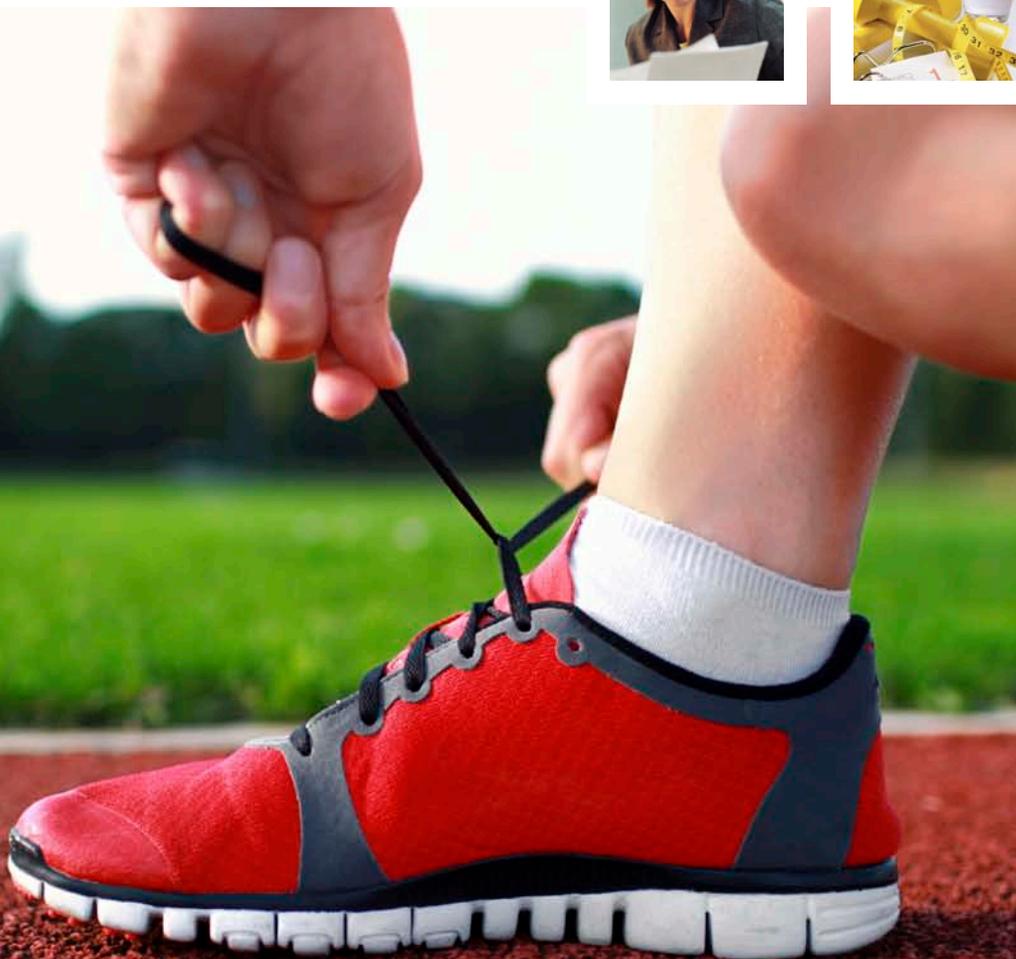


Wellness

ON A SHOESTRING™

Over 350 No Cost or Low Cost
Activities & Resources to Enhance Your Program

Written by Don R. Powell, Ph.D and the American Institute for Preventive Medicine



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This guide is one of many programs and publications offered by the American Institute for Preventive Medicine. The goal of our products is to help individuals reduce health care costs and improve the quality of their lives.

Click on www.healthylife.com to review low cost wellness products and services in our Wellness Catalog.

For more information, call or write:

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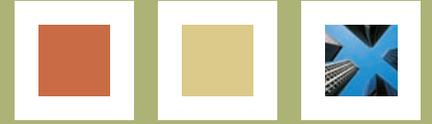
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Introduction

The field of wellness has come a long way over the last four decades. Worksite wellness programs are no longer a peripheral part of a company's human resource activities; they are now a key component. Send a strong message to your employees that their health is important and that their work environment will support them in making lifestyle changes. Worksite wellness programs don't have to be very costly. Some may cost less than \$10 per employee. Some may cost less than \$5 per employee. Some may cost nothing at all.

The ideas and activities provided in this guide can help you choose, plan, and implement low-cost and no-cost worksite wellness programs that:

- Encourage employees to be more physically active
- Promote healthy eating habits
- Educate employees on the benefits of wellness to them and their families
- Improve employee morale and increase employee productivity
- Promote greater job satisfaction and commitment
- Help you manage healthcare spending



CREATE A HEALTHY CORPORATE CULTURE

CREATE A HEALTHY CORPORATE CULTURE



1. Pre-set the Internet home pages of all computers used by employees to your company's Web site.

Include:

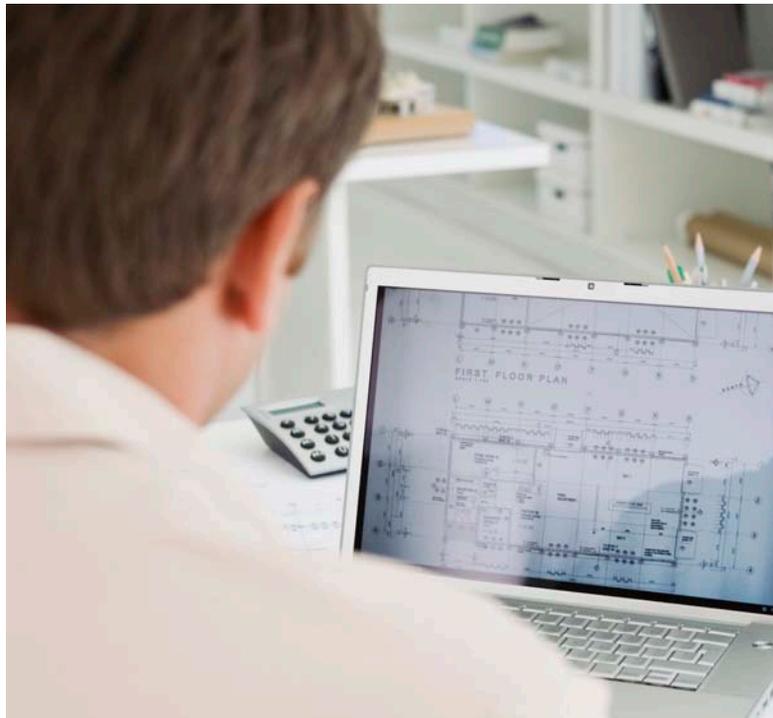
- A health tip of the day
- Health awareness observance calendar
- Links to wellness activities
- Reminders and record keeping for desired behavior changes, such as minutes of physical activity done per week

For employees who do not have a personal computer, provide this information in company newsletters, paycheck and mailbox stuffers, and on company bulletin boards.

2. Do a survey to determine what wellness activities and programs employees are interested in.

Get a **free** sample employee survey from Healthy South Dakota.Gov at: www.healthysd.gov/Workplace/Tools.aspx#Surveys. To promote the survey:

- Let employees know that you are conducting a survey to find out which wellness activities and programs they prefer to take part in.
- Send the survey as an attachment with a cover letter in an e-mail.



3. Utilize all of the wellness and disease management benefits already offered by company health insurance plan(s), Employee Assistance Programs (EAPs), and other health and wellness resources you have.

- Compile a comprehensive list of all programs (free, co-pay, etc.). Examples are health risk appraisals (HRAs); telephonic coaching; classes for nutrition, weight management, and tobacco cessation; flu shot clinics; and health screenings (blood pressure, cholesterol, BMI, and waist circumference).
- Coordinate, promote, and advertize programs and offerings. Put these on a “Wellness Wall of Information” at one or more easily seen areas in the workplace, on the company’s Web site, and in the company newsletter.
- Expand company sponsored recreation leagues to include more employees and dependants.
- Determine which offerings are best suited for employee health improvement and company cost reductions.
- Collect data on company expenditures for health care, absenteeism, and disability costs.
- Determine what programs to offer from data collection, HRAs, onsite health screenings, personal health records, and health tools and trackers.
- Use the **Wellness Wizard**[®], a **free** online tool to determine your employee health risks, costs, and savings from: www.healthylife.com.

CREATE A HEALTHY CORPORATE CULTURE



4. Integrate wellness-related attitudes, activities, and expectations into company policies and offerings.

- Choose health plans that provide benefits for wellness, not just illness, such as paying only for inpatient care.
- Reward employees with paid time or reimbursement for “well days” not just “sick days.” Allow employees to add 10 to 15 minutes of paid time to the 10 to 15 minutes of walking, stair climbing, or other physical activity done during their lunch break.
- Offer flexible working hours to allow employees to participate in fitness activities onsite and offsite before and after work.
- Check that written company policies state that seat belt usage is required while riding in company vehicles.
- Implement and/or enforce policies that get rid of or minimize health hazards. Provide fall prevention measures, proper workstation set-ups, proper lighting, an environmentally friendly workplace, etc. Follow OSHA guidelines for your type of company. Get information from: www.osha.gov.

