

WORKPLACE WELLNESS

Toolkit



LIVING HEALTHY WORKS.
GOOD&HEALTHY SOUTH DAKOTA WORKPLACES

ACKNOWLEDGEMENTS

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SOUTH DAKOTA DEPARTMENT OF HEALTH PROGRAMS

- All Women Count!
- Chronic Disease Epidemiologist
- Diabetes Prevention & Control Program
- GetScreenedSD Program
- Heart Disease & Stroke Prevention Program
- Nutrition and Physical Activity Program
- Oral Health Program
- Tobacco Control Program
- WorkWell Program

TRI-STATE FLOORING: TOGETHER STAYING FIT, SIOUX FALLS, SOUTH DAKOTA

FALCON PLASTICS, BROOKINGS, SOUTH DAKOTA

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LIVING HEALTHY WORKS!

Healthy individuals mean healthy organizations! Choose to become engaged in the health and well-being of your employees and reap the benefits.

- Enhance return on investment (ROI)
- Improve employee morale
- Reduce absenteeism
- Decrease health care costs
- Retain key staff
- Increase productivity

START WITH SMALL STEPS...

- Promote physical activity during breaks
- Provide healthy choices during meetings
- Communicate key messages to encourage health and wellness

The South Dakota Department of Health and its partners are pleased to provide the Workplace Wellness toolkit as a resource to help employers promote healthy lifestyles to prevent, reduce and manage chronic disease. The purpose of the toolkit is to provide resources for South Dakota employers to implement policy and environmental changes that will ultimately improve employee health and affect the company's bottom line. The toolkit provides information, tools, resources, and guidance to employers interested in establishing or enhancing a workplace wellness program. We are here to provide technical assistance to employers and increase the number of businesses that maintain an active workplace wellness program.



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WHY WORKPLACE WELLNESS?

Let's face it, change can be challenging, and so is making the healthy choice the easy choice! The workplace is a place to protect the safety and well-being of employees and provide them opportunities for better long-term health and enhanced quality of life. A workplace wellness program that implements health-focused policies and environments has the potential to significantly benefit employers and employees. The effective use of workplace wellness activities can also improve your company's bottom line.

According to the Centers for Disease Control and Prevention (CDC), Americans working full-time spend more than one-third of their day, five days per week at the workplace. Since Americans spend such a significant amount of their day at work, the workplace is an important setting for health protection, health promotion, and disease prevention. More than 75 percent of medical care costs are attributed to chronic diseases such as heart disease, stroke, cancer, diabetes, and arthritis which in large part are preventable (CDC).

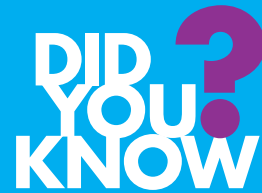
BELOW ARE SOME KEY BENEFITS OF IMPLEMENTING A WELLNESS PROGRAM.

For Employers:

- Lower health care and disability costs
- Enhanced employee productivity
- Reduced employee absenteeism
- Decreased rates of illness and injuries
- Enhanced corporate image
- Improved employee morale
- Improved employee recruitment and retention
- Increased organizational commitment and creation of a culture of health

For Employees:

- Increased well-being, self-image, and self-esteem
- Improved coping skills with stress or other factors affecting health
- Improved health status
- Lower costs for acute health issues
- Lower out-of-pocket costs for health care services (e.g., reduced premiums; deductibles; co-payments)
- Increased access to health promotion resources and social support
- Improved job satisfaction
- Safer and more supportive work environment



DID YOU KNOW?

According to the Centers for Disease Control and Prevention (CDC), a 1% reduction in the following risk factors – excess weight and elevated blood pressure, glucose, and cholesterol – has been shown to save \$83 to \$103 annually in medical costs per person, much of which could accrue to employers in reduced premiums.

RESOURCES:**Centers for Disease Control and Prevention**

<http://www.cdc.gov/workplacehealthpromotion/businesscase/benefits/index.html> offers credible information on health promotion benefits in a workplace.

National Wellness Institute, Inc.

<http://www.nationalwellness.org/pdf/ROI.pdf> offers resources on the Cost/Benefits of Health Promotion Programs.

Well Steps

http://www.wellsteps.com/roi/resources_tools_roi_cal_health.php provides a tool for health care costs, absenteeism and presenteeism.

SUCCESS STORIES



TRI-STATE FLOORING, a small company with 25 employees located in Sioux Falls, has owners who care about their employees' health. They understand the benefit that a wellness program can bring not only for the employees but also for their company as a whole. In April 2012, Tri-State Flooring, with assistance from WellConneXions, incorporated wellness into their company culture and it has been a huge success. Their goal was met right out of the gate with 85% commitment from employees and full engagement and encouragement from leadership. Their program is comprehensive and includes not only lifestyle wellness but also risk-focused wellness. Each employee is provided a personal Health Enhancement Coach that is available to educate, encourage and support them along their journey to wellness. Their calendar of events for the year includes clinical risk evaluations, activity challenges that include off-site employees, community activities for employees and spouses as well as educational sessions and information focused on the outcomes. Their wellness team has been pivotal in the development and success of their program and has voluntarily committed to create a foundation for a successful future. The commitment, participation, excitement and support Tri-State has from the owners have truly positioned their company for a very bright future!



FALCON PLASTICS is a South Dakota based manufacturer that employs 260 individuals across three South Dakota workplaces and a fourth in Tennessee. In 2011 their team took on an initiative to increase their member preventive exam rates as part of their continuing pursuit to positively influence the health and wellness of their employees and family members as well as control organizational costs. This strategy included the development of a "Preferred Member Discount." If a group health plan member completed all the program requirements, they would be eligible for a discount of their premiums of up to 17%. This discount was offered to their members at a time when rates were significantly increasing. The preventive exam participation rate prior to this preferred member discount was 39% for employees and 31% for spouses. Their goal was to increase their employee member participation to 50%. They had an astonishing increased participation rate of 72% for employee members and although not the focus of this initiative, spouses also increased their participation to 54%. Reflectively while members were completing their preventive exams, there wasn't much emphasis on selecting the right physician. To improve upon this, in 2012 one of Falcon's goals is to provide more tools and resources for employees to select a primary care physician (PCP) that is right for them. It is expected that this strategy will help sustain their participation rates and improve the effectiveness of the annual preventive exams. This is just one element of their overall approach to health and wellness. Since 2009, collectively their strategies have reduced the number of employee members with two or more risk factors from 80% to 39%.

POLICY AND ENVIRONMENTAL CHANGES

Policy and environmental changes enable workplaces to support healthy behaviors. A workplace that supports health is likely to have policies and an environment that promote health behaviors, offer behavioral incentives to employees, and increase employees' access to health resources. Health-related policies are formal or informal written statements that are designed to protect or promote employee health. Environmental change refers to the physical factors at and nearby the workplace that help protect and enhance employee health.

Below are some examples of policy and environmental changes that can create a healthier work environment with low or no-cost to your company.

EXAMPLES OF WORKPLACE POLICY AND ENVIRONMENTAL CHANGES:

- Provide a safe walking environment on facility grounds
- Provide clean, safe, and appealing stairwells and promote their use
- Encourage walking during breaks and lunch breaks
- Promote healthy lifestyles by modeling healthy behaviors
- Offer and identify healthy food choices in vending machines, snack bars, and/or cafeterias
- Promote the adoption of Fruits & Veggies – More Matters (increased fruits and veggies) in catering/cafeteria policies
- Offer healthy food alternatives at meetings, company functions, potlucks, and celebrations
- Make water available throughout the day by providing a bottled water dispenser
- Provide programs and policies that promote breastfeeding (provide a place to express milk or breastfeed, offer flexible schedules to express milk or breastfeed, provide separate refrigeration for storing breast milk)
- Make all areas of the workplace tobacco-free (indoor and out)
- Offer CPR training and (AED) Automated External Defibrillator training
- Provide a refrigerator for storage of healthy snacks and meals
- Provide insurance coverage for cancer screenings
- Offer coverage for adult vaccines



POLICY RESOURCES:

Centers for Disease Control and Prevention: National Healthy Worksite

<http://www.cdc.gov/nccdphp/dnpao/hwi/policy/index.htm>

Centers for Disease Control and Prevention: Workplace Health Promotion, Health-Related Policies

<http://www.cdc.gov/workplacehealthpromotion/implementation/policies.html>

ENVIRONMENTAL CHANGES RESOURCES:

Centers for Disease Control and Prevention: Workplace Health Promotion, Environmental Support

<http://www.cdc.gov/workplacehealthpromotion/implementation/support.html>

WORKWELL STEPS

THE WORKPLACE PROVIDES A GREAT OPPORTUNITY TO PROMOTE HEALTHY LIFESTYLES. THE WORKWELL STEPS WERE DEVELOPED WITH ASSISTANCE FROM WELLNESS COUNCIL OF AMERICA (WELCOA), A NATIONAL LEADER IN WORKPLACE HEALTH PROMOTION, AND THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC). THE FOLLOWING STEPS WILL HELP EMPLOYERS BUILD SUSTAINABLE WELLNESS PROGRAMS AT THEIR WORKPLACES.

