Investing in Employee Health

Karla Voss
MO Department of Health and Senior Services
What is Worksite Wellness?
Step 1: Purpose
Step 2: Getting Started
Step 3: Assessing
Step 4: Planning
Step 5: Implementing
Step 6: Evaluating
Appendix: Checklists, Samples and Resources
Step 1: Purpose

- Health care costs
- Absent/presentee-ism
- Employee turnover
- Productivity
- Morale
- Safety
Step 2: Getting Started

Appendix A - Wellness Coordinator Checklist

<table>
<thead>
<tr>
<th>Step 3</th>
<th>Wellness Program</th>
<th>Goals/Strategies</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix B - Samples for Worksite Wellness Committee

Worksite Wellness Committee
Sample Purpose, Function, and Structure

Purpose
The purpose of the Worksite Wellness Committee is to implement a worksite health promotion program that will assist employees:
1. Increase their health awareness and knowledge.
2. Adopt and maintain healthy eating and physical activity.
3. Foster social support.

Committee Functions
1. Periodically review the literature on employee health promotion initiatives.
2. Coordinate campus programs and activities.
3. Evaluate the impact of programs and initiatives.
4. Make policy recommendations regarding employee health.
5. Evaluate success of other similar wellness initiatives.
6. Establish annual goals to include goals, objectives, strategies, and evaluation.

Appendix C - Scenario Guide

Scenario 1: Employee Health Survey

1. Introduce the survey to employees.
2. Collect demographic information.
3. Identify health risk factors.
4. Develop personalized action plans.

Scenario 2: Fitness Challenge

1. Announce the challenge to employees.
2. Encourage participation.
4. Recognize achievements.

Scenario 3: Nutrition Workshop

1. Identify interested employees.
2. Organize a workshop.
3. Provide healthy food options.
4. Conduct a follow-up survey.

Scenario 4: Employee Assistance Program

1. Introduce the program to employees.
2. Provide resources.
3. Offer support.
4. Evaluate outcomes.

Appendix D - Audit Checklist

Audit Questions
1. Are all necessary elements in place?
2. Are all employees aware of the health promotion program?
3. Is the program evaluated regularly?
4. Are there any areas for improvement?

Appendix E - Resources

1. Employee Health Survey
2. Fitness Challenge
3. Nutrition Workshop
4. Employee Assistance Program

Appendix F - Sample Policies

1. Health Promotion Policy
2. Employee Health Promotion Program Guidelines
3. Employee Health Promotion Program Evaluation Plan
4. Employee Health Promotion Program Budget Plan

Appendix G - Sample Forms

1. Employee Health Survey Form
2. Fitness Challenge Participation Form
3. Nutrition Workshop Registration Form
4. Employee Assistance Program Referral Form
Step 3: Assessing

Appendix B – Worksite Wellness Employee Interest Survey

Example:

<table>
<thead>
<tr>
<th>Wellness questions</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Current physical activity level</td>
<td></td>
</tr>
<tr>
<td>I don’t exercise or walk regularly, and I don’t plan to</td>
<td></td>
</tr>
<tr>
<td>start in the near future</td>
<td></td>
</tr>
<tr>
<td>I don’t exercise or walk regularly, but I’ve been thinking</td>
<td></td>
</tr>
<tr>
<td>about starting</td>
<td></td>
</tr>
<tr>
<td>I’m doing moderate or vigorous physical activities for</td>
<td></td>
</tr>
<tr>
<td>at least 30 minutes on some days, but fewer than five days a</td>
<td></td>
</tr>
<tr>
<td>week</td>
<td></td>
</tr>
<tr>
<td>I’ve been doing moderate or vigorous physical activities</td>
<td></td>
</tr>
<tr>
<td>for at least 30 minutes a day on five or more days a week</td>
<td></td>
</tr>
<tr>
<td>and have been doing it for the last one to six months.</td>
<td></td>
</tr>
<tr>
<td>I’ve been doing moderate or vigorous physical activities</td>
<td></td>
</tr>
<tr>
<td>for at least 30 minutes a day on five or more days a week and</td>
<td></td>
</tr>
<tr>
<td>have been doing it for seven months or longer.</td>
<td></td>
</tr>
<tr>
<td>2. When do you get most of your physical activity each day?</td>
<td></td>
</tr>
<tr>
<td>I am physically active before work.</td>
<td></td>
</tr>
<tr>
<td>I am physically active during work hours — at break and lunch times.</td>
<td></td>
</tr>
</tbody>
</table>
Step 4: Planning

- Importance
- Time
- Cost
- Commitment
- Reach
Levels of change and scope of impact: The goal is behavior change

- **Individual**
- **Interpersonal**
- **Organization**
- **Community/Environment**
- **Policies**
Mental health conditions are the second leading cause of absenteeism.

