

HEALTHY
WORKPLACES



QUICKSTART
GUIDE



Introduction to 5210 Healthy Washoe Workplaces

- Welcome Letter
- 5210 Healthy Washoe Workplaces Framework
- Small Steps Poster
- Supporting Evidence
- 5210 Healthy Washoe Workplaces: Getting Started

Increase Healthy Eating at Work

- Healthy Food and Beverage Guidelines for Meetings
- Alternatives to Food Rewards at Work
- Smarter Workplace Cafeterias
- Making the Healthy Choice the Easy Choice in Hospital Cafeterias: A Case Study
- Instituting Vending Guidelines at Work
- Food and Beverage Criteria for Vending Machines
- Items That Meet Nutritional Criteria for Vended Food

Increase Movement at Work

- Active Meeting Guidelines
- Led Movement Breaks
- Simple Stretches
- Top 5 Exercises to Do Anywhere
- Walking Meeting Guidelines
- Provide and Promote Safe Walking Routes
- Promote Taking the Stairs

Support Healthy Employees

HEALTHY LIFESTYLE TIPS

- Healthy Habits Questionnaire
- Healthy Brown Bag Lunches
- Healthy Shopping on a Budget
- Healthy Tips for Dining Out
- Healthy Portions

EMPLOYEE EDUCATION

- Breakfast is Best
- A Meal is a Family Affair
- Tips for a Healthier Diet
- How to Add Fiber to Your Meal
- Fruits and Vegetables All Year Long
- Understanding Food Labels
- Promote Healthy Viewing Habits
- Unplugged!
- Screen Time and the Very Young
- How Much Sugar Do You Drink?

Healthy Messaging

- Healthy Messaging Channels
- Quick Messages
- Short Messages
- Long Messages
- Workplace Posters

Introduction to **5210 Healthy Washoe Workplaces**

IN THIS SECTION

Welcome Letter

Healthy Employees Cost Less

5210 Healthy Washoe Workplace Framework

Small Steps Poster

5210 Action Planning Packet

5210 Healthy Washoe Recognition Packet



Adapted From

MaineHealth
LET'S GO!
SMALL STEPS

Welcome!

Welcome to the 5210 Health Washoe quick-start guide designed to help employers and employees integrate movement and healthy eating into the work day. Wellness isn't something you 'do' only after work. It is a part of every hour! 5210 Healthy Washoe is here to help support employees in improving and maintaining health inside and outside of work.

This quick-start guide is brought to you by Let's Go!, a nationally recognized obesity prevention program for children and adults based out of Maine Medical Center. Let's Go! uses evidence-based strategies to increase healthy eating and active living across communities that include; schools, child care centers, after school programs, workplaces, and health care practices to ensure that the healthy choice is the easy choice. 5210 Healthy Washoe has been adapted from the Let's Go! program for our local needs.

5210 Healthy Washoe Workplaces is guided by the following principles:

- Focuses on health and wellness for all employees.
- Messages are positive and action oriented.
- Efforts are employee driven.

We hope you find this tool useful at your workplace. Please direct any questions or feedback to the Washoe County Health District at 5210HealthyWashoe@washoecounty.us or visit GetHealthyWashoe.com



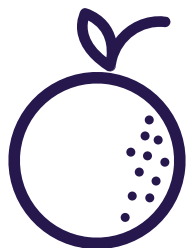
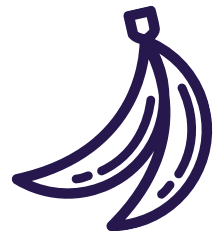
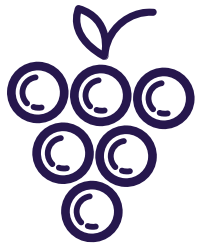
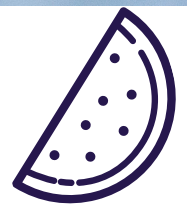


HEALTHY EMPLOYEES COST LESS

Wellness programs have often been viewed as a nice extra, not a strategic imperative. Newer evidence tells a different story. Companies can use wellness programs to chip away at their enormous health care costs, which are only rising with an aging workforce. The workplace is an important setting for keeping people healthy.