1. CAPTURE MANAGEMENT SUPPORT

2. CREATE A COMMITTEE

3. ASSESS THE WORKPLACE

4. DEVELOP A PLAN

5. IMPLEMENT WELLNESS PRIORITIES

6. EVALUATE



1. CAPTURE MANAGEMENT SUPPORT

Support from management is an important factor for success in your organization's workplace wellness program. Capturing management support and actively involving them increases the power to create a workplace environment that encourages and facilitates healthy behaviors. CEOs, senior management, human resource managers, and business owners should be a main supporter for your workplace wellness program. Get their attention and your wellness program will go a long way!

Characteristics of Management Support in the Workplace:

- Communicate practices regarding wellness
- Contribute resources for employees
- Designate responsible staff for employee activities
- Model healthy behavior

EMPLOYER ASSESSMENT

One of the first steps that an employer needs to address before starting a workplace wellness program is assessment of the working environment and company policies. The assessment results will allow the employer to focus on environmental and policy changes that require attention in order to create a healthy workplace. The South Dakota Department of Health (SDDOH) is dedicated to helping South Dakota citizens live healthy lives and has created a workplace wellness assessment for employers. Your responses to this survey will help you and the South Dakota WorkWell program know what assistance you need to implement and support workplace wellness activities. (See Appendix E)

2. CREATE A COMMITTEE

In order to promote workplace wellness, your organization needs a dedicated team of employees who are enthusiastic, deliver strong communication, and are committed to creating an ongoing healthy workplace! Commitment from a wellness team will show leadership how to overcome barriers and create a culture of wellness that will benefit all employees. Be creative and have fun!

Strategies for a Workplace Committee:

- Identify a coordinator
- Include employees from many different areas and levels
- Meet on a regular basis (e.g., bimonthly or quarterly)
- Provide an agenda prior to each meeting
- Designate a committee member to record and distribute minutes
- Communicate often
- Participate in continuing education to advance workplace health



3. ASSESS THE WORKPLACE

An employee assessment can help you explore your current overall workplace and build a sustainable wellness program. Once the assessment is completed, your committee will be able to identify ways to incorporate wellness opportunities that align with your organization and address employee interests, needs and barriers.

EMPLOYEE ASSESSMENT

The South Dakota Department of Health (SDDOH) is dedicated to helping South Dakota citizens live healthy lives and has created a workplace wellness employee assessment. Your employees' responses to this survey will help your committee and the South Dakota WorkWell program understand how to assist your workplace. (See Appendix F, G, & H)

4. DEVELOP A PLAN

Careful planning is critical to the program's success. Building a program that addresses the interests, needs, and barriers of the employer and employees will put the program on solid footing and enhance participation and long-term sustainability. This toolkit provides your organization with wellness priorities that include activities and strategies focused on policy and environmental changes. The priorities should help generate ideas to offer in your workplace and support the goal(s) and objective(s) your organization is trying to reach. Policy and small environmental changes in the workplace can have a great impact on employee behaviors with little or no cost.

With the use of the employer/employee assessment results and other data, you will be able to prioritize your program components and set goals and objectives. Be sure to develop an action plan with appropriate strategies to address specific goals and objectives, and remember to use partners in your community whenever possible to extend your resources. Below are recommended steps to follow when creating a wellness plan. (See Appendix A & B)

1. SET GOAL(S) & OBJECTIVE(S)

In order to show that the changes you make have an impact, it is necessary to develop goals and objectives. Goal statements describe what is to be accomplished and the objective reflects changes in knowledge, attitudes, or behaviors. The objective should state the change you hope will occur by altering a policy or environmental barrier.

Examples of goals and objectives:

Goal: Employees will become more physically active.

Objective: By (date), a walking path will be available for employees to use and increase their physical activity as a result of the environmental change.

Goal: Our workplace will be smoke free.

Objective: By (date), a written policy outlining the smoke free organization will be available.

2. INCLUDE A TIMELINE

A timeline is needed in a wellness plan to get things done. Create a timeline that states what needs to be accomplished and when it needs to be done but does not overwhelm staff and can keep interest high.

3. OUTLINE A BUDGET

Develop a budget bearing in mind the funds you have available and that they directly support a strategy. If the activities you have in mind require much more substantial funding, think of smaller steps and

processes that can be funded. Start seeking partners who might be interested in contributing time, resources, or money to help you move ahead with the rest of the plan.

4. ASSIGN TASKS TO COMMITTEE MEMBERS

Reap the benefits your committee members can offer. Analyze who can do what and how they can help make the health of the organization interesting. Committee member tasks should be aligned with individual strengths and talents. When assigning committee tasks, consider these components:

- Interacts and establishes relationships
- Achiever- gets things done
- Thinker- analyzes budget, etc.

5. IMPLEMENT MARKETING STRATEGIES

- Display key messages on a community sign or display board at the workplace facility.
- Insert notices of upcoming events in newsletters or emails.
- Offer health education.
- Provide health information through newsletters and websites promoting wellness priorities in the workplace.
- Conduct wellness screenings.
- Provide confidential health risk assessments.
- Host a health fair.
- Provide incentives.

6. EVALUATE THE INITIAL GOALS AND OBJECTIVES

Based upon the goal(s) and objective(s), evaluation measures include worker productivity, health care costs, health outcomes, organizational change, and improving your workplace plan. Your organization should also refer to the employer/employee assessment results. See the evaluation section of the toolkit for more information. (**Appendix C**)

5. IMPLEMENT WELLNESS PRIORITIES

Take a look at the culture in your organization. How can you help employees adopt healthier behaviors? When striving to improve the lives of employees, it is critical that an organization creates an environment that employees feel intrigued by and can be sustained. Choosing the appropriate health promotion priorities for your organization should be aligned and carried out with the data that has been collected from the assessment (step 3) and then prioritized from the plan (step 4). It is relevant to implement strategies that most affect your employee's needs and interests and will create a supportive environment. Potential strategies for many of the leading health topic concerns are included in the wellness priorities section of the toolkit (pg. 9).

EXAMPLES OF WELLNESS PRIORITIES FOR YOUR ORGANIZATION:

- Support physical activity in/at facility and grounds
- Encourage tobacco free facility and employees
- Provide healthy food options
- Offer random drug testing

- Provide screenings for blood pressure, obesity (BMI), breast, cervical and colorectal cancer, cholesterol, type 2 diabetes, asthma, arthritis/osteoporosis, and oral health
- Create an environment that supports employees and helps balance general well-being, physical health, and stress between work and home
- Provide injury prevention and safety education

6. EVALUATE

Evaluation of workplace wellness strategies can provide valuable information for your executive management and leadership team. Information from evaluation can be used to show program effectiveness, goal achievement, improved employee health outcomes, cost savings, return on investment, and how your wellness program efforts can be improved.

Program evaluation is a specific science, and depending on the exact information that you want to learn about your workplace wellness program, you may need only limited offsite technical assistance, or in some cases significant onsite technical assistance from experienced and trained evaluators. When it comes to evaluating your workplace wellness program, you (the employer) are in the driver's seat to determine the extent and type of evaluation you want to conduct. This section of the toolkit (Section 6) provides a brief introduction to evaluating your wellness program; guidance about selecting the type of evaluation that can meet your needs; and a resource list to help you get started with evaluation.

POTENTIAL ELEMENTS TO MEASURE IN AN EVALUATION:

Worker Productivity: Workplace wellness programs that improve employee health by reducing, preventing, or controlling diseases can positively affect worker productivity. Examples of elements measured in a worker productivity evaluation include:

- Improvements in physical, mental, and emotional health
- Reduced absenteeism among employees due to illness or injury
- Increased work production and/or quality

Health Care Costs: Investment in employee health may lower health care costs, insurance claims, or worker's compensation costs. Examples of elements measured in a health care costs evaluation include:

- Health insurance claims over time such as hospitalizations, outpatient visits, and pharmacy claims
- Changes in health care utilization through preventive health services such as cancer, diabetes, blood pressure, body composition, and blood glucose screenings
- Percent of employees with chronic disease that is being controlled through medication
- Reduced medical costs due to injury or illness

Health Outcomes: Participation in health promotion activities through a workplace wellness program allows individuals to develop and improve knowledge, attitude, and self-managed behaviors, as well as build a social support network among coworkers and supervisors. These skills can facilitate adoption of healthy behaviors in the short-term and lead to changes in physical, mental, and/or emotional health. Examples of elements measured in a health outcome evaluation include:

- Percent of employees reporting good or excellent health before and after a wellness program or intervention
- Percent of employees diagnosed with a chronic disease before and after a screening program
- Percent of employees who experience a fall at work before and after education on injury prevention
- Improvement in risk factors such as overweight/obesity before and after a weight management program

Organizational Change: Creating a culture of health and well-being in an organization is a valued part of the normal work day environment. A culture of health is achieved when the organization's policies and environmental changes are aligned to support or maintain health in the workplace. Examples of elements measured in an organizational change evaluation include:

Environmental changes:

- Healthy vending options
- Healthy snacks at company meetings
- Activities offered during breaks
- Wellness education resources
- Wellness communication

Policy changes:

- Prohibit tobacco use on organization's grounds
- Employee turnover



Improving Your Workplace Program: It takes time to develop effective programs and learn what works to improve your employee's health. Rarely are programs completely effective in the beginning. You may want to consider collecting evaluation data for the purpose of improving the effectiveness of your program efforts. This would require limited technical assistance to develop a survey or interview protocol to collect information from employees. Workplace program improvements could include:

- Increased employee participation
- Increased employee satisfaction
- Decreased barriers to participation
- Improved communication about the program
- Increased understanding of employee health needs
- More successful program offerings
- Removal of ineffective strategies

RESOURCES:

1. Capture Management Support

Centers for Disease Control and Prevention

<http://www.cdc.gov/workplacehealthpromotion/planning/leadership.html> offers credible information on capturing leadership support in a workplace.

