staying alive

Ask the group to call out favorite dances while everyone does it. If participants cannot stand, all of the moves can be done seated.

Dance the Night Away

Lead the group through a popular group dance song. Use a song the group would enjoy.

- Macarena
- Electric Slide
- YMCA
- The Twist
- Achy Breaky Heart
- Twist and Shout
- Boot Scoot Boogie
- Cha Cha Slide



Invisible Beach Volleyball

Pass out invisible beach balls. Pass (carefully hit) them around the room. Play along. You may want to make a show of bringing the invisible balls into the room. "Hand" them out to get them started. Encourage participants to "hit" the balls in a variety of ways, for example, with one hand, with two hands, spike, get down low, to the side, in front, etc. Encourage everyone to have fun!

Leader Note: You can use other imaginary games such as soccer, basketball or tennis.

Resources

Making physical activity a part of meetings, conferences and events is a great way to keep everyone engaged, focused and energized. Use your creativity and imagination to get people up and moving.

Check out more resources to support eating smart and moving more at: www.EatSmartMoveMoreNC.com.

Adopt a policy

Make a commitment to providing physical activity during meetings, conferences and events. Adopt a policy to show your support of helping people move more. An example of a model policy is provided on the inside back cover of this guide.

SAMPLE AGENDA

6:30–7:00 a.m. Physical Activity

Option 1: Walk or jog on your own—maps of local routes are available at the front desk.

Option 2: Group walk—a group will meet in the Lobby at 6:30 a.m. Marie Smith will lead a 30-minute, self-paced walk.

Option 3: Group exercise class—Yoga: start your day with some basic Yoga moves led by certified instructor Rob Miller. The class is designed for all skill levels from beginner to advanced. The class will meet in room B. Please bring a towel and water bottle.

7:30–8:30 a.m. Breakfast

8:30–10:00 a.m. Session I

10:00–10:15 a.m. Break

10:15–11:15 a.m. Session II

11:15–11:30 a.m. Move More Physical Activity Break

11:30–12:15 p.m. Session III

12:15–1:15 p.m. Lunch

Note: There is a .25-mile walking route in the garden next to the hotel. Feel free to stroll through and enjoy the scenery before the afternoon session.

1:15–2:20 p.m. Session IV

2:20–2:30 p.m. Break

2:30–3:30 p.m. Session V

3:30–3:40 p.m. Stretch Break

3:40–4:30 p.m. Session VI

4:30 p.m. Adjourn

Enjoy the following physical activity options on your own this evening:

- Fitness Center
 - A walk through historic downtown
 - A walk/jog along the local greenway
-



Move More North Carolina *Sample Physical Activity Breaks Policy*

For use in any organization, agency or community group that holds meetings, conferences or other events.

Whereas:

_____ (*fill in your organization name here*)
is concerned about the health of its _____ (*members*);

Whereas:

People are interested in eating smart and moving more;

Whereas:

Heart disease, cancer and stroke—the top three causes of death in North Carolina—are largely affected by what we eat and how physically active we are;

Whereas:

Physical activity is associated with many positive health benefits and can prevent or delay the onset of many chronic diseases and short amounts, of 10 minutes or more, can contribute to these benefits;

Therefore:

Effective _____ (*today's date*), it is the policy of
_____ (*fill in your organization's name*) that all meetings and events (*examples of events may include: meetings, conferences, summits, symposiums, etc.*) sponsored or supported by this organization will always include opportunities for physical activity by:

- Providing 10-minute physical activity breaks during the scheduled event.
- Providing time before and/or after the event for physical activity and adjusting the schedule when necessary.
- Choosing venues that offer physical activity opportunities for participants.
- Providing encouragement from group leadership for physical activity.

Signature

Title

Name of Organization

Date



COMMITTEE MEMBERS AND ROLE SHARING

Worksite Wellness Committees can operate efficiently and avoid burn-out if members of the committee share responsibilities. Some of the roles that can be shared on a worksite wellness committee include:

Committee Chairperson: This position can be shared by two employees as co-chairpersons. The duties and responsibilities for one may be to handle the administration and communication needs of the committee. The other co-chair might be responsible for the overall program activities of the committee.

Program Coordinator(s): The number of program coordinators that the committee has is usually dictated by the number of programs and/or activities that are outlined in the action plan. By assigning a program coordinator to each activity that you implement at your worksite, you do not place the burden of all programs on one employee.