- On average, Americans spend the majority of their day at the workplace.

To improve the health of your employees, businesses can create a wellness culture that is employee-centered; provides supportive environments where safety is ensured, and provides access and opportunities for employees to adopt and maintain healthy behaviors.



WHY INVEST IN EMPLOYEE WELLBEING?

1. Reduce Workers' Compensation and Disability Costs

Employees who make healthy changes and lower their health risk factors often have a reduced chance of a workplace injury, illness or disability. An organization where jobs include safety in their wellness program are likely to see a decline in lost work days by 80%, modified-duty days by 64% and worker's compensation insurance premiums by 50%.

2. Increase Employee Productivity and Fewer Missed Days

Healthier employees mean fewer sick days. In addition, healthier employees tend to be more productive since they are not coming to work ill or are worried about their health problems. Large employers adopting wellness programs see positive returns; absentee day costs fall by about \$2.73 for every dollar spent.

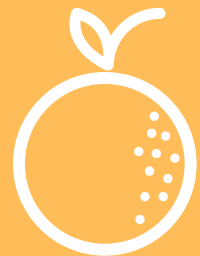
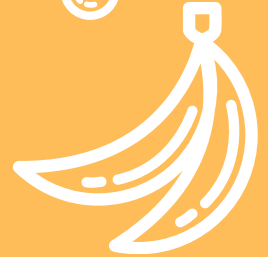
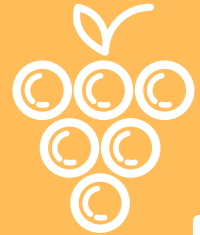
3. Higher Morale and Improved Recruiting

A company that cares about its employees' health is often seen as a better place to work, and wellness programs can attract top talent in a competitive market. Below are some of the benefits employees can experience after joining a wellness program:

- Increased well-being, higher self-esteem and increased motivation.
- Improved coping skills with stress or other health factors.

These results are important as it confirms that workplace wellness programs can help contain the current epidemic of lifestyle-related diseases, the main driver of premature deaths as well as health care cost in the United States.

The average return on investment is equal to a range of \$1.88—\$3.92 saved for every dollar spent on the program.[1]



For more information visit gethealthywashoe.com. You may also email us at 5210HealthyWashoe@washoe-county.us

[1] Accessed from: <https://www.healthaffairs.org/doi/full/10.1377/hlthaff.2010.0806>

5210 Healthy Washoe Workplace Framework

The 5210 Healthy Washoe Workplace tool is designed to integrate movement and healthy eating into your overall worksite wellness initiative.

Increase Healthy Eating at Work

Healthy Meetings and Celebrations
Healthy Vending & Smarter Cafeterias

GUIDING PRINCIPLES:

- Focuses on health and wellness for all employees.
- Messages are positive and action oriented.
- Efforts are employee driven.

Increase Movement at Work

Active Meetings
Walking Meetings
Stairwells & Walking Paths

Support Healthy Employees

Healthy Lifestyles Tips





MOVE MORE

it's a great way to improve your health

EAT REAL

foods that come from nature give you energy



DRINK WATER

it's the best choice

REST UP

good sleep restores your body and mind



-HEALTHY WASHOE-

TAKE ONE **SMALL STEP** TODAY.

MaineHealth
LET'S GO!
SMALL STEPS

5210 Healthy Washoe

Action Planning Packet

for Workplaces

Based off *Let's Go!* a nationally recognized program that promotes evidence-based strategies to increase healthy eating and active living

- 5** or more fruits & vegetables
- 2** hours or less recreational screen time
- 1** hour or more of physical activity
- 0** sugary drinks, more water



-HEALTHY WASHOE-

Packet Overview

This packet is designed to help you develop a successful Action Plan for the calendar year. The questions will help you understand what your staff is already doing in support of the 4 Strategies for Success and where you want to focus your efforts this year.