5. Utilize guidelines of results-oriented workplace wellness programs.

Examples are WELCOA’s Seven Key benchmarks of success. Get these for **free** from www.welcoa.org. These include:

- Capturing CEO Support
- Creating Cohesive Wellness Teams
- Collecting Data To Drive Health Efforts
- Carefully Crafting An Operating Plan
- Choosing Appropriate Interventions
- Creating A Supportive Environment
- Carefully Evaluating Outcomes

6. Ask insurance brokers to give money or gift certificates to use as prizes for wellness-related competitions and goal completions.

7. Engage employees and their family members in designing materials that promote wellness.

- Hold a monthly poster design contest and award prizes for ones selected to be used at the worksite. Include employees and their children.
- Display posters that employees and their children designed in company newsletters. (Include their names if they agree. Get signed release forms, as needed.)

8. Form an Employee Wellness Committee (EWC) for health issues.

(Search for “Responsibilities of a Wellness Committee” at www.cdc.gov.)

Recruit employees who:

- Exercise regularly, are fit, eat healthy foods, have stopped smoking, are a healthy weight, or have demonstrated interest in wellness issues
- Are willing to be involved and take action
- Can motivate others
- Are creative

9. Offer a worksite wellness learning room or center.

Items to include are:

- A *Health Shelf* library. Allow employees to check out self-care guides, fitness DVDs, etc.
- A fat loss monitor employees can check out
- Wellness and health information videos or programs, like ones played in doctor’s office waiting rooms, such as CNN House Calls. Record and replay wellness programs that air on commercial and cable TV.

CREATE A HEALTHY CORPORATE CULTURE



10. Let's DO lunch.

Organize and offer lunchtime activities.

Examples are:

- A physical activity, such as walking, basketball, volleyball, lawn darts, bocce ball, or any physical activity of the employee's choice. Set a time for this, such as 15, 30, or 45 minutes.
- A healthy brown bag lunch (outdoors or indoors). For the week before your lunch, provide a list of healthy food choices in a newsletter, on the company Web site, written on brown bags, and hung on the "Wellness Wall of Information."
- A picnic or pot luck lunch. This can be provided by the employer or by employees. A sign-up sheet with healthy menu options and recipes can be passed around or kept in a central location.



11. Send electronic messages.

Communicate, inform, and remind employees of wellness goals and activities through:

- E-mails (individual and/or group).
 - Individual ones can be used for communication between health coaches and clients.
 - Group ones can relay general information, reminders, notice of wellness events, etc.
 - Co-ordinate everyone's homepage to include the same "Health e-Tip of the Day."
- IM (Instant Messaging)
- Text messaging

12. Offer CPR training at the worksite.

Include a demonstration of an Automated External Defibrillator (AED). Get information on these from:

www.redcross.org and
www.americanheart.org.

13. Give recognition to employees who make efforts to do healthy activities.

- Have the employee's supervisor or the CEO of the company send the employee a congratulatory letter. Put a copy of the letter in the employee's permanent file. Mail a recognition letter about employee's accomplished healthy behavior to the employee's family.
- Give the employee a sticker or other reward. For example, place a gold star paperweight with an engraved message, such as, "I ate a healthy lunch today," or "I am getting more fit" on an employee's desk or in their work station.
- Have employees do a "relay" activity of passing a "wellness reward" to another employee who displays a healthy behavior. Use a button, trophy, baton, medal on a ribbon, etc. with an appropriate message, such as, "Wellness in Progress!" or "I Work at Being Fit."
- List names of employees who follow healthy behaviors on company bulletin boards, in company newsletters, on the company Web site, etc.

CREATE A HEALTHY CORPORATE CULTURE



14. Promote community health fairs, events, and activities.

Assign or ask for employee volunteers to obtain information and/or fliers for community offerings. Note ones that are free or charge a fee. Examples of organizations to check with are:

- Local hospitals and churches
- Local universities, high schools, middle schools, and grade schools
- Local community recreation centers and senior centers
- YMCAs and YWCAs
- Local drug stores

15. Offer a monthly or quarterly newsletter.

These can be e-mailed or printed. If you already provide a company newsletter, add a separate wellness column or page.

- Get free information on National Health Observances from www.healthfinder.gov and the National Wellness Institute at www.nationalwellness.org.
- Get a free yearly Wellness Activity Planner from www.healthylife.com.

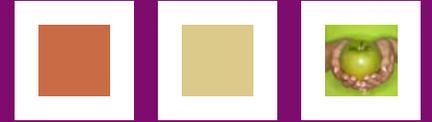
16. Provide yearly calendars and pocket planners.

Employees can track health tests and exams, as well as health goals.

17. Provide worksite resources, education, and reminders to help keep employees from getting sick with the flu.

- Encourage hand hygiene and respiratory etiquette.
 - Provide easy access to running water and soap or alcohol-based hand cleaners.
 - Educate and remind employees to wash their hands often.
 - Provide education and reminders to cover coughs and sneezes with tissues. Also, provide easy access to tissues and trash cans.
- Routinely clean and disinfect surfaces and items that are more likely to have frequent hand contact.
- Set and communicate worksite policies for steps to take when an employee is sick.
- Encourage all employees who want protection from flu to get vaccinated for seasonal flu. Consider offering seasonal flu vaccinations onsite.
- Get more information for worksite flu prevention and planning for flu outbreaks from www.flu.gov.





**PROMOTE
NATIONAL
HEALTH
AWARENESS
OBSERVANCES**

PROMOTE NATIONAL HEALTH AWARENESS OBSERVANCES



Post daily, weekly, and monthly health awareness observances on your company Web site and bulletin boards and in company newsletters.

- Get **free** information on National Health Observances from: www.healthfinder.gov and the National Wellness Institute at: www.nationalwellness.org.
- Get a **free** yearly Wellness Activity Planner from: www.healthylife.com



1. January

- **Glaucoma Awareness Month:** Offer onsite vision testing for glaucoma. Get free fact sheets on glaucoma from: www.glaucoma.org and www.preventblindness.org.
- **Healthy Weight Week** (3rd full week) and **Women's Healthy Weight Day** (Thursday of 3rd full week): Get **free** educational handouts from: www.healthyweightnetwork.com. Use, also, suggestions in **Nutrition/Weight Management Activities & Resources** on pages 28 to 35 and **Fitness/Physical Activities & Resources** on pages 14 to 24.

2. February

- **American Heart Health:** Get informational materials about cardiovascular health; heart disease and stroke risk factors; and warning signs of heart attack and stroke from: www.americanheart.org and www.nhlbi.nih.gov.
- Have an on-site cholesterol screening.
- **National Wear Red Day** (1st Friday in February): Wear red on this day and encourage your coworkers to do the same.
 - Download, for **free**, many promotional ideas and materials including a promotional poster, a PowerPoint presentation, and *The Heart Truth for Women: A Speaker's Kit* from: www.nhlbi.nih.gov/educational/hearttruth.
 - Register and download, for **free**, tools to help you plan and execute your *Wear Red Day* from: www.goredforwomen.org.
- **Wise Mental Health Consumer Month.** Get **free** educational handouts from: www.mentalhealthamerica.net. Use, also, **Wise Health Care Consumer Activities & Resources** on pages 45 to 47.

PROMOTE NATIONAL HEALTH AWARENESS OBSERVANCES



3. March

- *Kick Butts Day.*
 - Download a yearly “Kick Butts Day Guide,” promotional materials and activity sheets and get activity ideas from: www.kickbuttsday.org.
 - Use, also, suggestions in **Tobacco Cessation Activities & Resources** on pages 41 to 43.
- *National Nutrition Month®.* Find out the yearly theme and get promotional materials from: www.eatright.org. Use, also, suggestions in **Nutrition/Weight Management & Activities & Resources** on pages 28 to 35.
- *Workplace Eye Health & Safety Month.* Download **free** fact sheets on Workplace Eye Safety from: www.preventblindness.org.

4. April

- *Earth Day (April 22nd).* Get information and find out the yearly theme from www.earthday.net.
- *Stress Awareness Day (April 16th, the day after tax day) and Stress Awareness Month.* Use suggestions in **Stress Management Activities & Resources** on pages 37 to 39.
- *Walk @ Lunch.* Use, also, suggestions in **Fitness/Physical Activities** that encourage walking pages 14 to 19. Get information from www.bcbs.com. Search for National Walk @ Lunch Day.