The important thing to remember is to share the responsibility among committee members and recruit employees who are not on the committee as well to serve on sub-committees. Other chairpersons that can be assigned and shared include:

Communications Chair
Employee Interest Survey Chair
Event Planner Chair
Management Liaison Chair
Action Plan Chair

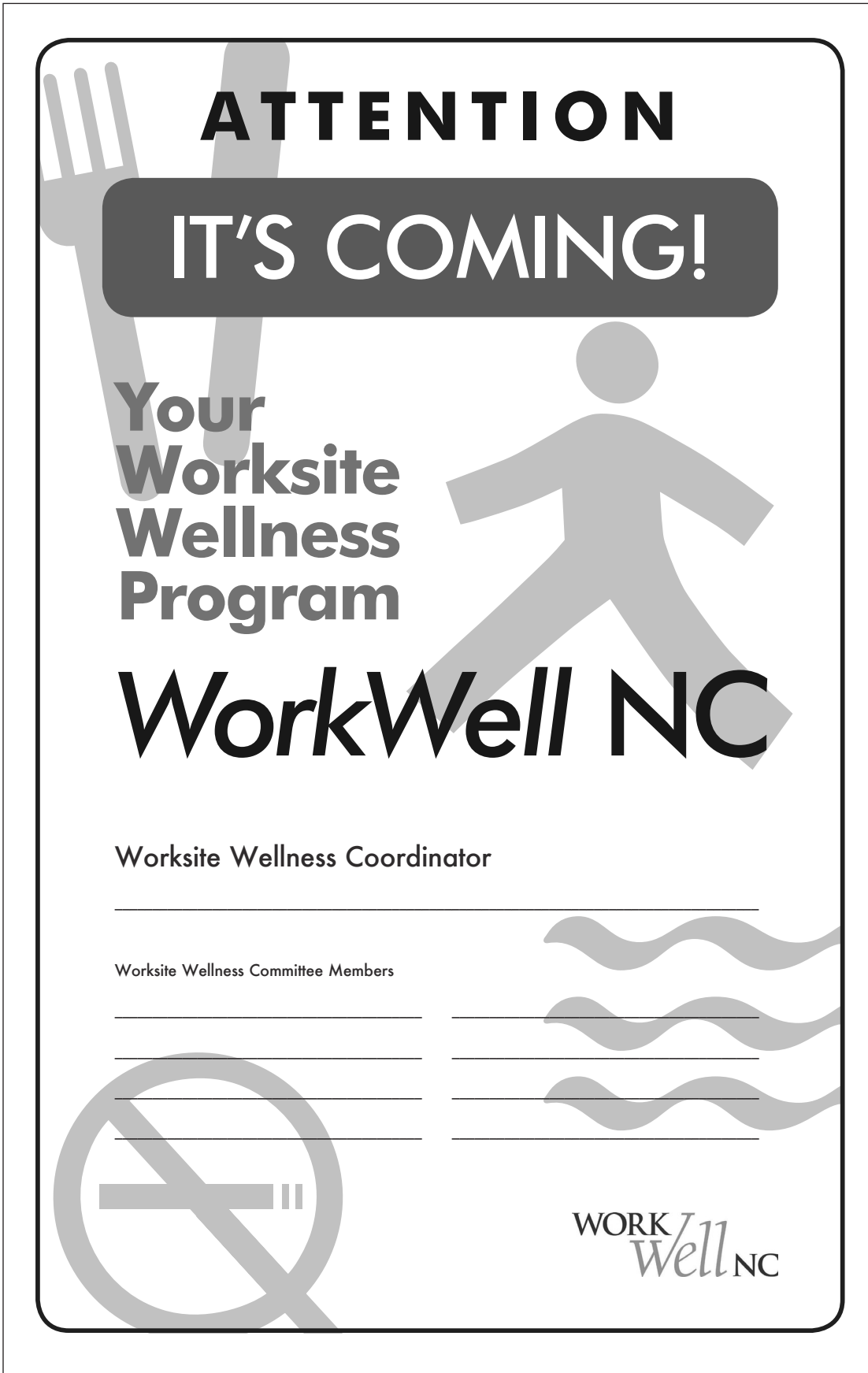
APPENDIX M: EMPLOYEE INTEREST SURVEY DISTRIBUTION AND COLLECTION SUGGESTIONS

Ideas for Distributing Employee Interest Surveys

Distribution Method	Pros	Cons	Additional Information
Personal Distribution	Low cost. Personal contact with employees might increase the number of survey responses. Personal interaction will allow wellness members to talk about the importance of completing the Employee Interest Survey.	Could involve a significant time involvement for large worksites. In facilities with different shifts of employee work-time, committee members would need to cover all shifts to ensure distribution to all employees. Home-based employees might not receive surveys. Employees might be disbursed throughout several worksites. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.	Personal distribution could be combined with mailbox, paycheck stuffers, or email distribution to include employees at all shifts and locations (this would involve significant committee involvement in identifying employees who are home-based or work night-time shifts). In smaller offices, surveys could be distributed and completed in staff meetings, ensuring high levels of survey responses.
Mailbox stuffers	Low cost. Surveys can be distributed with relative ease.	Some employees might not check their mailboxes. Could involve making high numbers of copies in large offices. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.	Be sure to specify a specific survey collection spot for employees to drop surveys.
Paycheck stuffers, Memo addendums	Low cost. Surveys can be distributed with relative ease. Most employees will receive (and open) paychecks and employee memos.	Could involve making high numbers of copies in large offices. Method does not include temporary staff. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.	Be sure to specify a specific survey collection spot for employees to drop surveys.
Email distribution	No cost. Surveys can be distributed very easily.	Employees might not respond to email. Method does not include employees without email. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.	Email distribution could be combined with mailbox stuffers or paycheck stuffers to include temporary and non-email staff (this would involve significant committee involvement in identifying employees without computers).
Online Surveys	Surveys could be easily distributed via email. Low level of committee involvement needed in tabulating survey results—the survey website will collect and score data. Very easy to monitor the number of survey responses.	Significant cost involved. Method does not include employees without internet access. Committee involvement needed in setting up survey online.	Email notification of online survey site could be combined with mailbox stuffers or paycheck stuffers to include employees without access to the internet (this would involve significant committee involvement in identifying employees without computers). The following websites offer online surveys: www.zommerang.com www.surveymonkey.com