Directions:

1. Review the 4 Strategies for Success.
2. Complete the Getting Started Checklist.
3. Assess your current environment by answering the Strategy Questions.
4. Create your Action Plan.

Remember, we are here to take you from where you are to where you want to go!

Table of Contents

4 Strategies for Success.....pg	11
Getting Started Checklist.....pg	12
Strategy Questions.....pg	13
Blank <i>Let's Go!</i> Action Plan.....pg	17

Workplace Name: _____

Date Completed: _____

Completed by: _____



4 Strategies for Success

The 4 Strategies for Success are evidence-based and align with national recommendations to increase healthy eating and active living. Please refer to the toolkit for ideas on how to implement each strategy.

1. **Increase Healthy Eating at Work**
2. **Increase Movement at Work**
3. **Support Healthy Employees**
4. **Healthy Messaging**

Definitions:

Unhealthy choices include foods and drinks high in sugar and/or salt such as soda, candy, cookies, cake, and chips.

Healthy choices include water, fruits, vegetables, whole grain foods, protein sources such as eggs, beans, dairy, fish and poultry, and healthy fats such as nuts, seeds, and avocados.

Sugary drinks include soda, sports drinks, energy drinks, lemonade, and sweetened coffee or tea drinks.

Physical activity is any movement that increases heart rate and breathing such as running, climbing, jumping, dancing, etc.

Screens include TVs, computers, video games, tablets, and smart phones.

Recreational screen time is screen time used for non-educational or work purposes.

Celebrations honor a special day or event.

A food reward is a food used to encourage good behavior.



5-2-1-0 Workplace Wellness Program: Getting Started Checklist

We are so excited to have you join the team of sites that are participating in *5210 Healthy Washoe* and helping employees be healthy.

Review the list and check off any of the steps you have completed. You can then work on the other steps and check them off as you go.

At the start of the year:

- We have a 5-2-1-0 toolkit and all staff know where to find it.
- We have a team of at least four people who are helping to bring 5-2-1-0 to life in our workplace and who meet a couple of times a year (*this may be your wellness team*).
- We are familiar with the 4 Strategies for Success.
- We have 5-2-1-0 posters up in key locations such as the break room, the cafeteria, and in the hallways
- We have made our workplace (*administrators, employees, and other staff*) aware of our participation in *5210 Healthy Washoe* and they know what 5-2-1-0 means

As the year goes on:

- We encourage all staff to role model 5-2-1-0.
- We integrate the 5-2-1-0 message into our daily workplace activities
- We complete the survey each year to capture our progress.
- We celebrate our successes—even the small ones!



-HEALTHY WASHOE-

I. Increase Healthy Eating at Work

Questions for Strategy I

<p>Does your workplace limit unhealthy choices for celebrations?</p>	<p> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable, our workplace never has food or drinks at celebrations <input type="checkbox"/> Don't know </p>
<p>Does your workplace have a written policy or formal communication which makes healthier food and beverage choices available during meeting when food is served ?</p> <p><i>Examples may include a policy or formal communication that makes vegetables, fruits, whole grain items or trans fat-free/low -sodium snacks available during meetings.</i></p>	<p> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments (50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Not applicable, our workplace never has food or drinks at celebrations <input type="checkbox"/> Don't know </p>
<p>Does your workplace offer or promote a on-site or nearby farmers market where fresh fruits and vegetables are sold?</p>	<p> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know </p>
<p>Does your workplace provide a series of education seminars, workshops, or classes on nutrition?</p> <p><i>Examples may include sessions that address nutrition in-person or online, through vendors or community groups</i></p>	<p> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know </p>
<p>Does your workplace provide healthy vending machines or have a smart cafeteria?</p>	<p> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know </p>

Describe what your workplace is already doing in support of this strategy.

Is there anything else your workplace would like to do for this strategy this year? If so, please describe.