Wellness Council of America

http://www.welcoa.org/freeresources/pdf/ceo_leadership_survey.pdf is a free resource for assessing the employer on leadership.

2. Create a Committee

Centers for Disease Control and Prevention

<http://www.cdc.gov/workplacehealthpromotion/planning/structure.html> offers credible information about creating a committee.

Wellness Council of America

<http://www.welcoa.org/freeresources/pdf/aateams.pdf> is offered as a free resource for creating a cohesive wellness team.

3. Assess the Workplace

Centers for Disease Control and Prevention

These websites offer credible information on assessing the workplace.

<http://www.cdc.gov/workplacehealthpromotion/assessment/index.html>

http://www.cdc.gov/workplacehealthpromotion/assessment/assessment_interviews/index.html

Centers for Disease Control and Prevention

The CDC Worksite Health Scorecard is a tool designed to help employers assess and improve health promotion in their workplaces.

http://www.cdc.gov/dhdsp/pubs/worksite_scorecard.htm

Hunnicutt, David and Collins, Richard. (2009). Self-Care Essentials. Omaha, NE: Wellness Council of America

Wellness Council of America

http://www.welcoa.org/freeresources/pdf/aa_collectingdata.pdf is offered as a resource for assessing the workplace.

4. Create a Plan

Centers for Disease Control and Prevention

http://www.cdc.gov/workplacehealthpromotion/planning/action_plan.html offers credible information on creating a plan for a workplace wellness program.

Wellness Council of America

<http://www.welcoa.org/freeresources/pdf/aaoperatingplan.pdf> is offered as a resource for creating a workplace wellness plan.

5. Implement Wellness Priorities

Centers for Disease Control and Prevention

<http://www.cdc.gov/workplacehealthpromotion/healthtopics/index.html> offers credible strategies for wellness priorities and how to implement them into a wellness program.

South Dakota Department of Health

<http://doh.sd.gov/HealthPromotion.aspx> coordinates programs designed to promote health and prevent disease.

Wellness Council of America

These websites offer information on choosing appropriate interventions and creating a supportive workplace environment.

<http://www.welcoa.org/freeresources/pdf/aainterventions.pdf>

<http://www.welcoa.org/freeresources/pdf/aaenvironment.pdf>

6. Evaluate

American Evaluation Association

<http://www.eval.org/> is an international professional association of evaluators devoted to the application and exploration of program evaluation, personnel evaluation, technology, and many other forms of evaluation.

Centers for Disease Control and Prevention

<http://www.cdc.gov/workplacehealthpromotion/evaluation/index.html> offers credible assistance in evaluation for workplace health promotion.

<http://www.cdc.gov/eval/framework/index.htm> provides a framework for program evaluation.

Wellness Council of America

http://www.welcoa.org/freeresources/pdf/aa_6.10_oct07.pdf is offered as a free resource for evaluation of a workplace wellness program.

WELLNESS PRIORITIES

THE SOUTH DAKOTA DEPARTMENT OF HEALTH PROVIDES CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION PRIORITIES THAT EMPLOYERS SHOULD CONSIDER ADDRESSING. EACH WELLNESS PRIORITY PROVIDES INFORMATION THAT WILL GUIDE THE EMPLOYER IN CREATING A WORKPLACE THAT SUPPORTS ENVIRONMENTAL AND POLICY CHANGES TO FIT THE NEEDS OF THEIR EMPLOYEES.

ALCOHOL

ARTHRITIS/OSTEOPOROSIS

ASTHMA

BREASTFEEDING

CANCER

DIABETES

HEART DISEASE AND STROKE

INJURY PREVENTION AND SAFETY

NUTRITION

OBESITY

ORAL HEALTH

PHYSICAL ACTIVITY

TOBACCO USE

WORK LIFE BALANCE



LIVING HEALTHY WORKS.

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ALCOHOL

According to The Centers for Disease Control and Prevention (CDC), there are approximately 79,000 deaths attributable to excessive alcohol use each year in the United States. This makes excessive alcohol use the third leading lifestyle-related cause of death for the nation. Over 15% of U.S. workers report being impaired by alcohol at work at least one time during the past year, and 9% of workers reported being hung over at work.

Alcohol or drug use can result in several behaviors such as:

- Increased absenteeism
- Decreased productivity (due to poor work performance)
- Increased turnover
- Increased accidents
- Increased health care costs

Strategies to reduce alcohol abuse:

- Alcohol and drug testing
- An employee assistance program
- A written policy

RESOURCES:

Centers for Disease Control and Prevention

These websites offer credible information along with data and statistics on alcohol use throughout the United States.

<http://www.cdc.gov/alcohol/>

<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

<http://www.cdc.gov/alcohol/fact-sheets/mens-health.htm>

<http://www.cdc.gov/alcohol/fact-sheets/womens-health.htm>

ARTHRITIS/OSTEOPOROSIS

Arthritis is the leading cause of disability in the United States, limiting the activities of nearly 21 million adults. Arthritis comprises more than 100 different rheumatic diseases and conditions, the most common of which is osteoarthritis (OA). Other frequently occurring forms of arthritis include rheumatoid arthritis, lupus, fibromyalgia, and gout.

OA is characterized by degenerative changes to the bone and cartilage that cause pain and discomfort. Treatment for OA focuses on relieving symptoms and improving function, and can include a combination of patient education, physical therapy, weight control, and use of medications.

The bones play many roles in the body. They provide structure, protect organs, anchor muscles, and store calcium. Osteoporosis is a disease characterized by low bone mass, deterioration of bone tissue, and an increased risk of bone fractures typically in the wrist, hip, and spine. Adequate calcium consumption and weight-bearing physical activity build strong bones, optimize bone mass, and may reduce the risk of osteoporosis later in life.

Strategies to manage arthritis:

Employers can help to prevent and manage osteoarthritis and lower health care costs by working with employees to take steps to reduce the risks of arthritis. This may include:

- Provide self-management activities to improve function and maintain productivity
- Manage and maintain an appropriate body weight
- Protect joints from injuries or overuse
- Provide nutritious vending options
- Provide education to learn techniques to manage arthritis
- Provide education to learn techniques to prevent osteoporosis
- Provide correct desk and computer heights to maintain good posture
- Provide breaks that allow employees to be physically active and may consist of the following activities:
 - Walking, jogging, or running
 - Tennis or racquetball
 - Stair climbing
 - Jumping rope
 - Weight lifting



RESOURCES:

Centers for Disease Control and Prevention

<http://www.cdc.gov/arthritis/> offers credible information along with data and statistics on arthritis throughout the United States.

<http://www.cdc.gov/nutrition/everyone/basics/vitamins/calcium.html> offers credible information on calcium and bone health.

ASTHMA

Asthma is a lung disease characterized by inflammation of the passages that transport air from the nose and mouth to the lungs. An asthma attack is caused by irritation of those airways which reduces the amount of air that can get to the lungs. Asthma symptoms can be caused by allergens or irritants that are inhaled into the lungs, resulting in inflamed, narrowed, clogged, and constricted airways. Symptoms include wheezing, shortness of breath, difficulty breathing, coughing, and tightness in the chest. In severe cases, asthma can be deadly.

Nearly 25 million Americans suffer from asthma (over 8% of adults, over 9% of children); it is one of this country's most common and costly diseases.

It can limit a person's quality of life. There is no cure for asthma, but asthma can be managed with proper prevention and treatment, and employers can contribute with support for employees to help manage and treat asthma.

Strategies to manage asthma:

- Protect with healthy air in the workplace environment
- Provide educational opportunities such as: The American Lung Association's Breathe Well, Live Well program, a small group workshop that teaches adults the knowledge and self-management skills to take control of their asthma; and CDC's Asthma Control program, America Breathe Easier, helps America breathe easier by learning more about asthma and how to control it
- Promote healthy workplaces by reducing or eliminating known asthma triggers
- Promote measures that prevent asthma attacks such as eliminating co-payments for inhaled corticosteroids and other prescribed medicines
- Provide reimbursement for educational sessions conducted by clinicians, health educators, and other health professionals both within and outside of the clinical setting
- Provide reimbursement for long-term control medicines, education, and services to reduce asthma triggers that are often not covered by health insurers
- Provide time or resource for asthma support group attendance

Triggers for asthma:

- Animals (pet hair or dander)
- Dust, mold and pollen
- Changes in weather (most often cold weather)
- Air pollution
- Exercise
- Infections linked to influenza, colds, and other viruses
- Emotional stress
- Tobacco smoke

RESOURCES:

American Lung Association

www.lung.org provides information on lungs, lung disease, finding cures, healthy air, stop smoking, getting involved and donating.

Centers for Disease Control and Prevention

<http://www.cdc.gov/vitalsigns/Asthma/> offers credible information along with data and statistics on asthma throughout the United States.