5. May

- *Better Sleep Month.* Download and pass out “Your Guide to Healthy Sleep” and other **free** items from: www.nhlbi.nih.gov.
- *National Bike to Work Week (3rd week of May).* Get information at: www.bike-to-work.com and use suggested activities for **Fitness/Physical Activities that Encourage Riding Bicycles to Work** on page 23.
- *National Employee Health & Fitness (NEHF) Day (3rd Wednesday of May.)* Use, also, suggestions in **Fitness/Physical Activities & Resources** on pages 14 to 26. Use a “Tool Kit” CD for this annual celebration, available for \$13.95, from the National Association for Health & Fitness at: www.physicalfitness.org/nehf.html.
- *National High Blood Pressure Education Month.* Have an on-site, confidential blood pressure screening. Download **free** handouts on controlling blood pressure from: www.nhlbi.nih.gov/hbp/index.html.
- *Running & Fitness Week* (the last full week of May): www.americanrunning.org. Use suggested activities for **Fitness/Physical Activities & Resources** that encourage walking on pages 14 to 19.
- *Women’s Health Week (2nd full week with Mother’s Day).*
 - Download **free** information and handouts from: www.womenshealth.gov.
 - Encourage women to register and participate in **WOMAN Challenge: Women and girls Out Moving Across the Nation** at: www.womenshealth.gov/woman/woman-challenge. This is a **free** eight week program for women and girls to set and achieve personal physical activity goals, appropriate for their lifestyles. Women can participate individually or form a team.



PROMOTE NATIONAL HEALTH AWARENESS OBSERVANCES



6. June

- **Men's Health Week** (2nd Monday of June). Get many ideas on how to raise employee awareness of preventable health problems and the importance early detection and treatment of diseases among men and boys from: www.menshealthmonth.org/week.
- **National Safety Month.**
 - Review, update, and inform employees of company safety guidelines and policies.
 - Demonstrate proper workstation positions and ways for employees to prevent Work-Related Musculoskeletal Disorders (WRMDs).
 - Get information and assistance for these from: www.osha.gov, www.nsc.org, and www.cdc.gov/niosh.



7. July

- **Eye Injury Prevention Month.** Request a **free Healthy Eyes Vision Wellness** program kit from: www.preventblindness.org. This kit includes:
 - A Healthy Vision Observance Calendar
 - Monthly vision health and safety posters
 - Sample Healthy Eyes Vision Wellness Guide
 - Vision Wellness in the Workplace Promotion Guide
- **UV Safety Month.** Download **free** handouts from: www.preventblindness.org. Have a "Coolest Sunglasses Contest."

8. August

- **Immunization Month.** Promote dates and times when flu shots will be given onsite and/or find out when and where flu shots will be given in the community. Post this information and a flu shot locator website (www.flu.gov) on the company Web site and bulletin boards. Download **free** information on immunizations from: www.cdc.gov/vaccines.

9. September

- **Fruits & Veggies Month.** Use suggestions in **Nutrition/Weight Management Activities & Resources** that deal with fruit and vegetable consumption on pages 29 to 34. Download **free** handouts including recipes from: www.fruitsandveggiesmorematters.gov.
- **National Cholesterol Education Month.**
 - Download **free** handouts from: www.nhlbi.nih.gov/about/ncep.
 - Set up a table with an explanation of *trans* fat, display food products that contain *trans* fats, and circle serving size, total fat, saturated fat, *trans* fat, and calories per one serving. For each product, display a healthier choice that does not have *trans* fat.
- **America on the Move - Month of Action.** Get a worksite wellness program toolkit from: <http://aom3.americaonthemove.org/programs/worksites.aspx>. Tools in this kit help you assess how your workplace impacts food and activity behaviors of employees and offer ways to influence positive changes at your workplace. Items include:
 - Flat 14ers Worksite Tracking Sheet
 - Guide for Small Businesses
 - Points of Decision Signs
 - Worksite Healthful Eating and Physical Activity Audits

PROMOTE NATIONAL HEALTH AWARENESS OBSERVANCES



10. October

- *Breast Cancer Awareness Month.*
 - Get many **free** resources from trusted authorities at www.nbcam.org.
 - Hold a “Wear Pink Day.” Award a breast cancer awareness pin to the person who wears the most pink.
- *Depression & Mental Health Month*
 - Utilize the **WorkplaceResponse™** program from: www.mentalhealthscreening.org/workplacel/index.aspx. Conduct anonymous online and telephone screenings for common mental health concerns including depression, bipolar disorder, anxiety disorder, PTSD, eating disorders, and alcohol problems.
- *Talk About Prescriptions Month.*
 - Invite a pharmacist to the worksite to talk to employees as a group or one-on-one.
 - Get **free** information to help employees communicate with their physicians and nurse practitioners about medications from: www.talkaboutrx.org.
 - Download a “Be MedWise Tool Kit” from: www.bemedwise.org. Educational tools in this kit can be customized by your organization to conduct your own campaign about the proper use of nonprescription medicines.

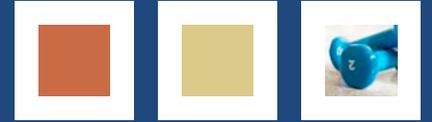
11. November

- *American Diabetes Month.* Use the American Diabetes Association’s “Winning at Work” from: www.diabetes.org/communityprograms-and-localevents/waw-default.jsp. Options include:
 - **Message in a Box Diabetes Awareness Kit.** This includes posters, table tents, and diabetes risk tests for use in employee cafeterias, break rooms, fitness centers, and other workplace locations.
 - **Winning at Work Guide.** This includes resources to implement a multi-pronged workplace program.
 - **Local ADA Events and Programs**
 - **Protecting Employee Rights.** Learn about federal and state laws, including the Americans with Disabilities Act, that protects individuals with disabilities (such as diabetes). You can also promote the American Diabetes Association’s “Diabetes PHD (Personal Health Decisions)” from their Web site: www.diabetes.org.
- *Great American Smokeout (3rd Thursday of November).* Encourage employees who smoke to smoke less or quit for the day. Get materials from: www.acs.org.

12. December

- *National Hand Washing Awareness Week (the 1st full week of December).* Download **free** posters and a PowerPoint presentation from: www.henrythehand.com.
- *Tie One On for Safety (Red Ribbon) Campaign. (Starts on Thanksgiving and lasts the month of December).* Promote driving safe and sober.
 - Serve non-alcoholic beverages at company holiday parties.
 - Give out red ribbons and safety pins for employees to wear.
 - Get information for this health awareness observance from: www.madd.org.





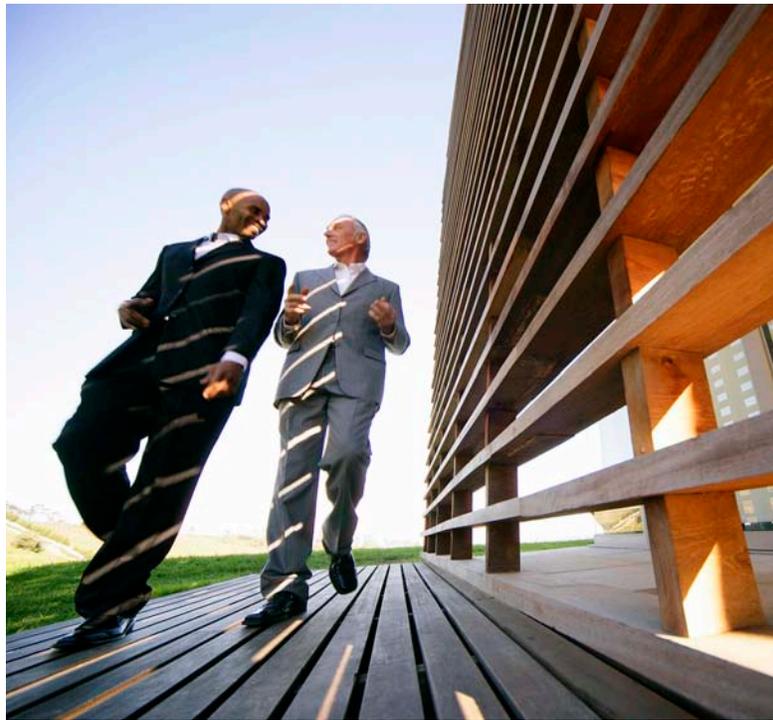
FITNESS / PHYSICAL ACTIVITIES & RESOURCES

FITNESS / PHYSICAL ACTIVITIES & RESOURCES



1. Promote Walking

- Have “Wear Your Shoes/Sneakers Day” one or more days a week.
- Map out miles on or around worksite grounds. Designate 1, 3, 5, or any number of miles. You can also map out 1,000 to 10,000 steps. The following web sites can help you do this:
 - www.mapmyruns.com
 - <http://www.trails.com/googlemap.aspx>
 - www.gmap-pedometer.com
 - www.mapwalk.com
 - www.walkjogrun.net
- Design/hand out walking maps.
- Provide a list and maps of break time walks that work best with the employees’ schedule and work tasks.
- Repair and maintain outdoor and indoor walking surfaces (sidewalks and walking paths) at the worksite.
- Illustrate walking paths with signs; feet decals on floors; or directional arrows.
- Offer flexible work and lunch hours to increase the likelihood of physical activity before, during, and after work hours.
- Organize a company walking club.



2. Perform Rockport Fitness (One-Mile) Walking Test

This test was developed in the U.S. by cardiologists and exercise physiologists to determine fitness levels and monitor progress during exercise. The fitness levels are based on the speed at which a person can walk exactly 1 mile on a flat surface and the effect of the walk on heart rate (a 15 second count of pulse rate is taken right after the walk is finished). The faster the walk can be completed and the lower the effect of walking on heart rate, the fitter the person is. Find out about this test from: www.preventdisease.com.