**Some things to keep in mind while distributing surveys:

1. Your wellness committee should consider setting a target date for receiving survey responses. Having a set date to return surveys will make some employees more likely to complete them.
2. Consider having a drawing or incentives for employees who complete their surveys. These incentives or drawings do not have to cost money! For example, your committee could: offer relief from shared office tasks (like cleaning common areas or contributing to the coffee fund) to the first 5 employees who finish their surveys; find a local business to donate a gift card to give to drawing winners; post a “thank you” note to employees who complete their surveys in a visible notice board. (This could be done a week or a few days before the final collection date to remind others to complete their surveys.)
3. Think about posting fliers or sending out reminder emails to keep employees informed about the importance of the Employee Interest Survey. Remember: a few well placed fliers and a small number of emails will keep people’s attention. Try not to flood employees’ mailboxes with too many emails or they will begin to delete them.
4. Remind Wellness Committee members to talk up the surveys! Committee members are your greatest assets and biggest champions. Members can make short presentations in management or office staff meetings about the importance of the survey and the final collection date. Also, ask them to talk about the importance of the Employee Interest Survey to their friends and co-workers. News will spread, generating greater survey participation.



The poster features a large hand icon on the left and a walking person icon on the right. The text is arranged in a clear, bold hierarchy. At the bottom left, there is a 'no smoking' symbol. The right side of the poster has wavy lines and a logo.

ATTENTION

IT'S COMING!

**Your
Worksite
Wellness
Program**

WorkWell NC

Worksite Wellness Coordinator

Worksite Wellness Committee Members

WORK
Well NC

APPENDIX O: COVER LETTER FOR EMPLOYEE INTEREST SURVEY



Dear Co-Workers,

In today's fast paced world where most of our lifestyle choices are influenced by convenience and technology, chronic health conditions/diseases have begun to rise at an alarming rate.

Also, most of the focus and expense of the healthcare industry has been for the treatment of chronic diseases. By focusing on prevention, several chronic diseases can be prevented or made less serious. Our employers can play a crucial role in helping us make healthier lifestyle choices that can lead to a more enjoyable life for all of us.

A worksite wellness committee has been established to make our worksite a healthier workplace and promote the health of our employees.

However, before the wellness committee can initiate wellness activities/programs at the worksite, it is imperative to learn about the interests of our employees. The success of any worksite wellness initiative will ultimately depend on what the employees want and will participate in. Please complete the attached Employee Interest Survey and return to the committee member specified below.

Return your completed survey to _____ by _____.

Thank you!