2. Increase Movement at Work

Questions for Strategy 2

<p>Does your workplace promote physical activity during the work day?</p> <p><i>Examples may include allowing employees to schedule walking meetings, encouraging employees to get out of the office and walk or stretch during breaks</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments (50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Don't know
<p>Does your workplace provide environmental supports for recreation or physical activity?</p> <p><i>Examples may include trails or a track for walking/jogging, maps of suitable walking routes, bicycle racks, a basketball court or open space designed for recreation or exercise.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know
<p>Does your workplace post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know
<p>Does your workplace provide physical activity for employees through workshops or classes?</p> <p><i>Examples may include a walking or stretching group, or sessions through vendors in-person or online.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments (50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Don't know

Describe what your workplace is already doing in support of this strategy.

Is there anything else your workplace would like to do for this strategy this year? If so, please describe.

3. Support Healthy Employees

Questions for Strategy 3

<p>Does your workplace provide work-life balance programs?</p> <p><i>Examples may include stress management sessions on-site or online, alternative or flexible work schedules.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments(50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Don't know
<p>Does your workplace actively enforce a written policy banning tobacco use on campus?</p> <p><i>Examples may include posting signs, does not have ashtrays, or communicated this written policy through various channels at your workplace.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable, my workplace doesn't have a policy banning tobacco use on campus <input type="checkbox"/> Don't know
<p>Does your workplace engage in other health initiatives throughout the community and support employee participation and volunteer efforts?</p> <p><i>Examples may include supporting participation in community events and school-based efforts, or corporate walks.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments(50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Don't know
<p>Does your workplace set annual organizational objectives for health promotion?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know

Describe what your workplace is already doing in support of this strategy.

Is there anything else your workplace would like to do for this strategy this year? If so, please describe.

4. Healthy Messaging.

Questions for Strategy 4

Does your workplace promote active transportation?

Examples may include promotion of active transportation in newsletters, employees communication or providing incentives to promote program.

- No
- Yes
- Not applicable, my workplace doesn't have an active transportation program
- Don't know

Does your workplace distribute or promote unplugged activities in messaging channels?

Examples may include bulletin boards in common areas promoting suggestions for screen time alternatives, hosting family activity nights or newsletters about resting and getting adequate amounts of sleep.

- No
- Yes
- Don't know

Does your workplace distribute or promote information about nutrition or active living through messaging channels?

Examples may include emails about day challenges or reminders to fuel with water

- No
- Yes
- Don't know

Describe what your workplace is already doing in support of this strategy.

Is there anything else your workplace would like to do for this strategy this year? If so, please describe.



Let's Go! Action Plan

Look back through the 4 strategies and choose 1 to 3 strategies that you would like to focus on this year. List them here:

1. _____
2. _____
3. _____

Write one goal for each strategy that you selected above.

- Goal 1. _____
- Goal 2. _____
- Goal 3. _____

What steps do you need to take to achieve your goals? Lists the tasks below:

	What are the tasks for Goal 1?	Who will complete task?	By when?
1a			
1b			
1c			
1d			
	What are the tasks for Goal 2?	Who will complete task?	By when?
2a			
2b			
2c			
2d			
	What are the tasks for Goal 3?	Who will complete task?	By when?
3a			
3b			
3c			
3d			

Remember to let people know about your efforts and to promote 5-2-1-0 throughout the community. Refer to your Action Plan regularly to make it happen.