3. Sample Walking Schedule

Hand out “Sample Walking Schedule” from The National Heart, Lung, and Blood Institute: The Practical Guide: Identification, Evaluation, and Treatment of Obesity in Adults. Search for this from: www.nhlbi.nih.gov.

4. Go the Distance or Walk the Distance

Go the Distance or *Walk the Distance* wellness activity or competition (individual or team). For example, start with 1,000 steps. Advance to 2,000, then 3,000, and so on. Reward employees with a sticker for every completed activity.

5. Hear the Talk and Walk the Walk

Give a presentation on the benefits of walking and the proper way to walk. Follow with a group walk.

6. I Walk Okay! You Walk Okay!

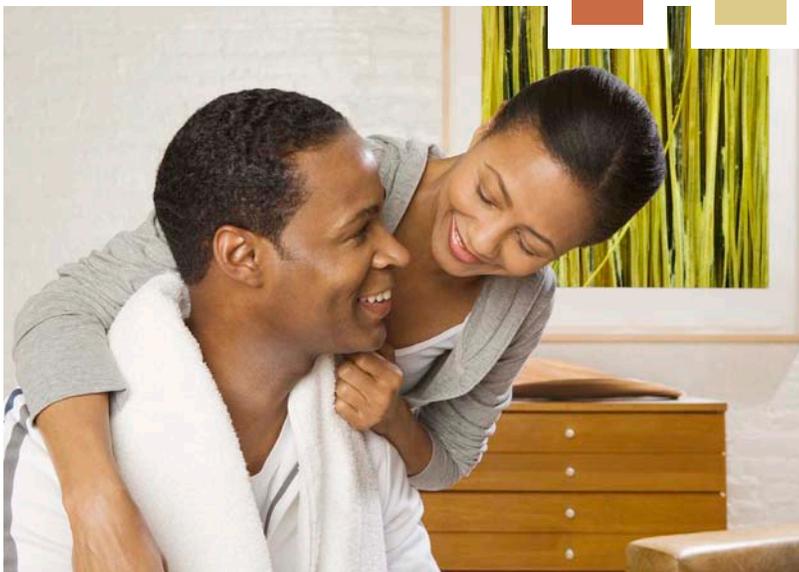
Pair one or more coworkers for lunchtime walks.

7. Conduct a walking campaign using (or changing) lyrics to a familiar tune.

- Have a contest for employees to change lyrics to one of the tunes listed below (or another tune).
- Have one or more employees record the tune on a CD; make and distribute copies to employees to use/download to MP3 players, iPODS etc. (Borrow or rent a karaoke machine for background tunes.)

Examples of tunes:

- *These Shoes are Made for Walkin’* to the tune of “These Boots are Made for Walkin’”
- *Just Whistle While You Walk* to the tune of “Just Whistle While You Work”
- *Take a Walk on the Mild Side* to the tune of “Take a Walk on the Wild Side”
- *Walking in _____* (company name or city) to the tune of “Walking in Memphis”
- *Walking for Fitness Is Good for Me* to the tune of “Sweet Dreams are Made of These” by the Eurythmics. See sample lyrics on the next page.



FITNESS / PHYSICAL ACTIVITIES & RESOURCES



Walking for Fitness is Good for Me

(to the tune of “Sweet Dreams are Made of These” by the Eurythmics)

Sweet Dreams are Made of These

Sweet dreams are made of these
Who am I to disagree?
I travel the world and the seven seas
Everybody’s lookin’ for somethin’

Some of them want to use you
Some of them want to get used by you
Some of them want to abuse you
Some of them want to be abused

Sweet dreams are made of these
Who am I to disagree?
I travel the world and the seven seas
Everybody’s lookin’ for somethin’

Hold my head up
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up

Some of them want to use you
Some of them want to get used by you
Some of them want to abuse you
Some of them want to be abused

Hold my head up
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up

(Sing the next 4 lines 4 times)
Sweet dreams are made in years
Who am I to disagree?
I travel the world and the seven seas
Everybody’s lookin’ for somethin’

Walking for Fitness is Good for Me

Walking for fitness is good for me
Who am I to disagree?
I travel the worksite on my feet
Everybody’s walkin’ for fitness

Some of them walk before work
Some of them walk at break times, too
Some of them walk at lunchtime
Some of them walk two by two

Walking for fitness is good for me
Who am I to disagree?
I travel the worksite on my feet
Everybody’s walkin’ for fitness

Hold my head up
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up

Some of them walk before work
Some of them walk at break times, too
Some of them walk at lunchtime
Some of them walk two by two

Hold my head up
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up; Movin’ on
Hold my head up; Movin’ on
Keep my head up

(Sing the next 4 lines 4 times)
Walking for fitness is good for me
Who am I to disagree?
I travel the worksite on my feet
Everybody’s walkin’ for fitness



8. Host a “Walk in Shoes that Fit” Class.

- Inform employees of the online tool, “Interactive Guide to Shoe Selection” from: www.therunnershigh.com to help them choose the right walking or running shoe type for their feet.
- Contact a local shoe or sporting goods store to inquire about coming onsite to fit employees for walking shoes and/or offering a discount on walking shoes.
- Consider subsidizing the cost of shoes for completion of an HRA, BMI, or other desired wellness activity.

9. Use pedometers to encourage walking and keeping a walking record.

- Supply a pedometer to each employee with your company logo and a walking journal.
- Purchase pedometers employees can check out for walks or runs.
- Use pedometers as prizes for completion of other wellness initiatives or events.



10. Encourage employees to keep a pair of walking shoes at work.

- Have a “Walking Shoe Station” where all employees store their walking shoes. Supply a rack, shelves, or other storage unit to keep the shoes. Put employees’ names next to their assigned storage area. This could be a mural of a train car or a marathon route and finish line with shoe racks or shelves nearby using an “On the Move” theme.
- Award a gift certificate for a new pair of walking shoes to persons who are the first, second, and third to wear out their walking shoes.

FITNESS / PHYSICAL ACTIVITIES & RESOURCES



11. Add an element of fun to walks and runs.

- Play upbeat music, such as the theme from the movie, “Rocky.”
- Put a cowbell at the endpoint of a walk for employees to ring.
- Conduct relay walks (individual or team) at lunch time.
- Walk in costumes on Halloween. At the end, vote for the favorite costume.
- Conduct an on-foot scavenger hunt at lunchtime to promote walking, bending, problem solving, etc.

13. Encourage employees to use the stairs for physical activity.

- Have a meeting with managers and employees to discuss the benefits of using the stairs.
- Assess the current usage of stair walking by employees. Find out why employees do and do not use the stairs. Ask what would encourage them to use the stairs.

14. Implement one or more guidelines of CDC’s StairWELL to Better Health.

Download ideas for free from: www.cdc.gov/nccdphp/dnpa/hwi/toolkits/stairwell/. Ideas include:

- *Paint* — to make your stairwells bright and colorful.
- *Carpet* — easier on the feet than concrete and more attractive too!
- *Rubber Stair Treads* — necessary for extra safety when taking the stairs.
- *Framed Artwork* — gives people something to look at while they are walking up and down the stairs.
- *Music* — also helps create interest and increase stair usage.
- *Stairwell Use Tracking System* — Tracks increased stair usage by employees.
- *Budget Worksheet* — Gives general guidelines to develop a budget for your project.



12. Use theme walks from Health@Work’s Web site: www.hennepin.us

- *Five Fruit Challenge Walk*. Map a one-to-two mile walking route around your organization. Build in 5 stops where participants receive a sample of different fruits or a small prize, such as a box of raisins.
- *The Poker Walk*. Based on the number of times they walk or the distance walked, participants receive playing cards. The more they walk the more cards they get. The best hand wins!
- *Take a Break for a Bunch Challenge*. Hand out a flower at each of five stopping points along a one-to two-mile walking route. By the end of the walk, employees have a fresh bouquet!



15. Implement one or more components of Health Canada and the Canadian Council for Health's Stairway to Health.

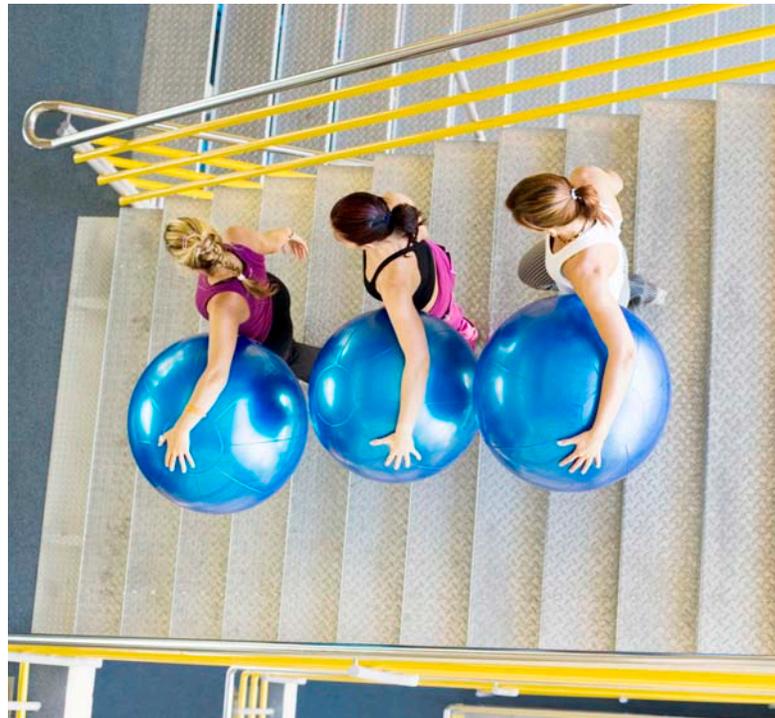
Get information on this from:

www.phac-aspc.gc.ca.