The Asthma and Allergy Foundation of America (AAFA)

<http://www.aafa.org/>

US National Library of Medicine, PubMed Health

<http://www.ncbi.nlm.nih.gov/pubmedhealth/>

BREASTFEEDING

It is well known that more and more mothers work outside the home. One of the most highly effective preventive measures a mother can take to protect the health of her infant is to breastfeed. The success rate among mothers who want to breastfeed can be greatly improved through active support from employers. Given the importance of breastfeeding for the health and well-being of mothers and children, it is critical that employers support breastfeeding mothers.

Benefits of breastfeeding:

- Decrease risk of breast cancer for mothers
- Decrease risk of ovarian cancer for mothers
- Decrease risk of type 2 diabetes for mothers
- Decrease risk for ear and respiratory infections for child
- Decrease risk for type 2 diabetes for child
- Decrease risk for Sudden Infant Death Syndrome (SIDS)

Employers who support the breastfeeding mother's experience:

- Reduced staff turnover
- Reduced sick leave usage
- Lowered insurance and health care costs
- Increased job productivity, employee satisfaction, and morale
- Added recruitment incentive for women

Strategies to increase breastfeeding:

- Implement policies to support breastfeeding
- Provide breastfeeding education programs
- Provide designated private space for breastfeeding or expressing milk that is not in a restroom
- Allow flexible scheduling to support milk expression during work
- Give mothers options for returning to work, such as teleworking, part-time work, and extended maternity leave
- Provide on-site or near-site child care
- Provide high-quality breast pumps and refrigeration to store breast milk
- Offer professional lactation management services and support

RESOURCES:

Best Feeding

<http://bestfeeding.org> offers information on why breastfeeding is important, how to support breastfeeding employees, return on investment, etc.

Centers for Disease Control and Prevention

<http://www.cdc.gov/breastfeeding/> offers credible information along with data and statistics on breastfeeding throughout the United States.

<http://www.cdc.gov/breastfeeding/resources/guide.htm> provides state and local community member's information to choose the breastfeeding intervention strategy that best meets their needs.

Centers for Disease Control and Prevention: National Healthy Worksite; Healthier Worksite Initiative, Lactation Support Program

<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/lactation/index.htm> offers credible information for supporting nursing mothers in the workplace.

CANCER

Cancer is a disease in which cells in the body grow out of control. Cancer is always named for the part of the body where it starts, even if it spreads to other body parts later. There are screening tests available that check for certain cancers. A screening test is used to look for a disease when a person does not have any warning signs. Often, screening can find cancer early when it is most treatable and sometimes even preventable.

COLORECTAL CANCER

Colorectal cancer is cancer of the colon or rectum. Of cancers affecting both men and women, colorectal cancer is the second leading cancer killer in the United States. The great news is that colorectal cancer screening saves lives. Screening can find precancerous polyps—abnormal growths in the colon or rectum—so that they can be removed before turning into cancer. Screening also helps find colorectal cancer at an early stage, when treatment often leads to a cure. About nine out of every 10 people whose colorectal cancer is found early and treated are still alive five years later.

Colorectal cancer screening is recommended for men and women who are 50 years of age and older. Some people may be at higher risk because of family history of colorectal cancer, bowel disease, or genetic disorders. These individuals should talk to their doctor about screening.

There are several screening tests that are recommended by the US Preventive Services Task Force to find polyps or colorectal cancer:

- **High Sensitivity Stool Tests (Fecal Immunochemical Tests):** These tests detect blood in the stool. The doctor gives you a test kit. At home, a stick or brush is used to obtain a small amount of stool. The test is returned to the doctor or a lab. If blood is found, more testing such as a colonoscopy should be done. **How often:** Once a year.
- **Flexible Sigmoidoscopy:** The doctor puts a short, thin, flexible, lighted tube into your rectum. The doctor checks for polyps or cancer inside the rectum and the lower part of the colon. **How often:** Every 5 years.
- **Colonoscopy:** Similar to sigmoidoscopy but the doctor uses a longer, thin, flexible, lighted tube to check for polyps or cancer inside the rectum and the entire colon. During the test the doctor can find and remove most polyps and some cancers. **How often:** Every 10 years.

Risk Factors for colorectal cancer:

- Inflammatory bowel disease
- A personal or family history of colorectal cancer or colorectal polyps
- A genetic syndrome such as familial adenomatous polyposis (FAP) or hereditary non-polyposis colorectal cancer (Lynch syndrome)
- Lack of regular physical activity
- Low fruit and vegetable intake
- A low-fiber and high-fat diet
- Overweight and obesity
- Alcohol consumption
- Tobacco use

BREAST CANCER

Not counting some kinds of skin cancer, breast cancer in the United States is the most common cancer diagnosed in women, regardless of your race or ethnicity. There are different kinds of breast cancer. The kind of breast cancer depends on which cells in the breast turn into cancer. Breast cancer can begin in different parts of the breast, like the ducts or the lobes.

Different people have different warning signs for breast cancer such as a lump, swelling, redness, pain, or nipple discharge. Some people do not have any signs or symptoms at all. A person may find out they have breast cancer after a routine mammogram.

Breast cancer screening means checking a woman's breasts for cancer before there are signs or symptoms of the disease. Three main tests are used to screen the breasts for cancer.

- **Mammogram:** A mammogram is an X-ray of the breast. Mammograms are the best method to detect breast cancer early when it is easier to treat and before it is big enough to feel or cause symptoms. A screening mammogram should be done every two years between the ages of 50-74. Women age 40-49 years should talk to their doctor about when to have a mammogram.
- **Clinical breast exam:** A clinical breast exam is an examination by a doctor or nurse, who uses his or her hands to feel for lumps or other changes.
- **Breast self-exam:** A breast self-exam is when a woman checks her own breasts for lumps, changes in size or shape of the breast, or other changes in the breasts or underarm (armpit).

Which tests to choose: Clinical breast exam or breast self-exam have not been found to decrease the risk of dying from breast cancer. The best way to find breast cancer is with a mammogram.

Risk factors for breast cancer:

- Getting older
- Being younger when you first had your menstrual period
- Starting menopause at a later age
- Being older at the birth of first child
- Never giving birth
- Not breastfeeding
- Personal history of breast cancer or some non-cancerous breast diseases
- Family history of breast cancer (mother, sister, daughter)
- Treatment with radiation therapy to the breast/chest
- Being overweight (increases risk for breast cancer after menopause)
- Long-term use of hormone replacement therapy (estrogen and progesterone combined)
- Having changes in the breast cancer-related genes BRCA1 or BRCA2
- Drinking alcohol (more than one drink a day)
- Not getting regular exercise

CERVICAL CANCER

When cancer starts in the cervix, it is called cervical cancer. The cervix is the lower, narrow end of the uterus. The cervix connects the vagina (birth canal) to the upper part of the uterus. Cervical cancer is the easiest female cancer to prevent, with regular screening tests and follow-up. Two screening tests can help detect cervical cancer or find it early.

- The Pap test (or Pap smear) looks for precancers, cell changes on the cervix that might become cervical cancer if they are not treated appropriately
- The HPV test looks for the virus (human papillomavirus) that can cause these cell changes

Risk factors for cervical cancer:

- Having human papillomavirus (HPV)
- Smoking
- Having HIV or another condition that makes it hard for the body to fight off health problems
- Using birth control pills for five or more years
- Having given birth to three or more children

Benefits of increasing employee colorectal, breast, and cervical cancer screening:

- If everybody aged 50 or older had regular screening tests, as many as 60% of deaths from colorectal cancer could be prevented
- Cervical cancer used to be the leading cause of cancer death for women in the United States. However, in the past 40 years, the number of cases of cervical cancer and the number of deaths from cervical cancer have decreased significantly. This decline largely is the result of many women getting regular Pap tests, which can find cervical precancer before it turns into cancer
- Breast cancers found during screening are more likely to be smaller and still confined to the breast

Strategies to increase cancer screening:

- Promote cancer screening during appropriate awareness month i.e. breast-October; colorectal- March; cervical- January
- Inform employees about insurance coverage for cancer screening
- Hang informational posters about cancer screening in your workplace
- Bring in a speaker to discuss cancer screening
- Change your policy for health care coverage of cancer screening tests.

RESOURCES:

The **All Women Count! Program** provides financial assistance for Pap tests and mammograms to women who meet income and age guidelines.
<http://www.getscreened.sd.gov/count/services/>

Brochures and posters on these topics are available for your employees free of charge at
<https://apps.sd.gov/applications/PH18Publications/secure/Puborder.asp>

Centers for Disease Control and Prevention

<http://www.cdc.gov> offers credible information along with data and statistics on cancer throughout the United States.

National Colorectal Cancer Roundtable

<http://ncrt.org/>

The **GetScreenedSD Program** provides financial assistance for colorectal cancer screening to South Dakota residents over 50 years of age who do not have a payment source. Eligibility is based on income, age and indication.
<http://www.getscreened.sd.gov/screened/index.aspx>

The American Cancer Society

<http://www.cancer.org/index> provides information about local and national resources to those diagnosed with cancer and their family members.