Worksite Wellness Committee

(name of worksite)

WELLNESS COMMITTEE MEETING

Worksite Name: _____

Date: _____ Time: _____

AGENDA

Call meeting to order

Old Business

Employee Interest Survey

Establish plan for distribution and collection of surveys

Worksite Policy and Environment Survey Report

Report the results of the survey

Establish long-term goals (strategies and steps) for policy and/or environmental changes at the worksite

Select resources from eatsmartmovemorenc.com/Worksites.html

Management Issues

Funding for incentives and materials

Worksite policies regarding wellness activities

Strategies for Communicating with Management

Review Schedule of Future Meetings

Adjourn



EMPLOYEE INTEREST SURVEY SCORE SHEET



Name of Worksite _____

Total Number of Surveys Distributed _____

Total Number of Surveys Returned _____

Directions

1. Collect all completed Employee Interest Surveys.
2. For each question, add the response number that has been circled on all surveys. This will give you the final score for each one of the questions from 1 to 27.
3. For example, if you collect 3 completed surveys and the responses for Question 1 on these surveys are: 3, 2 and 3, then the score for Question 1 is 3+2+3 = 8.

EAT SMART	
1. I am interested in learning more about healthy food choices.	
2. I am interested in learning how to incorporate fruits and vegetables into my diet.	
3. I am interested in learning about healthier food choices and portions to help manage my weight.	
4. I am interested in participating in “tasting” events to sample healthy foods.	
5. I am interested in having healthy snacks available for purchase at work.	
MOVE MORE	
6. I am interested in learning more about the benefits of physical activity.	
7. I am interested in increasing my physical activity level.	
8. I am interested in walking to increase physical activity.	
9. I am interested in participating in team activities.	
MANAGE STRESS	
10. I am interested in learning ways to cope with feelings of stress.	
11. I am interested in time management skills.	
12. I am interested in improving my communication skills.	
13. I am interested in learning skills to cope with change.	
14. I am interested in organized social events with my co-workers. Events might be holiday party or summer picnic.	
WHEN EMPLOYEES WOULD MOST LIKELY PARTICIPATE IN PROGRAMS	
15. I am interested in participating in wellness activities within my regular work schedule.	
16. I am interested in participating in wellness activities before work.	
17. I am interested in participating in wellness activities after work.	

HOW LONG EMPLOYEES WANT PROGRAMS TO LAST.	
18. I am interested in 10-15 minute activities that I can do two to three times a day.	
19. I am interested in activities that last 30-60 minutes.	
INDIVIDUAL OR GROUP ACTIVITIES	
20. I am interested in health information that I can read, listen to, or watch on my own.	
21. I am interested in participating with a group to learn more about wellness.	
SMOKEFREE WORKPLACE	
22. I am interested in working in a tobacco-free environment.	
23. I am interested in working with others to reduce second-hand smoke in my workplace.	
QUIT NOW	
Tobacco Users. How many surveys had these questions completed?	
24. I am interested in getting information about quitting tobacco use.	
25. I am interested in attending information sessions or classes about quitting tobacco use.	
26. I am interested in using my meal break time to learn about quitting the use of tobacco.	
27. I am interested in using time before work or after work to learn about quitting the use of tobacco.	

High scores indicate higher employee interest in that particular area. Suggestions and ready-to-use resources for individual and group activities in each of the four areas are provided at www.eatsmartmovemorenc.com/Worksites.html.



SCORE SHEET FOR POLICY AND ENVIRONMENT SURVEY



Name of Worksite _____
 Number of Completed Surveys _____

<p>Count the total number of “NO” answers for questions 1–9 for all surveys completed by the committee members.</p> <p>This is the EAT SMART score</p>	<p>Out of possible score = 9</p>
<p>Count the total number of “NO” answers for questions 10–15 for all surveys completed by the committee members.</p> <p>This is the MOVE MORE score</p>	<p>Out of possible score = 6</p>
<p>Count the total number of “NO” answers for questions 16–19 for all surveys completed by the committee members.</p> <p>This is the MANAGE STRESS score</p>	<p>Out of possible score = 4</p>
<p>Count the total number of “NO” answers for questions 20–24 for all surveys completed by the committee members.</p> <p>This is the QUIT NOW score</p>	<p>Out of possible score = 5</p>

Look at the scores for all the four policy/environmental areas. High numbers indicate areas where policy and environmental changes are needed the most to make your workplace a healthier one.

Suggestions and ready-to-use resources for worksite policy and environmental changes in each of the four areas are provided at www.eatsmartmovemorenc.com/Worksites.html.

EMPLOYEE EVALUATION OF A WORKSITE ACTIVITY



You recently participated in _____, a Worksite Wellness Program activity provided by the Wellness Committee at your worksite.