Components include:

- Ways to make the stairs attractive and safe
- Ideas to promote the usage of stair walking as a fun and companywide opportunity to increase physical fitness
- Examples of motivational messages
- Having employees keep a "Flight Log"
- Offering a "Climb to Mt. Everest" campaign

16. Discuss the possibility with company and building management to have the elevators run at a slow pace. This will encourage using the stairs to get to another floor more quickly.



17. Use resources for stair exercises.

An example is Stair Exercises for Fitness from:
www.StairExercisesForFitness.com.

18. Implement one or more components of "do Challenge"

This is a six-week physical activity program developed for worksites by Blue Cross and Blue Shield of Minnesota and the American Heart Association to encourage all employees to increase their level of daily activity by making them aware of active lifestyle behaviors. Get information from: www.do-groove.com. Components include:

- Coordinator Information
- Session Outlines
- Participant Packet. (This includes a Welcome Letter, Registration Form, Score Card, Activity Tip Contest Entry Form, Weekly Activity Guides, and How Do I Earn Points?)
- Participant and Worksite Evaluations
- Certificate of Participation

FITNESS / PHYSICAL ACTIVITIES & RESOURCES



19. Sit less at work.

- Conduct meetings and training sessions while walking or standing instead of sitting, during the entire time or at least part of the time.
- Take a stretch break during the morning and afternoon and during meetings. Put stretching exercises on magnets, mouse pads, posters, etc.
- Provide standing-height tables in the cafeteria and break rooms for lunch and breaks, especially for persons who mostly sit at work.
- For a day (or a week), assign one or more parking places *farther* away from the building with a sign, “Fit employee of the day or week.” (Get employees to rethink that parking farther away and walking more is a healthy behavior worth of recognition.) Also reward the employee(s) with a sticker, free piece of fruit, free healthy lunch, etc.

22. Negotiate lower rates for products and services and pass on the reduced-cost offering to employees.

For example, pre-negotiate yearly, monthly, or weekly gym or fitness club membership fees at reduced rates and/or ask that enrollment fees be waived. Ask for reduced rates for individual fitness classes and/or equipment, too. Organizations to contact include:

- Local activity and recreation centers and fitness clubs
- YMCA (www.ymca.net) and/or YWCA
- Bowling center(s) near work
- Local sporting goods stores



23. Contract with credentialed exercise specialists to design individualized fitness plans with employees, using venues, such as state parks, hotel pools, physical therapy clinics, gyms, and nursing homes with exercise facilities.

Search for information on this from: www.primewest.org.

20. Take part in or start a recreation league at your company.

21. Sponsor one or more sports teams that participate in raising money for charity events.

FITNESS / PHYSICAL ACTIVITIES & RESOURCES



24. Provide onsite fitness classes.

Hold fitness classes at the worksite. Pay for classes or have employees pay all or part of the fee. Or, ask employees to volunteer to conduct classes for free or for comp time. Recruit employees who have the skills for the chosen type of class, such as:

- Kick-boxing.
- Step aerobics.
- Pilates.
- Tae Kwon Do.
- Tai chi.
- Yoga.

25. Have employees exercise to fitness DVDs (or videos).

- Purchase DVDs. These could also be checked out from your company's worksite wellness learning room or center. (See page 5.)
- Ask employees to bring in exercise DVDs they use. Ask if they want to lead a class that uses their exercise DVDs.
- Ask employees to donate VHS exercise videos or DVDs that they may no longer use. On the cover, put a "This was donated by _____ (employee name)" sticker.
- Rent exercise DVDs from an online service. (At least sign up for a free trial period.) DVDs are mailed and returned free of charge. Typically, there are no due dates and no late fees. Have a survey sheet posted to find out which videos are most liked. (Consider purchasing these.)
- Ask for volunteers to check out exercise DVDs from their local libraries. Use them for a week and have the employees return them.



26. Invite local fitness facilities and community fitness centers for onsite demonstrations and information on their offerings.

27. Set up a fitness center within your budget.

- Assign space for it within the worksite that can accommodate employees' needs.
- Ask for employee volunteers or assign an employee to head a group of employees to scout for used, but functional exercise equipment, such as stationary bicycles, treadmills, and other workout gear. Places to check include garage and yard sales, local newspaper ads, sports-related resale shops, and E-bay.
- Purchase inexpensive equipment, such as jump ropes, hula-hoops, resistance stretch bands, step aerobic steps, dumbbells, basketballs, volleyballs and net, etc.
- Ask employees to donate equipment they no longer use. On or near the equipment, put a "This _____ (type of equipment) was donated by _____ (employee name) for your usage." This gives recognition to the employee.
- Contact local fitness centers to ask for a donation of one or more of their "used" fitness machines to allow employees to 'test drive it.' Prominently display a "donated by" sign on or near the equipment.



28. Have reality TV show spinoffs for reality worksite fitness activities.

Dancing with Coworkers – A spinoff of Dancing with the Stars

- Conduct a survey for employees' dance preferences.
- Hire a local dance instructor to teach/lead employees in dances they requested most on the employee survey.
- Have employees dance as a group to a CD that plays music for group dances, such as:
 - The line version of the hustle to “The Hustle” by Van McCoy & the Soul City Symphony, other disco era song, or one suggested by employees.
 - A country line dance to “My Achy Breaky Heart” by Billy Ray Cyrus or other employee suggested music.
 - Ask for an employee volunteer who can do the chosen dance to lead the group.

Are You Fitter than a 5th Grader? – A spinoff of Are You Smarter than a 5th Grader?

Get information on The President’s Challenge for Physical Fitness & Sports for different age groups (Kids, Teens, Adults, and Seniors). Click Educators or Groups to learn how to adapt the President’s Challenge to your special educational need or group program.

Project Walk Today – A spinoff of Project Runway

Instead of designing outfits, decorate baseball caps, shoe laces, t-shirts, sweatshirts, vests (that can easily be worn over work clothes), etc. Wear these when walking at work. Every week, have employees vote for their favorite. Winners get a sticker, pedometer, 1st place ribbon, etc.



Current Comic Standing – A spinoff of Last Comic Standing

During a break time or lunchtime, ask for employee volunteers to tell a joke while standing on one foot, lifting a weight, walking in place, etc.





29. Encourage public transportation.

This usually requires employees to walk to and from an entrance point and exit stop. It also has an environmental benefit.

- Schedule personnel from public transportation companies to explain and hand out information regarding their routes, schedules, fees, and services.
- Make and display a chart of how many calories are burned for walking one, two, and three blocks to get to a bus, train, or subway stop. Compare this to lesser amount of calories burned while walking from the house to a car.
- Encourage employees who ride the bus to work to get off a few blocks early and walk the rest of the way.
- When choosing future worksite locations, consider regions that allow walking and bicycling to work, as well as access to public transportation.

30. Encourage riding bicycles to work.

- Hold an in-service on biking safety, including proper use of bicycle helmets.
- Install bicycle racks and safe bicycle storage.
- Sponsor a free onsite bicycle tune-up. Have a sign up sheet to know how many bicycles will be brought to be tuned-up. Hire mechanics to accommodate the need.



31. Inform and encourage employees to participate in national fundraising fitness-related walks and runs that are held locally.