DIABETES

Diabetes can cause serious health complications including heart disease, blindness, kidney failure, and lower-extremity amputations. According to the CDC, diabetes is the seventh leading cause of death in the United States. Providing an opportunity for employees to be physically active, eat healthier and manage weight, can help prevent the development of diabetes and help those who already have diabetes keep it under control. The estimated direct medical costs in the United States of people with diabetes is \$116 billion annually, a per person average of 2.3 times higher than expenditures for those without diabetes. The indirect costs (disability, work loss, premature mortality) for people with diabetes are \$58 billion annually (CDC, 2011 National Diabetes Fact Sheet).

Risk factors for diabetes:

- Being overweight or obese
- Having a parent, brother, or sister with diabetes
- Being of African American, American Indian, Asian American, Pacific Islander, or Hispanic American/Latino heritage
- Having a prior history of gestational diabetes or birth of at least one baby weighing more than 9 pounds
- Having high blood pressure measuring 140/90 or higher
- Having abnormal cholesterol with HDL (“good”) cholesterol 35 or lower, or triglyceride level 250 or higher
- Being physically inactive—exercising fewer than three times a week

Staying healthy with diabetes:

- Measure your blood pressure
- Check your feet for sores at every doctor visit, and get a thorough foot exam at least once a year
- Have a hemoglobin A1C test at least twice a year, to determine what your average blood glucose level was for the past 2 to 3 months
- Test your urine and blood to check your kidney function at least once a year
- Test your blood lipids (fats) – total cholesterol; LDL, or low-density lipoprotein (“bad” cholesterol); HDL, or high-density lipoprotein (“good” cholesterol); and triglycerides at least once a year
- Get a dental checkup twice a year
- Get a dilated eye exam once a year
- Get an annual flu shot and a pneumonia shot

Strategies for preventing diabetes:

- Offer blood glucose screenings
- Encourage risk factor assessment
- Reimbursement or assistance purchasing glucose monitoring strips
- Research chronic disease self-management programs that might be available
- Research diabetes prevention programs in your area
- Offer to cover nutritional counseling as a preventive measure

RESOURCES:

American Diabetes Association

www.diabetes.org

Centers for Disease Control and Prevention

<http://www.cdc.gov/diabetes/> offers credible information along with data and statistics on diabetes throughout the United States.

South Dakota Department of Health

<http://doh.sd.gov/Diabetes/Default.aspx>

HEART DISEASE AND STROKE

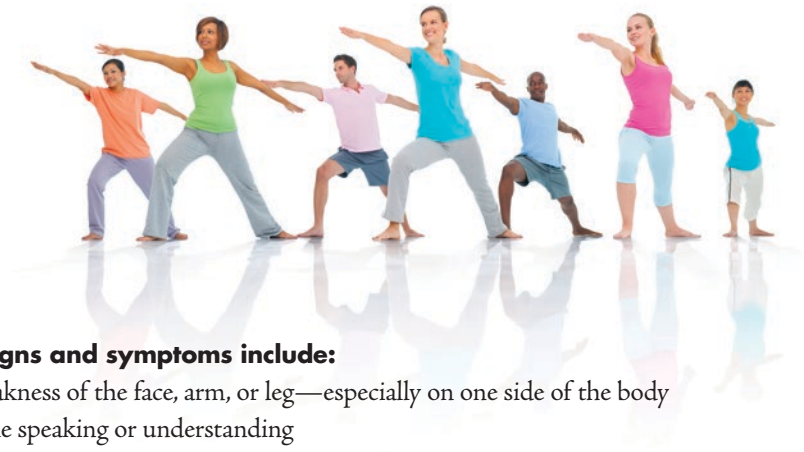
Heart disease and cerebrovascular disease (stroke) are in the top five leading causes of death in South Dakota (2010 Vital Stats Report). They are also major causes of disability. Workplaces can help employees address heart disease and stroke risk factors by providing a healthy environment and educational resources for preventing or controlling high blood pressure, lowering cholesterol levels, maintaining a healthy weight, diet, exercise, and managing diabetes and stress.

Strategies to prevent heart disease and stroke:

- Become more physically active
- Improve diet (lower salt and fat)
- Maintain a healthy weight
- Be tobacco free

Risk Factors for heart disease:

- High cholesterol
- High blood pressure
- Diabetes
- Cigarette smoking
- Physical inactivity
- Poor diet
- Alcohol abuse
- Overweight and obesity



Common stroke warning signs and symptoms include:

- Sudden numbness or weakness of the face, arm, or leg—especially on one side of the body
- Sudden confusion, trouble speaking or understanding
- Sudden trouble seeing in one or both eyes
- Sudden trouble walking, dizziness, loss of balance or coordination
- Sudden severe headache with no known cause

Signs and symptoms of a heart attack:

- Pain or discomfort in the jaw, neck, or back
- Feeling weak, light-headed, or faint
- Chest pain or discomfort
- Pain or discomfort in arms, back, neck, jaw, shoulder or stomach
- Shortness of breath

Strategies for heart attacks and strokes:

- Have an AED on site and provide CPR and AED training
- Encourage employees to know the signs of heart attack and stroke and to call 911
- Work with local nurses to hold blood pressure screening
- Promote education on nutrition (salt reduction, cholesterol, sources of fat etc.) stress relief, physical activity, and smoking cessation

RESOURCES:

Centers for Disease Control and Prevention

<http://www.cdc.gov/dhbsp/> offers credible information along with data and statistics on heart disease and stroke throughout the United States.

South Dakota Department of Health

<http://doh.sd.gov/HDS/default.aspx>

INJURY PREVENTION AND SAFETY

Safety and health can really make a difference in the workplace! Safety and health involve every level of the organization, instilling a safe culture that reduces accidents for workers and improves the bottom line for managers. Making safety and health a part of the organization and a way of life means everyone wins.

Benefits of increased safety awareness:

- Improved employee morale
- Decreased lost time
- Fewer workplace injuries and illnesses
- Lower insurance costs
- Adopt a safe culture

Strategies to increase safety awareness and prevent injuries:

- Identify hazards in the workplace
- Improve workplace safety and health awareness
- Develop activities or procedures that advance workplace safety and health awareness
- Build trust
- Conduct self-assessments
- Develop a vision for site safety
- Develop a system of accountability and measures
- Implement recognition and rewards
- Provide awareness training
- Implement process changes
- Continually measure, communicate results, and celebrate successes
- Periodic inspections

RESOURCES:

Healthy People 2020

<http://healthypeople.gov/2020/>

Centers for Disease Control and Prevention

<http://www.cdc.gov/niosh/topics/smbus/guide/guide-1.html#> offers credible information along with data and statistics on workplace safety and health topics throughout the United States.

United States Department of Labor: Occupational Safety & Health Administration

www.osha.gov is a resource available to assure safe and healthful working conditions for men and women by setting and enforcing standards and by providing training, outreach, education, and assistance.

NUTRITION

The healthy choice is not always the easy choice and it's no secret that good nutrition plays an essential role in maintaining health. By providing the workplace with delicious and nutritious choices, you are supporting employees and directing them toward a healthier lifestyle.



Benefits of healthy eating:

- Decrease risk of chronic diseases, such as type 2 diabetes, hypertension, and certain cancers
- Decrease risk of being overweight and obese

Behavioral Risk Factor Surveillance System Consumption Summary

South Dakota data was analyzed to learn how fruit and vegetable consumption is related to the following factors. As an organization, take a look at your overall workplace to identify how you can provide strategies to target those who are consuming less fruits and vegetables than recommended and those who are maintaining recommended consumption.

MORE CONSUMPTION	LESS CONSUMPTION
The physically active	The physically inactive
Older adults	Younger adults
Higher education level	Lower education level
Healthy weight	Obese
Non-smokers	Smokers
Females	Males

Strategies to improve healthy eating:

- Provide healthy choices in vending machines
- Offer healthy food alternatives at meetings, company functions, and health education events
- Make available reliable resources on general nutrition related to portion size (for example, portion size placemat or plate, food models)
- Provide lunch & learn education sessions
- Provide a bottled water dispenser in your workplace break room
- Offer nutrition education classes based on assessments of interest and need
- Make refrigerators available for employees to store food
- Provide incentives for participation in nutrition and/or weight management/maintenance activities
- Start a healthy recipe exchange where employees swap recipes
- Limit consumption of sweetened beverages
- Label foods to show serving size and/or nutritional content
- Email messages to employees about the importance of eating a healthy diet

- Bring in a dietitian from a local hospital or university extension office to talk about nutrition, heart-healthy diets, how to lose weight, and managing diabetes
- Implement a healthy meeting policy where at least a healthy option is available if food or beverage is served at a meeting
- Offer local fruits and vegetables at the worksite (i.e. farmer's market or a community-supported agriculture drop-off point)
- Increase fruit and vegetable intake
- Promote the consumption of fruits and vegetables in catering/cafeteria through motivational signs, posters, etc.

RESOURCES:

Centers for Disease Control and Prevention: National Healthy Worksite

<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/gardenmarket/index.htm>

Eat Smart Move More NC

<http://www.eatsmartmovemorenc.com/> provides information on how to eat smarter and become more physically active.

Fruits and Veggies More Matters

<http://www.fruitsandveggiesmorematters.org/> offers information on why fruits and veggies are important, planning and shopping, cooking, getting kids involved, community, and healthy resources.

Healthy South Dakota

www.healthysd.gov offers information on nutrition.