Your 5210 Healthy Washoe partners are here to help you. Let's keep in touch! You can email me at 5210HealthyWashoe@washoeconomy.us



5210 Healthy Washoe

Recognition Packet

for Workplaces

- 5** or more fruits & vegetables
- 2** hours or less recreational screen time
- 1** hour or more of physical activity
- 0** sugary drinks, more water



-HEALTHY WASHOE-

Adapted From



www.letsgo.org

5210 Healthy Washoe Recognition Program

Table of Contents

Recognition for Workplace Wellness Programs.....	pg 20
Recognition Program Key Points.....	pg 21
Recognition Levels.....	pg 22
Bronze Level Recognition.....	pg 23
Silver Level Recognition.....	pg 24
Gold Level Recognition.....	pg 25
Policy Addendum.....	pg 26
Policy Checklist.....	pg 27



5210 Healthy Washoe Recognition Program for Workplaces

The 5210 Healthy Washoe Recognition Program celebrates workplaces that have made improvements in their environments related to healthy eating and physical activity.

The Recognition Program is designed to:

- Celebrate successful changes that make the healthy choice the easy choice.
- Provide consistent, statewide standards for being a 5210 Healthy Washoe Recognized Site.
- Move sites towards lasting change.

Each recognition level has a theme:

BRONZE = Implementation

The Bronze Level is all about making changes in your daily practices and environment. This is done by implementing the 4 priority strategies.

- This is the first step to supporting healthy behaviors.
- This makes it easy and natural for employees to make healthy choices.

SILVER = Collaboration

The Silver Level is about collaborating with community partners. Community partners can serve as essential allies, they can act as vital support systems for workplaces as they work to promote healthy behaviors. As you change your daily practices and environment, it is important to make your staff aware of the changes. When you bring everyone into the conversation:

- It allows them to be advocates.
- It encourages them to role model the same practices at home.
- It increases accountability.

GOLD = Policy

The Gold Level is about putting the changes you have made into policy. This helps to ensure that the workplace environment remains a healthy place through the years, as new employees enter the workplace and existing staff move on. Setting a clear Wellness Policy around practices that support healthy behaviors can help you:

- Create a culture around health and wellness.
- Provide a set of consistent guidelines for staff to refer to.
- Ensure employees are provided a healthy environment.



Let's Go! Recognition Program

Key Points

Regardless of recognition status, all 5210 Healthy Washoe registered sites are taking part in a community-wide movement to increase healthy eating and physical activity for families. Each site should be celebrating their successes!

Quick Notes:

- Recognition is determined on a yearly basis.
- Sites must complete the Survey each spring to be eligible for recognition.
- Prepare for the survey by reviewing the strategy questions in the Action Planning Packet with other staff at your site. The strategy questions are very similar to the questions in the survey.
- Completion of the Survey allows 5210 Healthy Washoe to monitor statewide improvements in healthy eating and physical activity environments for youth and adults. Thank you in advance for taking the survey!

Recognized sites are publicly acknowledged on gethealthywashoe.com. Sites also receive a framed Certificate of Recognition.

5210 Healthy Washoe Recognition Program Levels

5210 Healthy Washoe recognizes three levels of change for workplace wellness programs.

Each level must be completed entirely to reach the next level.

<p>Bronze</p> <p>Implementation</p>	<p>A site implements all four of the priority strategies:</p> <ol style="list-style-type: none"> 1. Increase Healthy Eating at Work 2. Increase Movement at Work. 3. Support Healthy Employees. 4. Healthy Messaging.
<p>Silver</p> <p>Collaboration</p>	<p>Achievement of Bronze, PLUS:</p> <p>A site collaborates with a community organization(s) to enhance workplace wellness that improve physical activity or nutrition efforts</p> <ol style="list-style-type: none"> 1. An employer agrees to a one year commitment with one community partner. 2. Employer provides at least 8 touch-points for the employees to engage in an activity and/or event coordinated by community partner
<p>Gold</p> <p>Policy</p>	<p>Achievement of Silver, PLUS:</p> <p>Workplaces:</p> <p>A workplace has adopted the four priority strategies into policy.</p>



Bronze Level - Implementation

To achieve BRONZE level recognition, a workplace must be implementing all four priority strategies with most staff or division-wide. Workplace will be asked to verify this each year in the Survey.