Alzheimer's Association Memory Walk. A typical Memory Walk is a 2-3 mile walk held on a weekend morning in the fall. 1.800.272.3900 or e-mail memorywalk@alz.org. www.alz.org/memorywalk/overview.asp

American Heart Association's Heart Walk
www.americanheart.org

American Lung Association Asthma Walk
www.lungusa.org

Arthritis Foundation's Walk for a Cure! The Arthritis Foundation hosts hundreds of walk events nationwide raising needed funds to prevent, control, and cure arthritis.
www.arthritis.org/arthritis-walk.php

Avon Breast Cancer Walk
www.avonfoundation.org

Cystic Fibrosis Foundation's GREAT STRIDES
Taking Steps to Cure Cystic Fibrosis
www.cff.org/great_strides

Continued on next page

FITNESS / PHYSICAL ACTIVITIES & RESOURCES



National fundraising fitness-related walks and runs that are held locally (continued)

Easter Seals Walk With Me! Walkers are partnered with an Easter Seals Honorary Ambassador, a child or adult with a disability, who has benefited from Easter Seals services.
www.easterseals.com

The Leukemia & Lymphoma Society's (LLS) Light The Night Walk. This annual event raises funds for better therapies and cures for leukemia, lymphoma and myeloma. This is a casual Walk with no fitness requirements. Prizes can be earned and are based on the monetary amount raised.
www.lightthenight.org

March of Dimes Walk for Babies
www.marchforbabies.org

National AIDS Walk
www.aidswalk.net

National Alliance on Mental Illness (NAMI)
www.nami.org

National Down's Syndrome Society Buddy Walk™
<http://buddywalk.org>

Out of the Darkness Community Walks
Benefits the American Foundation for Suicide Prevention (AFSP)
www.outofthedarkness.org

Polycystic Kidney Disease Foundation's Walk for PDK
www.pkdcure.org

Step Out: Walk to Fight Diabetes
<http://stepout.diabetes.org>

Susan G. Koman Breast Cancer 3-Day
<http://ww5komen.org>

Take Steps for Crohn's and Colitis and Team Challenge
www.ccfa.org

Walk to Cure Diabetes
<http://walk.jdrf.org>

Walk Like M.A.D.D.
A community-driven 5K walk that raises funds and awareness for Mother's Against Drunk Driving (MADD) programs and services that will serve to make communities safer.
http://support.madd.org/site/PageServer?pagename=wp1_homepage

Walk MS (Multiple Sclerosis)
<http://www.walkms.org>
Bike MS
www.bikems.org

Walk Now for Autism
www.walknow.org



The Ride of Silence

A free ride that asks its cyclists to ride no faster than 12 mph and remain silent during the ride. There is no brochure, no sponsors, no registration fees, and no t-shirt. The ride, which is held during Bike Safety month (May), aims to raise the awareness of motorists, police and city officials, that cyclists have a legal right to the public roadways. The ride is also a chance to show respect for those who have been killed or injured.

Race for the Cure

<http://ww5.komen.org/getinvolved/komenraceforthe cure.html>

American Cancer Society Relay for Life

www.relayforlife.org



Resources for Fitness / Physical Activities

1. American Cancer Society's Active for Life

This **free** 10-week online program encourages employees to be more active on a regular basis by setting individual goals and forming teams for motivation and support.

www.ACSWorkplaceSolutions.com
1-800-ACS-2345

2. The American College of Sports Medicine and the American Medical Association's Exercise is Medicine

Materials and toolkits help make physical activity and exercise part of daily routines.

www.exerciseismedicine.org

3. America on the Move (AOM) Steps to a Healthier Way of Life™

The America On the Move Foundation provides **free** tools and ideas to make getting active and eating healthy easy and fun. Tools for the workplace include: Worksite Coordinator Toolkit, Worksite Healthful Eating Audit, and Worksite Physical Activity Audit.

www.americaonthemove.org



4. Centers for Disease Control and Prevention (CDC) Healthier Worksite Initiative's PEP: A Personal Energy Plan

This is a **free** 12-week self-directed, worksite program to promote healthy eating and moderate physical activity. The program materials include workbooks for healthy eating and physical activity targeting employees based on their readiness to change.

www.cdc.gov/nccdphp/dnpa/physicalhealth_professionals/program

5. Choose To MoveSM

This is a **free** 12-week online program for women to build physical activity into their lives and lower their risk for heart disease.

www.choosetomove.org

6. Healthfinder.gov of the Department of Health and Human Services

This provides many **free** tools for individuals:

- *Assess Your Physical Activity* is used to find out physical activity status and get information on how many calories are burned by getting active.
- *Activity Tracker* is used to set physical activity goals, record and save physical activity on a calendar, track and view a graph of progress, and earn a certificate for reaching goals.
- *MyFitness Planner* is used to determine if enough physical activity is done.
- *Activity Log* is used to keep a diary of physical activities.

www.healthfinder.gov



Resources for Fitness / Physical Activities (continued)

7. National Heart, Lung, and Blood Institute (NHLBI)

www.nhlbi.nih.gov. Search for “Aim for a Healthy Weight.”

8. Physical Inactivity Cost Calculator

www.ecu.edu/picostcalc

9. The President's Challenge Physical Activity and Fitness Awards Program

Facilitates starting and conducting a worksite exercise program; encouraging employees to participate; tracking participation; earning rewards; and online registering of groups.

www.presidentschallenge.org/corporate/index.aspx

10. Start! At Work.

This **free** program helps to get workers moving with these tools:

- *MyStart! Online* tracker to track your employees' fitness progress.
- The *Start! Walking Program* to motivate employees to walk around the office.
- National Start! Walking Day in April is a special day that calls on all employees to become more active.
- Quarterly *Start! at Work* newsletters
- Order **free** walking kits through your local AHA affiliate. (Find yours from: www.americanheart.org).

11. Steps to a HealthierUS

Free information and programs include:

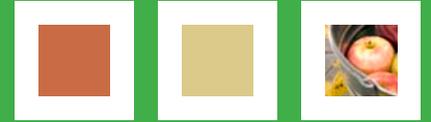
- *Prevention Makes Common “Cents.”* A report highlighting the significant economic toll that preventable diseases have on businesses, workers and the nation, and the importance for employers to make health promotion part of their business strategy.
 - *The Power of Prevention*
 - *Prevention Programs In Action*
 - *Prevention Strategies That Work*
- www.healthierus.gov/steps

12. U.S. Department of Health & Human Services' free Guidelines for Physical Activity for Americans

- *Be Active Your Way: A Guide for Adults* (based on the *2008 Physical Activity Guidelines for Americans*) can help individuals decide the number of days, types of activities, and times that fit in their schedules.
- *Be Active Your Way: A Fact Sheet for Adults*
- Sign your company up to “Become a Supporter” and receive a Toolkit of printed and CD-ROM versions of many materials including:
 - 2008 Physical Activity Guidelines for Americans
 - Physical Activity Guidelines for Americans Toolkit User's Guide
 - Posters (4) and Event Flyers (4)
 - PowerPoint® Presentation (available on CD-ROM only)

www.health.gov/paguidelines





**NUTRITION /
WEIGHT
MANAGEMENT
ACTIVITIES &
RESOURCES**



1. Water, Water Everywhere

- Make it easy for employees to get water from water fountains, water stations, employee kitchens, etc.
- Make sure that bottled water is offered in vending machines that are available for employee usage.

2. Individual Eating Plan

Instruct employees to download an individual eating plan, for **free**, from: www.MyPyramid.gov. Give instructions in a company e-mail, newsletter, or bulletin board. Conduct an in-service to explain how employees can follow their eating plan and keep track of their food and beverage intake and activity. The program materials include workbooks for healthy eating and physical activity targeting employees, based on their readiness to change.

3. Healthy Eating Tips

Provide healthy eating tips to employees through one or more avenues:

- E-mails
- Newsletters
- Signs and posters: In the cafeteria, near vending machines, and/or in employee break rooms

Get **free** healthy eating tips from:

www.mypyramid.gov

www.nutrition.gov

www.smallstep.gov



4. Nutrition Education

- Conduct nutrition education seminars, show nutrition education DVDs, and/or display materials, especially in March (National Nutrition Month). Contact the American Dietetic Association at www.eatright.org for annual themes and promotional materials.
- Show MyPyramid Podcasts, for **free**, from: www.mypyramid.gov.

5. Healthier You Contests

Conduct contests for individuals or teams of two or more persons for:

- Pounds and inches lost
- Number of steps taken. (Use pedometers to track these.)
- Number of fruits and vegetables eaten for a day, week, or month.

NUTRITION / WEIGHT MANAGEMENT ACTIVITIES & RESOURCES



6. Whittle the Waist

Use paper measuring tapes, ropes, or ribbons to measure the waists of employees who take part in wellness/ weight management programs. Connect the tapes, etc. end-to-end and hang this in the cafeteria or other public place. Hang a duplicate length of tape, rope, or ribbon next to the original one. At intervals, such as midway and at the end of a weight management program, cut off the amount of inches lost on the duplicate tape, rope, or ribbon to show how many inches of waist the group has lost. If conducting weight loss contests, make separate combined waist measurement tapes for each team.

7. Weigh In

Put a scale in a prominent and/or private location to allow employees to check their weight. Provide a health tracking log that includes weight.

8. Mini-Kitchen at Work

Provide a kitchen area with a sink, a refrigerator, a microwave, and counter area to allow for ease in storing and preparing food items brought from home and for leftover cafeteria items.

9. Offer Healthy Foods

At employee meetings, breaks, and other company functions, offer healthy foods, such as mini bagels, bran muffins, and fresh fruit instead of doughnuts, pastries, and cake. Get a list of more suggestions from: www.ahn.umn.edu. Search for “Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events.”

10. Pot Luck

Near the cafeteria or other central location, post sign up sheets for a pot luck to promote fruits and vegetables; 5-a-Day or 9-a-Day and recipes to copy and hand out (variation on cookie exchange). This could be a lunch time event or held during September, which is Fruits & Veggies More Matters Month. Get recipes using fruits and vegetables from:

- www.aicr.org. Click on “Recipes from the AICR Test Kitchen.”
- www.nhlbi.nih.gov. Search for “Recipes.”