South Dakota Harvest of the Month

www.sdharvestofthemonth.org is a resource that could be adapted into a workplace and coincide with what the elementary schools are teaching about fruits and vegetables.

United States Department of Agriculture: Choose my Plate

www.choosemyplate.gov offers information on Choose my Plate, weight management and calories, physical activity, super tracker and other tools, printable materials to order, and healthy eating tips.

OBESENITY

Obesity is common, serious, and costly. According to the CDC, more than one-third of U.S. adults (35.7%) are obese. The state of South Dakota is encouraging workplaces to promote healthy lifestyles through healthy eating and physical activity to reduce the number of chronic diseases that occur from obesity. The workplace provides an opportunity for positive influence on today's workers. Employers who promote and provide a workplace that supports and addresses physical activity and nutrition through environmental and policy changes will help employees to overcome and reduce overweight and obesity.

The facts

An adult who has a BMI between 25 and 29.9 is considered overweight.

An adult who has a BMI of 30 or higher is considered obese.

See the following table for an example.

HEIGHT	WEIGHT RANGE	BMI	CONSIDERED
5' 9"	124 lbs or less	Below 18.5	Underweight
	125 lbs to 168 lbs	18.5 to 24.9	Healthy weight
	169 lbs to 202 lbs	25.0 to 29.9	Overweight
	203 lbs or more	30 or higher	Obese

Health consequences:

- Coronary heart disease
- Type 2 diabetes
- Cancers (endometrial, breast, and colon)
- Hypertension (high blood pressure)
- Dyslipidemia (for example, high total cholesterol or high levels of triglycerides)
- Stroke
- Liver and gallbladder disease
- Sleep apnea and respiratory problems
- Osteoarthritis (a degeneration of cartilage and its underlying bone within a joint)
- Gynecological problems (abnormal menses, infertility)

Strategies to prevent obesity:

- Know your body mass index (BMI)
- Achieve and maintain a healthy weight
- Get regular physical activity

RESOURCES:

Centers for Disease Control and Prevention

These websites offer credible information along with data, statistics, and strategies on obesity throughout the United States.

<http://www.cdc.gov/obesity/index.html>

<http://www.cdc.gov/obesity/strategies/me.html>

United States Department of Agriculture: Choose my Plate

www.choosemyplate.gov offers information on Choose my Plate, weight management and calories, physical activity, super tracker and other tools, printable materials and ordering and healthy eating tips.

ORAL HEALTH

Good oral health is essential to overall health and well-being. Dental disease is a serious public health issue and affects a person's overall health and productivity. Many Americans suffer from oral diseases such as cavities, periodontal disease and oral cancer. By providing educational materials, healthy food choices, and dental insurance, employers can encourage employees to maintain good oral health.

Risk factors for oral health:

- Sweetened beverage consumption
- Poor nutrition and dietary habits
- Poor oral hygiene habits
- Tobacco use
- Excessive alcohol consumption
- Excessive exposure to ultra violet light
- Exposure to the HPV-16 and HPV-18 virus

Oral health prevention:

- Brush and floss daily to take care of your teeth and gums
- Drink fluoridated water and use fluoride toothpaste
- Choose healthy foods
- Avoid tobacco
- Limit alcohol (heavy use is a risk factor for oral and throat cancers)
- Visit the dentist regularly



RESOURCES:

Centers for Disease Control and Prevention

<http://www.cdc.gov/oralhealth/> offers credible information along with data and statistics on oral health throughout the United States.

National Maternal & Child Oral Health Resource Center

<http://www.mchoralhealth.org/toolbox/families.html> offers response to the needs of states and communities in addressing current and emerging public oral health issues.

South Dakota Department of Health

<http://doh.sd.gov/OralHealth/Prevention.aspx> coordinates programs designed to promote health and prevent disease.



PHYSICAL ACTIVITY

Physical activity or exercise is medicine! Regular physical activity can prevent disease and improve quality of life. You may not think of exercise as medicine, but when taken daily, it is powerful medicine. Physical activity, an action that gets the body moving, is one of the most effective disease prevention behaviors (CDC). Encouraging physical activity in the workplace, as well as creating environments and establishing policies which support these behaviors, is critical to reducing the burden of a number of chronic diseases, including South Dakota's number one killer, cardiovascular disease. A workplace that supports opportunities for physical activity, and creates a cultural norm for physical activity is a healthier workplace - and it all begins with you, the employer!

Strategies to increase physical activity:

1. Support and promote physical activity breaks during the workday, such as stretching or walking.
2. Implement incentive-based programs to encourage physical activity, such as pedometer walking challenges.
3. Post motivational signs at elevators and escalators to encourage stair usage.
4. Offer flexible work hours to allow for physical activity during the day.
5. Support recreation leagues and other physical activity events (on-site or in the community).
6. Offer on-site fitness opportunities, such as group classes or personal training.
7. Provide incentives for participation in physical activity and/or weight management/maintenance activities.
8. Explore discounted memberships at local health clubs, recreation centers, or YMCAs.
9. Provide articles in employee newsletters that promote physical activity and current opportunities for participation.
10. Establish on-site fitness rooms or exercise facilities and offer opportunities, such as group classes or personal training.
11. Provide quality/safe sidewalks, trails, and safe pedestrian and bicycle access to your worksite and encourage employees to walk or bike to work regularly.
12. Display key messages on signs or display boards to encourage physical activity.
13. Post notices of upcoming events in the community, school, or faith-based organizations on bulletin boards or email lists.
14. Participate in online challenges hosted on the HealthySD.gov website.
15. Incorporate physical activity into meetings throughout the day, such as a 'walk and talk' meeting outdoors.
16. Consider the physical 'built environment' at your worksite and how it encourages or discourages physical activity (i.e. locate the coffee pot further down the hall).

How much physical activity is recommended?

- 150 minutes (2 ½ hours) of moderate-intensity physical activity per week (i.e. 30 minutes 5 days/week)
- 75 minutes (1 ¼ hours) of vigorous-intensity physical activity per week (i.e. 25 minutes 3 days/week)
- Or, an equivalent combination of both moderate and vigorous intensity physical activity
- For additional health benefits, 300 minutes of moderate-intensity physical activity per week or 150 minutes of vigorous-intensity physical activity, or an equivalent combination of both
- Muscle-strengthening exercises at least two or more days per week that work all major muscle groups, preferably two sets of eight to 12 reps each session

Benefits of physical activity:

- Control weight
- Reduce the risk of cardiovascular disease, stroke, high blood pressure
- Reduce the risk for Type 2 diabetes and metabolic syndrome
- Reduce the risk of some cancers
- Strengthen bones and muscles
- Improve mental health and mood
- Improve the ability to perform activities of daily living and prevent falls
- Increase the chances of living longer with improved quality of life



RESOURCES:

Centers for Disease Control and Prevention

<http://www.cdc.gov> offers credible information along with data and statistics on physical activity throughout the United States.

Centers for Disease Control and Prevention: National Healthy Worksite; Healthier Worksite Initiative, Discount Fitness Club Network

<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/fitnessclub/index.htm> offers credible information on implementing fitness into your workplace.

Centers for Disease Control and Prevention: National Healthy Worksite; Healthier Worksite Initiative, StairWELL to Better Health

<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/index.htm> offers credible information on implementing stairwell use in the workplace.

Eat Smart Move More NC

<http://www.eatsmartmovemorenc.com/> provides information on how to eat smarter and become more physically active.

Healthy South Dakota

Live Better. Grow Stronger.

<http://www.healthysd.gov/> offers information on physical activity.

United States Department of Agriculture: Choose my Plate

www.choosemyplate.gov offers information on Choose my Plate, weight management and calories, physical activity, super tracker and other tools, printable materials to order and healthy eating tips.

United States Department of Health and Human Services

www.health.gov paguidelines describes the federal Physical Activity Guidelines in detail and offers examples and sample exercise plans and logs.

Wellness Council of America

www.welcoa.org provides information on improving the health and well-being of all working Americans.

Well Source

www.wellsorce.com offers innovative products that improve lives and contribute to a healthy bottom line.



TOBACCO USE

The negative health effects of smoking are well known. Tobacco use is the leading cause of preventable death each year in the United States and the associated diseases and health care costs are significant. Tobacco users tend to require more medical costs, see physicians more often, and be admitted to hospitals for longer periods than non-tobacco users. According to the CDC, smoking costs the nation \$193 billion a year in healthcare costs and lost worker productivity. The CDC estimates each employee that smokes costs your company \$3,391 per year—including \$1,760 in lost productivity and \$1,623 in excess medical expenses. By providing education to employees and implementing policy and environmental changes to your business, tobacco cessation in your workplace will positively impact all employees and improve your business' overall health.

Did you know?