Quick Notes:

- *To prepare to take the survey the workplace champion should review the strategy questions in the Action Planning Packet with his or her team to ensure accurate responses.*
- *5210 Healthy Washoe priority strategies that are implemented by most staff or division-wide will count towards recognition.*
- *If a priority strategy is not being implemented by most staff or division-wide the organization is not yet ready for Bronze level recognition—but keep up the great work!*

Healthy Washoe Priority Strategies

1. **Increase Healthy Eating at Work**
2. **Increase Movement at Work**
3. **Support Healthy Employees**
4. **Healthy Messaging**



Silver Level - Collaboration

To achieve SILVER level recognition, a workplace must meet the requirements for Bronze AND collaborates with a community partner in the ways outlined below.

Collaboration

To effectively meet the requirements a workplace must engage with a community partner to participate in one collaborative health or wellness activity that benefits the organization. For example:

- Provide a farmers market on-site or collaborate with community partners to bring fresh produce on-site
- Invite a community partner to your organization to provide a lunch session which focuses on health and wellness
- Partner with your local school to volunteer in their community garden

You will be asked to verify on the survey that you have completed the requirements of silver.



If you need assistance with any of these steps, contact your *5210 Healthy Washoe* Coordinator at 775-328-2404. We are here to help!

Gold Level - Policy

To achieve GOLD level recognition, a workplace must achieve the requirements for BOTH Bronze and Silver AND complete one of the options below.

Option A:

The workplace adopts the Policy Addendum (on page 10) into their Wellness Policy.
The Wellness Champion dates and initials the Policy Addendum and submits it upon request.

Option B:

OR

The workplace writes or edits their Wellness Policy to clearly support the four priority strategies by following the Policy Checklist (on page 11).
The Workplace Champion submits the Wellness Policy with the completed Policy Checklist upon request.

Quick Notes:

- *You may customize portions of the Policy Addendum by using the modifiable version available online.*

If you need assistance with any of these steps, contact your 5210 Healthy Washoe Coordinator at 775-328-2404. You can also email 5210HealthyWashoe@washoecounty.us. We are here to help!



Healthy Eating and Physical Activity Policy Addendum

Our organization is committed to helping our employees live healthier lives. The staff at _____ has made it our policy to follow the four *5210 Healthy Washoe* priority strategies for healthy eating and physical activity.

1. We support **healthy eating at work**.
2. We support **movement at work**.
3. We support **healthy employees**.
4. We provide **healthy messaging**.

* *Unhealthy choices include foods and drinks high in sugar and/or salt such as soda, candy, cookies, cake, and chips.*

** *Sugary drinks include soda, sports drinks, energy drinks, lemonade, and sweetened coffee or tea drinks*

This Addendum was adopted into policy on this date: _____

Initials of Wellness Champion: _____

Policy Checklist

If a site chooses to reach GOLD by editing their policy to clearly support the four priority strategies, this checklist must be completed and submitted with the updated policy. **Check off each box after verifying your policy meets the guidelines.**

NAME OF SITE:

NAME OF WELLNESS CHAMPION:

EMAIL:

The policy is included with this completed checklist (required).

Strategy 1: Increase Healthy Eating at Work.

Policy demonstrates healthier options are provided by the site

- *Unhealthy choices include food and drinks high in sugar and/or salt such as soda, candy, cookies, cake, and chips.*
- *Healthy choices include water, fruits, vegetables, whole grain foods, protein sources such as eggs, beans, dairy, fish, and poultry, and healthy fats such as nuts, seeds, and avocados.*

Strategy 2: Increase Movement at Work.

Policy demonstrates a supportive physical and social environment for health improvement

- *Policy shows that employees are given opportunities for physical activity every work day.*

Strategy 3: Support Healthy Employees.

Policy demonstrates integration of health promotion into your organization's culture

Strategy 4: Healthy Messaging.

Policy demonstrates health education is provided



—HEALTHY WASHOE—

- 5** or more fruits & vegetables
- 2** hours or less recreational screen time
- 1** hour or more of physical activity
- 0** sugary drinks, more water