11. Promote Fresh Fruits & Vegetables

- Contact local farmers and fruit and vegetable growers to offer samples or sell their products onsite.
- Contact a local produce store or grocery store that has a good produce department. Set up a mock produce stand in a hallway or in the cafeteria.
- Show “Visit a Farmers Market” Podcast from www.mypyramid.gov.

12. “What Am I” Food Cards

Make or have employees make cards that have calories and/or nutritional value for a food on the front side and a picture of the food on the back side. Have each employee wear a card at lunchtime to promote learning/conversation on nutritional value of fruits, vegetables, legumes, whole grains, etc.

13. Show Me the Numbers

List nutrition information (at least calories) for cafeteria offerings. Also, list the required number of minutes of walking, stair climbing, and/or biking to burn off the number of calories per food item.

You can download some food cards from: http://teammnutrition.usda.gov/resources/go-fish_color.pdf. Get information on calories and nutrition information from: <http://fnic.nal.usda.gov>. Click on “Look Up Calories of Nutrients in a Food.”



14. Re-Think Your Drink

Provide a poster and /or a handout with a list and photos of high-calorie coffee drinks and lower calorie substitutes. Place this near a worksite coffee maker, break areas, and the cafeteria. Get **free** information for this from www.cdc.gov/healthyweight/healthy_eating/drinks.html. At this site, you can also download a **free** 8-page brochure called “Rethink Your Drink.”

15. Eating Out without Filling Out

Provide information on healthy food and beverage choices when eating away from home. Include healthier fast food options, restaurant menu options, items at parties, movie theaters, etc. Get information from www.americanheart.org. Search for “Tips for Eating Out” and from www.healthydiningfinder.com.



16. Provide nutrition information from fast food restaurants.

Free resources include:

- CalorieKing Food Database: www.calorieking.com/foods
- Fast Food Facts: www.fastfoodfacts.info
- USDA Food and Nutrition Information Center: <http://fnic.nal.usda.gov>. Click on “Look Up Calories or Nutrients in a Food.”
- Individual fast food restaurant Web sites, such as: www.arbys.com | www.burgerking.com | www.hardee.com | www.mcdonalds.com | www.subway.com | www.tacobell.com | www.starbucks.com | www.wendys.com

17. Computer Station

Have a computer station, such as in the cafeteria, where employees can search for nutrition information from fast food and other chain restaurants. Bookmark the Web sites listed on this page. You can also purchase software for nutrition information from: www.calorieking.com/software.

18. Wall of Menus

Collect menus from local restaurants and circle or highlight healthiest choices and serving sizes. Post these on a wall in the workplace.

19. Hold an in-service on healthy eating away from home.

Invite employees to bring in menus from restaurants they eat at. Discuss healthy options.

20. Taste Fest

Organize a sample tasting of healthy menu options from local fast food and other restaurants at lunchtime. Invite restaurants to supply food to promote business or charge a small fee to cover costs. Hand out nutrition information for menu items and/or a day’s or week’s menus using these restaurant’s items.

21. Delicious Discounts

Negotiate with fast food and other restaurants near the worksite to offer healthy menu options at reduced rates or buy-one get-one-free coupons for their healthy menu options.





22. Plan and print a company cookbook.

- Give paper copies or e-mail information for healthy recipe ingredients and substitutions. Have employees volunteer to take one of their favorite recipes, substitute the healthy ingredients, make the item and bring it in for a potluck or taste fest luncheon.
- The company cookbook could be an annual project; a seasonal project, such as ones for spring, summer, fall, and winter; or one related to holidays.
- Cookbooks could be developed by type: Heart Healthy; Meals in Less than Thirty Minutes; Ethnic-Based; etc.
- Employees can vote for their favorite recipes. These recipes can have stars or “employee favorite” ratings in the cookbook.

23. Sell cookbooks as a fundraiser.

Use the profits:

- To purchase exercise equipment.
- For a healthy picnic lunch for employees.
- For a prize in a raffle. Give employees a raffle ticket for each cookbook they sell. Have a drawing. Give winner(s): Cash; an exercise DVD; a gift certificate to a sporting goods store, shoe store, or for a fitness or dance class.



24. Free Food

Have a free-food giveaway that covers healthy options only.

- For every piece of fresh fruit purchased, the employee gets a punch on an “*I Make Healthy Food Choices*” card. After receiving 5 (or other determined number) of punches, the employee can turn the card in for a piece of fresh fruit or carton of skim or 1% milk. (This mimics getting one cup of coffee free after getting ten punches for ten purchased cups of coffee.)
- Offer a free vegetable one day a week to promote eating vegetables.

25. Provide a Menu Venue.

Have a presentation on the importance of menu planning, despite having a hectic schedule, and how to plan menus. Pass out one day (or one week) blank menu forms to employees. Tell employees to fill in the blank form(s). Compile a “Month of Menus” booklet or daily or weekly menus for a Newsletter, e-mail, etc.



26. Provide Healthy Vending Machine Options

Non-Refrigerated Healthy Options

- Dried fruit, such as raisins, apricots, and apples
- Pretzels. Trail mix. Fig bars
- Low-fat, whole grain cereals
- Low-fat, whole grain cereal bars
- Baked chips
- Whole grain crackers
- Low-fat granola bars
- Plain and salted nuts
- Low-fat popcorn
- Graham crackers
- Animal crackers
- Canned fruit cups

Refrigerated/Frozen Healthy Options

- Vegetables, such as baby carrots, broccoli florets, and celery sticks
- Fresh fruit and fresh fruit salads
- Nonfat yogurt
- Water
- 100% fruit juice (6 oz. containers preferred)
- 100% vegetable juice
- Nonfat or 1% low-fat milk
- Frozen 100% fruit bars
- Non-fat cottage cheese
- Packaged fruit slices (such as sliced apples)
- Salsa with baked tortilla chips
- Fresh vegetable salads with low-fat or fat-free dressing
- Sandwiches made with vegetables and/or lean meats on whole-grain bread

{Note: Use vending machine profits to fund wellness programs.}

27. Make Healthy Options Available

- In the cafeteria, place healthy food options at eye level and within easy reach. Place less healthy options in harder to reach places, such as on higher shelves and behind healthier options.
- Place “I choose healthy foods” stickers on individual healthy cafeteria items. Employees take the sticker off and wear it that day.
- Provide information on limiting portion sizes: In the cafeteria and break rooms; on posters and table tents; in e-mails; and in company newsletters.
- In the company cafeteria, serve portions of foods consistent with Food Guide Pyramid serving sizes. Offer smaller than usual serving sizes and charge less than regular menu items.
- Require vendors and caterers to provide healthy food options for onsite food services and to supply nutrition information for each of their products. Post these on the wall by the vending machine or in a “Nutrition Information Reference Notebook” near the point of purchase or use.
- Get a list of specific healthy snacks and beverages from: www.nojunkfood.com/ vendors. **Note:** Download, **for free**, a fax form of a letter to send to your vending machine provider requesting healthy food and beverage options from: www.ca5aday.com/fitbusinesskit.





Resources for Nutrition/ Weight Management Activities

1. American Dietetic Association

- Nutrition fact sheets and materials for National Nutrition Month (March)
- Resources for Employers

www.eatright.org

2. America On the Move

Download, a **free** Healthcare Professional Toolkit (HCP Toolkit) that provides materials to help your employees understand the importance of energy balance, the link between obesity and health concerns, and the long-term benefits of making wise food and activity choices.

<http://aom2.americaonthemove.org>

3. Center for Science & Nutrition (CFSAN) of the U.S Food and Drug Administration

Free downloads:

- Make Your Calories Count. Uses the Nutrition Facts Label for Healthy Weight Management
- Consumer Nutrition and Health Information: High Resolution Nutrition Facts Label Images

www.cfsan.fda.gov



4. Fruits and Veggies – More Matters®

Two sources for **free** information:

- Centers for Disease Control and Prevention www.fruitsandveggiesmatter.gov
 - Offers: Fruit & Vegetable Benefits; Tips; Recipes; and Interactive Tools
- Produce for Better Health Foundation www.fruitsandveggiesmorematters.org
 - Offers: Why Fruits & Veggies; Planning & Shopping; Fruit & Vegetable Nutrition; and a Video Center for Fruit and Vegetable Selection, Storage, and Preparation.