- Tobacco use leads to disease and disability
- Smoking causes cancer, heart disease, stroke, and lung diseases (including emphysema, bronchitis, and chronic airway obstruction)
- For every person who dies from a smoking-related disease, 20 more people suffer with at least one serious illness from smoking

Benefits of decreasing employee tobacco use:

- Health and productivity contributes to the employer's bottom dollar
- Provides a healthy environment for all employees
- Cessation programs have shown some immediate return on investment (as little as two years)

Quitting smoking is associated with the following health benefits:

- Quitting smoking lowers the risk for lung and other types of cancer
- Quitting smoking reduces the risk for coronary heart disease, stroke, and peripheral vascular disease. Coronary heart disease risk is substantially reduced within 1 to 2 years of cessation
- Quitting smoking reduces respiratory symptoms, such as coughing, wheezing, and shortness of breath. The rate of decline in lung function is slower among persons who quit smoking
- Quitting smoking reduces the risk of developing chronic obstructive pulmonary disease (COPD), one of the leading causes of death in the United States
- Quitting smoking by women during their reproductive years reduces the risk for infertility
- Women who stop smoking during pregnancy also reduce their risk of having a low birth weight baby

Strategies to reduce tobacco use:

- Make all areas of the workplace tobacco-free (indoor and outdoor)
- Sponsor tobacco cessation programs
- Cover the cost of nicotine replacement therapy and other medications
- Provide posters to support a no tobacco use policy
- Promote the South Dakota QuitLine (866-SD-QUITS)

RESOURCES:

American Cancer Society

<http://www.cancer.org/Healthy/StayAwayfromTobacco/index>

The American Cancer Society is a nationwide, community-based voluntary health organization dedicated to eliminating cancer as a major health problem. Whether you're a smoker, someone who uses smokeless tobacco, or just someone trying to help a friend or loved one, you'll find the information you need on this site.

American Lung Association

<http://www.lung.org/stop-smoking>

The American Lung Association is the leading organization working to save lives by improving lung health and preventing lung disease through Education, Advocacy and Research.

Centers for Disease Control and Prevention

<http://www.cdc.gov> offers credible information along with data and statistics on tobacco throughout the United States.

Centers for Disease Control and Prevention: National Healthy Worksite; Healthier Worksite Initiative, Implementing a Tobacco-Free Campus Initiative at Your Workplace

<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm> offers credible information on implementing tobacco policies in and around your workplace.

Smokefree.gov

www.smokefree.gov provides free, accurate, evidence-based information and professional assistance to help support the immediate and long-term needs of people trying to quit smoking.

South Dakota QuitLine Website

www.SDQuitLine.com offers South Dakota residents free access to online quit tools, support from other tobacco users who are trying to quit, and other info to make your quit attempt easier.

South Dakota QuitLine Telephone Coaching 1-866-SD-QUITS (1-866-737-8487)

The South Dakota QuitLine provides free telephone-based counseling delivered by trained health coaches to South Dakotans age 18+. Those going through the phone coaching also have access to free cessation medication.

Rethink Tobacco

www.rethinktobacco.com is a youth resource for both prevention and cessation. The site has a number of tobacco facts, a number of quitting tools, and stories from schools/communities and their prevention efforts. The site has a number of quizzes, games, and tips that engage young adults.

WORK LIFE BALANCE

As we know, Americans spend one-third of their day, five days per week at the workplace. The workplace has an effect on general well-being, physical health, and stress. The links between work-life conflict and employees' well-being and functioning (both at work and home) have become a growing concern for both employers and workers. Health issues such as stress, anxiety, and depression are common when an employee is trying to balance their work and home life.

Below are some key elements to create a work environment that supports a balance between the employee's work and their home.

Strategies to Change the Organization:

- Evaluate an employee's workload
- Provide frequent rest breaks
- Evaluate long work hours and shift work
- Provide meaningful tasks
- Improve communication skills
- Involve outside family
- Provide opportunities for social interaction
- Secure top management commitment and support
- Evaluate employee's responsibilities
- Job security
- Evaluate the organization's environment

Risk Factors for Stress:

- Cardiovascular disease
- Musculoskeletal disorders
- Psychological disorders
- Suicide, cancer, ulcers, and impaired immune function

Common signs and symptoms of stress in the workplace:

- Headaches
- Sleep disturbances
- Difficulty concentrating
- Short temper
- Upset stomach
- Job dissatisfaction
- Low morale

RESOURCES:

Centers for Disease Control and Prevention

<http://www.cdc.gov/niosh/TWH/essentials.html> offers credible information along with data and statistics on stress throughout the United States.

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WORKPLACE WELLNESS HEALTH PROMOTION

Centers for Disease Control and Prevention

www.cdc.gov/

Centers for Disease Control and Prevention: National Healthy Worksite

www.cdc.gov/NationalHealthyWorksite/ offers credible information and resources for implementing a workplace wellness program.

Centers for Disease Control and Prevention: National Healthy Worksite Program

<http://www.cdc.gov/nationalhealthyworksite/join/toolkit.html> offers credible toolkits for the workplace.

Centers for Disease Control and Prevention: Workplace Health Promotion

<http://www.cdc.gov/workplacehealthpromotion/> offers credible information and resources for implementing a workplace wellness program.

South Dakota Department of Health

www.healthysd.gov offers information and resources for a workplace wellness program.

<http://doh.sd.gov/> is an available resource to promote, protect and improve the health and well-being of all South Dakotans.

Wellness Council of America

www.welcoa.org offers resources for implementing workplace wellness programs.



APPENDICES

APPENDIX A: POLICY/ENVIRONMENTAL BARRIERS

APPENDIX B: WORKWELL PLAN

APPENDIX C: WORKWELL EVALUATION

APPENDIX D: POTENTIAL PARTNERS FOR WORKPLACE PROJECTS

APPENDIX E: WORKPLACE WELLNESS ASSESSMENT FOR THE EMPLOYER

APPENDIX F: WORKPLACE WELLNESS ASSESSMENT FOR THE EMPLOYEE

APPENDIX G: WOMEN'S SCREENING FORM

APPENDIX H: MEN'S SCREENING FORM

APPENDIX I: HEALTHY CHALLENGE RESOURCES

APPENDIX A:

POLICY/ENVIRONMENTAL BARRIERS

Workplace: _____

Policy/Environmental Barrier: _____

Using data from the employer/employee assessments, write a short description of your plan to increase health promotion throughout the workplace.

List strategies you will be using to alter or eliminate the policy or environmental barrier you have found in your workplace culture. It is often necessary to partner with other organizations or individuals in the community in order to make your resources extend further. Think about who your potential partners will be as you develop your plan. (**Appendix D**)

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APPENDIX B:

WORKWELL PLAN

GOAL:	
OBJECTIVE:	
ACTIVITY 1:	
ACTIVITY 2:	
ACTIVITY 3:	
PARTNERS:	
BUDGET:	
DESCRIPTION:	
COST:	
JUSTIFICATION:	
TIMELINE:	
COMMITTEE MEMBER TASKS:	
PERSON RESPONSIBLE	TASK
MARKETING STRATEGIES:	
1.	
2.	
3.	

APPENDIX C:

WORKWELL EVALUATION

GOAL:	
OBJECTIVE:	
WORKER PRODUCTIVITY: (e.g. absenteeism, presenteeism)	
HEALTH CARE COSTS: (e.g. quality of care, performance standards)	
HEALTH OUTCOMES: (e.g. reduced disease and disability)	
ORGANIZATIONAL CHANGE: (e.g. morale, recruitment/ retention, alignment of health and business objectives)	

APPENDIX D:

POTENTIAL PARTNERS IN WORKPLACE PROJECTS

GOVERNMENT SECTOR

Department of Game, Fish, and Parks, Division of Parks & Recreation, Trails Coordinator
Department of Game, Fish, and Parks, Division of Parks & Recreation, Visitors Services Coordinator
Department of Health, Cardiovascular Health
Department of Health, Community Health Services
Department of Health, Maternal and Child Health
Department of Health, WISEWOMAN
Department of Social Services, Child Care Services
Libraries
State Department of Education
Representatives of state, county, and city government
State or county zoning board
State or county cooperative extension service (SDSU Cooperative Extension)
State and local elected officials
State Departments of Transportation

HEALTH SECTOR

Insurance companies
Local hospitals and clinics
Private practice physicians
State nursing and medical associations such as:
 South Dakota School Nurses Association
 South Dakota Medical Association
State nutrition and physical activity associations such as:
 South Dakota Dietetic Association
 South Dakota Nutrition Council
 South Dakota Park and Recreation Association, Recreation Branch

EDUCATION SECTOR

After-school programs
Day care centers, preschool programs
Local elementary, middle, and high schools
Physical educator
Post secondary education

TRANSPORTATION SECTOR

City and regional planning commissions
County commissioners regulating zoning laws

BUSINESS SECTOR

Business leaders
Chamber of Commerce
Farmers markets
Fitness clubs and health spas
Grocery stores and convenience stores
Restaurant owners/managers
Shopping mall managers

MEDIA AND COMMUNICATION SECTOR

Chamber newsletter
Employee newsletter
Newspaper editors
Radio station managers
Television stations (cable and public)
Websites

RECREATION SECTOR

Community centers
Community team sports clubs (softball, soccer, basketball, volleyball, football, ice hockey)
Local park and recreation departments
State and local parks
Walking, hiking, running clubs

RELIGIOUS SECTOR

Churches
Church-owned recreation facilities, camps, etc.
Parish nursing
Women's groups and men's groups
Youth groups

VOLUNTARY OR SERVICE ORGANIZATION SECTOR

Action for Healthy Kids representative
American Cancer Society
American Heart Association
Girls Scouts of America, Boy Scouts of America, Boys' and Girls' clubs, 4-H clubs,
and other youth organizations
Midwest Dairy Council
Rotary, Lions, Kiwanis, Jaycees, and other service organizations

APPENDIX E:

WORKPLACE WELLNESS ASSESSMENT FOR THE EMPLOYER

The South Dakota Department of Health (SDDOH) is dedicated to helping South Dakota citizens live healthy lives. The SDDOH has created a statewide workplace wellness program to support employers to implement workplace wellness among employees. Your responses to this Assessment will help the South Dakota Workplace Wellness program to know how we can assist you. Thank you for completing the Assessment and supporting the health of South Dakotans.