### Mental health

**Table Key:**  
- **I** = Individual Level  
- **E/O** = Environment/Organizational Level  
- **P** = Policy Level

<table>
<thead>
<tr>
<th>Low resources</th>
<th>I</th>
<th>E/O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide mental health and mental illness materials and messages through various means (e.g., brochures, paycheck stuffers, intranet, health fairs, posters, signs, or facts sheets like these from the American Psychiatric Association).[^32]</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>2. Offer confidential screenings for depression, anxiety, post-traumatic stress disorder and substance abuse.[^33]</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3. Encourage the use of telephone helplines (800 numbers), such as the National Suicide Prevention Hotline.[^34]</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>4. Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, etc.</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>5. Provide flexible scheduling during work for training, yoga, meditation, physical activity, etc.</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6. Provide a quiet room or stress reduction room at the worksite.</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

[^32]: American Psychiatric Association
[^33]: Confidential Screenings
[^34]: National Suicide Prevention Hotline
Step 5: Implementing

Communication is Key!
Creating Interest and Motivation
Step 6: Evaluating

BOTTOM LINE
- Attendance
- Sick leave usage
- Employee turnover
- Morale
- Productivity
Appendices

• **Appendix A:** Wellness Coordinator Checklist
• **Appendix B:** Worksite Wellness Employee Interest Survey
• **Appendix C:** Recommendation Table
• **Appendix D:** Action Plan Worksheet
• **Appendix E:** Family Involvement
• **Appendix F:** Sample Policies
• **Appendix G:** Samples for Worksite Wellness Committee
WorkWell Missouri Toolkit

Developed to assist businesses in starting, adding to or maintaining a wellness program for their staff.

ORDER OR DOWNLOAD TOOLKIT

Workplace Wellness

Adult Americans spend a significant amount of the day at the workplace, so it is a logical place to find new ways to encourage and promote physical activity and other factors that promote health. Workplace wellness programs are designed by companies to support employees in their health decisions. These programs focus on areas such as nutrition, stress reduction, tobacco cessation, breastfeeding, health screening, weight loss and physical activity.

The return-on-investment for establishing wellness programs in the workplace can be significant. Workplace wellness programs can help lower employers’ direct costs, such as health care, workers’ compensation and disability insurance. They can also improve the productivity of employees who are healthier and less absent from work. Additionally, workplace wellness programs can help companies reduce workers’ compensation costs and benefit costs. In addition, they can help employees avoid costly medical claims by encouraging healthy behaviors.

https://extension2.missouri.edu/programs/workplace-wellness/missouri-workplace-wellness-award
Public Recognition

Missouri Workplace Wellness Award
National Awards

WELCOA
WELL WORKPLACE AWARDS

2019 WORKPLACE HEALTH ACHIEVEMENT™

GOLD

American Heart Association.
DHSS Resources

http://health.mo.gov/living/wellness/worksitewellness/index.php
Promotionals

Nearly 7 out of 10 Missourians who die each year will die of a chronic disease. Cardiovascular disease, diabetes and cancer are among the most common and costly, yet most preventable, of all health problems. This website is designed to help you stay healthy and live life for all it's worth.

http://health.mo.gov/living/wellness/worksitewellness/index.php
2020 CONFERENCE: BUILDING A HEALTHY & PRODUCTIVE MISSOURI
July 16, 2020
8:30 am – 3:30 pm
For More Info:

Karla Voss
MO Department of Health and Senior Services
(573) 522-2820
karla.voss@health.mo.gov

https://extension2.missouri.edu/programs/workplace-wellness