Please complete this evaluation form in order to help the Wellness Committee create the best possible wellness programs/activities at our worksite. Thank You!

Please indicate your level of agreement using this scale:

1=Strongly disagree 2= Disagree 3=Agree 4=Strongly agree NS=not sure

- | | | | | | |
|--|---|---|---|---|----|
| 1. This activity has influenced me to make healthier lifestyle choices. | 1 | 2 | 3 | 4 | NS |
| 2. I would like to participate in similar activities in the future. | 1 | 2 | 3 | 4 | NS |
| 3. I would recommend this activity to my co-workers. | 1 | 2 | 3 | 4 | NS |

The best/most helpful part of this activity was _____

This activity could be improved by: _____

4. Please check any areas that you would like for wellness programs to be provided:

- | | |
|--|--|
| <input type="checkbox"/> Healthy Eating | <input type="checkbox"/> Quit Tobacco Use |
| <input type="checkbox"/> Physical Activity | <input type="checkbox"/> Stress Management |

Please return this form to:

APPENDIX T: EMPLOYEE SATISFACTION
WITH WORKSITE WELLNESS PROGRAM

**EMPLOYEE SATISFACTION
WITH WORKSITE WELLNESS PROGRAM**



Name of Worksite: _____ Date: _____

-
- | | | |
|---|-----|----|
| 1. Are you aware of the Worksite Wellness Program that has been established at your worksite? | Yes | No |
|---|-----|----|
-
- | | | |
|---|-----|----|
| 2. Are you interested in receiving additional information concerning the Worksite Wellness Program? | Yes | No |
|---|-----|----|
-
- | | | |
|--|-----|----|
| 3. Have you participated in any wellness activity(ies) conducted at your worksite? | Yes | No |
|--|-----|----|
-
- | | | |
|---|-----|----|
| 4a. Have you made healthier lifestyle choices since the Worksite Wellness Program was established at your worksite? | Yes | No |
|---|-----|----|
-
- 4b. If Yes, check areas where you have made healthier lifestyle choices (check all that apply).
- | | |
|--|---|
| <input type="checkbox"/> Eating healthier | <input type="checkbox"/> Quit tobacco use |
| <input type="checkbox"/> Increased physical activity | <input type="checkbox"/> Reduced stress level |
-
- | | | |
|--|-----|----|
| 5. Would you like to participate in future wellness activities at your worksite? | Yes | No |
|--|-----|----|
-
6. What improvements to the Worksite Wellness Program would you like to see?
- _____
- _____
- _____

Your input helps us make improvements to your Worksite Wellness Program. By completing this survey, you help us to provide the best wellness programming and activities at our worksite. Thank you!

Please return to (contact person for Worksite Wellness Program):

Return by (date): _____

If you would like information from the Wellness Committee at your worksite, either contact the person named above, or enter your name and contact information below.

EMPLOYEE SATISFACTION SURVEY RESULTS FORM



Name of Worksite: _____

Report Prepared by: _____

Number of Surveys distributed: _____

Number of Surveys returned: _____

Percent (%) of employees aware of the worksite wellness program _____

Percent (%) of employees aware of the worksite wellness committee _____

Percent (%) of employees who participated in worksite wellness activities _____

Percent (%) of employees who reported lifestyle changes occurred due to worksite wellness program activities _____

Percent (%) of employees who would like to participate in future worksite wellness program activities _____

EVALUATION OF WELLNESS COMMITTEE BY COMMITTEE MEMBERS



This questionnaire is designed to help your committee assess your Worksite Wellness Program and the committee's strengths and weaknesses. **It is for your use only to guide your discussions of how well the committee functions and how the wellness program could be improved.** Feel free to add other questions that you think would help this effort.

1. Are all areas of your worksite represented on your committee? Yes No
1a. How could representation be improved?
-

2. Is management represented on your committee? Yes No
3a. In what ways has management been supportive of your efforts?
-

- 3b. In what ways would you like management to be more supportive?
-

4. Has the committee completed a written action plan? Yes No
4a. Does the action plan include at least one short-term and one long-term objective? Yes No
4b. Have you implemented any activities from your action plan? Yes No
4c. Which behavior(s) does your action plan focus on?

- Healthy Eating Quit Tobacco Use
 Physical Activity Stress Management

5. What would help your committee do a better job of working together?
-

6. In what ways is the wellness program helping employees?
-

7. What could the committee do to make the program more effective?
-