1. WORKPLACE CONTACT INFORMATION

Contact Person: _____

Company: _____

Address: _____

Address 2: _____

City/Town: _____

ZIP: _____

Email Address: _____

Phone: _____

Mobile: _____

Fax: _____

2. PLEASE SELECT HOW YOU WOULD PREFER TO BE CONTACTED.

- ☐ Mail
- ☐ Fax
- ☐ Email
- ☐ Telephone
- ☐ Prefer not to be contacted or have more information sent
- ☐ Other
- ☐ Other (please specify) _____

3. PLEASE SELECT YOUR WORK INDUSTRY.

- | | |
|--|---|
| <input type="checkbox"/> Manufacturing/processing | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Wholesale/retail/sales | <input type="checkbox"/> Agriculture/mining |
| <input type="checkbox"/> Services/hospitality | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Education | <input type="checkbox"/> Government |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Repair/maintenance |
| <input type="checkbox"/> Tribal organizations | <input type="checkbox"/> Tribal government |
| <input type="checkbox"/> Non-profit organization | <input type="checkbox"/> Faith based organization |
| <input type="checkbox"/> Not sure/choose not to answer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other (please specify) _____ | |

4. WORKPLACE RESOURCES

Please select all that apply to your workplace currently.

- ☐ A wellness committee
- ☐ A wellness coordinator
- ☐ A human resources director
- ☐ A human resources department
- ☐ No workplace wellness infrastructure
- ☐ Other (please specify) _____

5. WORKPLACE RESOURCES

Please select which best fits your workplace.

- ☐ Have completed a workplace wellness plan
- ☐ Are currently developing a workplace wellness plan
- ☐ Do not have a workplace wellness plan

6. RETURN ON INVESTMENT

Please rank the benefits your company would like by having workplace wellness in place.

	First	Second	Third	Fourth
Decreased health care costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced absenteeism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve moral and retain key staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. BARRIERS

Please list any barriers to implementing workplace wellness challenges.

8. PHYSICAL ACTIVITY

Please select all that are available to employees at your workplace.

- ☐ Onsite fitness area
- ☐ Offsite fitness facilities
- ☐ Outdoor walking path
- ☐ Reduced fitness membership rates
- ☐ Incentives (well days off, periodic bonuses, discounts on health insurance, prizes)
- ☐ Fitness assessment on or off site
- ☐ Provides signage that encourages physical activity (walking, weights, stretching)
- ☐ Education resources (physical activity tips, avoiding injuries, training)
- ☐ Fitness or wellness challenges
- ☐ None
- ☐ Other
- ☐ Other (please specify) _____

9. NUTRITION

Please select all that are available to employees at your place of employment.

- ☐ Onsite vending with healthy choices
- ☐ Healthy food options at business meetings
- ☐ Provides signage that encourages healthy eating
- ☐ Offers education resources on nutrition (healthy recipes, breastfeeding, vitamin facts, etc.)
- ☐ Sink, microwave, and refrigerator access
- ☐ Provide a private area where mothers can express breast milk or breast feed their baby
- ☐ Other
- ☐ Other (please specify) _____

10. HEALTH INSURANCE

Does the worksite offer health insurance to:

	Yes	No	NA
Full-time employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-time employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. HEALTH INSURANCE

Please select all items that are covered by the workplace's health insurance.

- | | |
|---|---|
| <input type="checkbox"/> Routine check-ups | <input type="checkbox"/> General health risk assessments |
| <input type="checkbox"/> Weight control and/or weight loss services | <input type="checkbox"/> Cholesterol screening |
| <input type="checkbox"/> Blood pressure screening | <input type="checkbox"/> Diabetes screening |
| <input type="checkbox"/> Cancer screening services such as colorectal, mammograms, prostate exams, or pap tests | <input type="checkbox"/> Adult immunizations, or shots for flu, pneumonia, or hepatitis B |
| <input type="checkbox"/> Personal health coach | <input type="checkbox"/> Tobacco cessation medications |
| <input type="checkbox"/> Tobacco cessation programs | <input type="checkbox"/> Oral health |
| <input type="checkbox"/> Eye care | <input type="checkbox"/> Prescription coverage |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other (please specify) _____ |

12. HEALTH EQUITY

The workplace offers wellness assistance to:

	Yes	No	Not sure
Pregnant women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Languages other than English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. TOBACCO

Please select all that apply to the workplace.

- ☐ Smoking cessation support is provided to employees (SD QuitLine)
- ☐ Prohibit tobacco use everywhere on grounds
- ☐ Other
- ☐ Other (please specify) _____

APPENDIX F:

WORKPLACE WELLNESS ASSESSMENT FOR THE EMPLOYEE

The South Dakota Department of Health (SDDOH) is dedicated to helping South Dakota citizens live healthy lives. The SDDOH has created a statewide workplace wellness program to support employees in their workplace. Your responses to this assessment will help the South Dakota Workplace Wellness program to know how we can assist you and your workplace. Thank you for completing the assessment and supporting the health of South Dakotans.

1. WORKPLACE

NUTRITION

Please rate your interest in any of the following health resources that you would like available at your workplace.

2. Onsite Vending with Healthy Choices

	Low	Moderate	High
Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yogurt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cereal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whole grains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1% or Skim milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100% Fruit juice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Healthy Snacks in Meetings

	Low	Moderate	High
Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yogurt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cereal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whole grains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1% or Skim milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100% Fruit juice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Education Programs and Resources

	Low	Moderate	High
Healthy cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthy eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight management programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recipes with fruits & vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vitamin facts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low sodium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breastfeeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diet tips on nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL ACTIVITY

Please rate your interest in any of the following physical activities that you would like available at your workplace.

5. Morning and Afternoon Break

	Low	Moderate	High
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Lunch Break

	Low	Moderate	High
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerobics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pilates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yoga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL ACTIVITY

Please rate your interest in any of the following health resources that could be made available at your workplace.

7. Education Programs & Resources

	Low	Moderate	High
Reduced fitness membership rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercise equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitness or wellness challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercise classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoiding injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical activity tips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOBACCO

Please rate your interest in any of the following physical activities that you would like available at your workplace.

8. Education Programs & Resources

	Low	Moderate	High
Helping tobacco users quit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health consequences from secondhand smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ways to provide a better tobacco free work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH

Please rate your interest on the following health resources that could be made available at your workplace.

9. Education Programs & Resources

	Low	Moderate	High
Tips for reducing cholesterol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthy teeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancer detection/prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chronic pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Headache prevention/treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress reduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heart disease prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleep disorders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlling blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women's health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men's health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult immunization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal health coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevention of STDs/HIV-AIDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breast self-exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meditation tips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidential health screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly wellness seminar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stroke prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colon/rectal screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mammograms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prostate checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardiovascular screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HEALTH EQUITY

10. The workplace offers wellness assistance to:

	Yes	No	Not sure
Pregnant women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Languages other than English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNICATIONS

Please select your preferred way to get information about activities, health topics, news, or tips and healthy choices.

11. Select your communication preferences

- ☐ A dedicated bulletin board
- ☐ Weekly e-mail tips
- ☐ Facebook/Twitter
- ☐ In a flyer distributed with paychecks
- ☐ Worksite workshops
- ☐ Lunch and learns
- ☐ Discussion at staff meetings
- ☐ Other (please specify) _____

APPENDIX G:

WOMEN'S PREVENTIVE SCREENING FORM

Regular health exams and screenings are important because they can help to identify potential health problems in the early stages. Develop an action plan to get regular health screenings and checkups.

Test	Date of Screening	Next Screening Test
Mammogram		
Pap Smear		
Cholesterol		
Blood Pressure		
Colorectal Cancer		
Osteoporosis		
BMI		
Glucose		

APPENDIX H:

MEN’S PREVENTIVE SCREENING FORM

Regular health exams and screenings are important because they can help to identify potential health problems in the early stages. Develop an action plan to get regular health screenings and checkups.

Test	Date of Screening	Next Screening Test
Cholesterol		
Blood Pressure		
Colorectal Cancer		
Prostate Cancer		
BMI		
Glucose		

APPENDIX I:

HEALTHY CHALLENGES

WELCOA Step by Step challenge focused on achieving 10,000 steps per day

<http://www.welcoa.org/freeresources/index.php?category=22>

North Carolina's Eat Smart Move More 'turnkey' programs

<http://www.eatsmartmovemorenc.com/Worksites/Turnkeys/Turnkeys.html>

ACS workplace physical activity program

<http://www.acsworkplacesolutions.com/activeforlife.asp>

HSD Community Walking Toolkit – guide to starting a walking program/club

<http://www.healthysd.gov/Communities/CommWalkingToolkit.pdf>

Eat Smart Move More NC

<http://www.eatsmartmovemorenc.com/Worksites/Turnkeys/Turnkeys.html>

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