5. Healthfinder.gov of the Department of Health and Human Services

Offers these **free** tools for individuals:

- **Personal Nutrition Planner** which uses the latest Dietary Guidelines for Americans and USDA MyPyramid.
- **Meal Planner**. A calendar that helps to plan and organize weekly meals.
- **Portion Distortion**. Shows the difference between portions and servings.
- **Interactive Menu Planner**. Helps plan meal choices based on the total number of calories needed in one day.
- **Daily Food and Activity Diary** form to write down diet and exercise goals in this diary.
- **Assess Your Food Intake**. Find out if you are eating a healthy diet and get related nutrition information.
- **Cyberkitchen** shows how to balance the food eaten with physical activity to stay at a healthy weight.

www.healthfinder.gov

NUTRITION / WEIGHT MANAGEMENT ACTIVITIES & RESOURCES



6. MyPyramid.gov

- Partnering with My Pyramid: Corporate Challenge. Download, for **free**, The Action Kit from www.mypyramid.gov/Challenge/downloads/ActionKit.pdf, a turn-key way for your company to join MyPyramid.gov Corporate Challenge and transform the way Americans eat. Everything you need to sign up and develop a project is included in the kit. You can print the entire kit for easy reference or click on a specific subject heading to access that topic.
- Use MyPyramid e-Post – the free newsletter for and about the MyPyramid: Corporate Challenge partners. Hear what others are doing to help combat obesity using MyPyramid.

7. National Heart, Lung, and Blood Institute (NHLBI)

Free materials include:

- *Aim for a Healthy Weight Web Site*. This includes a risk assessment for exercise and weight, recommended menus, recipes, and shopping lists.
- *We Can! – A Way to Enhance Children’s Activity and Nutrition* which helps organizations and families prevent overweight in children.
- *Food Labeling and Nutrition*
- *Food Label Quiz*
- *How to Understand and Use the Nutrition Facts Label*
- *Power of Choice: Helping Youth Make Healthy Eating and Fitness Decisions*
- *Trans Fat - Now Listed with Saturated Fat and Cholesterol on the Nutrition Facts Label*
- *Calories Count - FDA Obesity Working Group Report and Related Information*
www.nhlbi.nih.gov



8. The National Business Group on Health’s “Childhood Obesity: It’s Everyone’s Business.”

This **free** toolkit includes information on benefit design, employee education, employer-sponsored programs, and online facilities and philanthropy.

www.businessgrouphealth.org

9. Weight-control Information Network (WIN)

Provides **free** materials: A quarterly newsletter, publications, posters and resources on nutrition, physical activity, and weight control. Many Educational DVDs can be ordered for \$5.00.

www.niddk.nih.gov

10. Weight Management and Obesity Resource List

Free collection of resources for consumers on the topics of weight management and obesity.

www.nal.usda.gov/fnic/pubs/bibs/topics/weight/consumer.pdf

11. Women’s Health Information Center

Many **free** Online tools, including:

- Calculators, such as ones for: Converting activities to steps; body mass index (BMI); the cost of smoking cigarettes; estimating a 10-year risk of having a heart attack; and a screenings and immunization chart.
- Charts for calories expended per hour of common physical activities and screening tests and immunization guidelines for women and men.

www.4woman.gov



STRESS MANAGEMENT ACTIVITIES & RESOURCES

STRESS MANAGEMENT ACTIVITIES & RESOURCES



1. Five-Minute Stress Break.

Once a day, once a week or, at least once a month, designate a company wide or department wide five-minute stress break. Allow employees to take a break from using the computer, meditate, walk, or do a deep breathing or other relaxation exercise.

2. Break Area Ideas

- Write a frustration on a balloon. Blow up the balloon (a helium tank could also be used), and release it. Then stomp on the deflated balloon, cut it up, etc.
- Write a frustration on a piece of paper. Shred and recycle it.
- Show 10 to 15 minute segments of funny movies, TV shows, or comedy routines.
- It's Swell to Yell. Have a sound-proof YELL room that employees can use for 1 minute or less, each day.
- Sock-It-Out-of-Me. Install punching bags. Provide boxing gloves.
- Ugly pillow toss. Have employees submit ugly pillows or supply plain pillow forms and have employees make an ugly pillow out of it (decorate or draw something ugly on it). Then throw the pillow against a wall or punch the pillow. Could have an "Ugly Pillow Contest" and give the winner recognition or a prize.



3. Neck or Chair Massages

Install massage chairs, such as ones used at shopping malls, that employees insert money for a massage. Or, arrange for professional therapists to come to the workplace to give 1 to 2 minute massages for a small fee (e.g., \$1.00 per minute). Contact a local massage therapy school and ask if they have students who need to accrue hours to get their certification. Their services may be **free**.

4. Sit & Relax

Have a room or area for employees to sit in a comfortable and relaxing setting. Consider having:

- Reclining chairs, such as Lazy Boy and Barcolounger.
- Chairs that give vibrating massages.
- Rocking chairs.
- Relaxing music that employees could also listen to with or without headphones.
- A mural of a beach or other relaxing scene on a wall.

STRESS MANAGEMENT ACTIVITIES & RESOURCES



5. Reality TV Spinoff

Have a reality TV show spinoff for a reality worksite stress management activity. Instead of “Say Yes to the Dress” offer “Say Yes to De-Stress.” Employees “try on” different stress management techniques that your company offers and rank orders their most to least favorite techniques.

6. Offer “Lunch and Learn” Presentations

Invite speakers from your Employee Assistance Program (EAP), colleges, hospitals, and health agencies to present information on stress related topics:

- Burnout
- Stress Management
- Time Management

7. Promote laughter.

- Add a “Joke of the Day” to your company Web site.
- Add a joke to company Newsletters.
- Host a “Wear a Humorous Accessory Day.” Distribute or post a list of items that are compatible with company policies. Possible examples are:
 - Funny ties
 - Crazy hats and headbands
 - Tee shirts with cartoon characters or comedians
 - Groucho Marx-style plastic nose and eyeglasses
- Have a “Funniest Joke” contest. Ask employees to submit a joke on a bulletin board, via email, or in writing. Show all entries on a bulletin board or in a company e-mail. Have employees vote for one that they think is the funniest. Simply announce the winner; award the winner with a prize, such as a comedy DVD; and/or publish the winning joke in the company newsletter or on the company Web site.
- Consider using Laughter Yoga. Get information from the Web site: www.laughteryoga.org. Click on the “Applications” tab for “Laughter Yoga In the Business World.” Laughter yoga combines laughter exercises with yoga breathing. This brings more oxygen to the body and the brain. The benefits include reduced stress levels, increased efficiency, team building, and lowered absenteeism. It is fun to do and easy to follow. It is well suited for busy professionals and business people who have very little time to exercise. Twenty minutes of laughter and breathing exercises can give results similar to those of going to the gym for one hour.





Resources for Stress Management

1. American Institute of Stress

Get general information and download an online version of “De-Stress Kit for the Changing Times” from: www.stress.org.

2. National Health Information Center, U.S. Department of Health and Human Services

Manage Stress: Quick Guide to Healthy Living. A **free** tool to learn how to manage stress to help prevent serious health problems, such as heart disease, depression, and high blood pressure.
www.healthfinder.gov. Click on “Quick Guide to Healthy Living.” Search for “Manage Stress.”

3. North Carolina Health Smart Worksite Wellness Toolkit

Download an entire Manage Stress Workbook from:

www.eatsmartmovemoreenc.com/Resources/wwtoolkit/managestress.html. The toolkit includes:

- Manage Stress One-Page Handouts
- Manage Stress Posters
- Manage Stress Questionnaires
- Manage Stress Quote Signs
- Relaxation Techniques
- Workspace Evaluation



4. Stress . . . at Work

A **free** booklet or pdf. file and other work safety information from the National Institute of Occupational Safety and Health (NIOSH) at www.cdc.gov/niosh/docs/99-101 or 1.800.CDC.INFO (232.4636).



TOBACCO CESSATION ACTIVITIES & RESOURCES

TOBACCO CESSATION ACTIVITIES & RESOURCES



1. Evaluate the benefits and ROI for instituting a tobacco cessation program.

Get free tools to do this from:

- American Cancer Society's ROI Calculator for Tobacco from: www.acsworkplacesolutions.com/tobaccocalculator.asp
- Making the Business Case for Smoking Cessation from: www.businesscaseroi.org/roi/default.aspx. This was developed by AHIP and the Center for Health Research, Kaiser Permanente Northwest (CHR).
- Covering Smoking Cessation as a Health Benefit: A Case for Employers. Gives cost advantages of employer-sponsored smoking cessation benefits. www.americanlegacy.org.

2. Institute and/or enforce a written tobacco-free worksite policy to include all areas of company property: Indoors, outdoors, and company vehicles.

- Display the written tobacco-free policy and/or reminders in various company locations and in company vehicles.
- Get sample policies of organizations with smokefree workplaces from: www.cdc.gov/tobacco. Search for "Smokefree Workplaces."



3. Encourage and advertise free telephone and Online sources for tobacco cessation assistance.

Let employees know that information given to quitline services is kept confidential.

- American Cancer Society Quitline at 1.866.971.7848
www.yes.quit.com/index.htm
- American Lung Association at 1.800.LUNG.USA. (586.4872) or www.lungusa.org/tobacco
- National Alliance for Tobacco Cessation's **Become an Ex™** at www.becomeanex.org
- National Business Group on Health's Center for Prevention and Health Services at <http://businessgrouphealth.org/tobacco>
- National Cancer Institute Smoking Quitline at 1.877.44U.QUIT (448.7848)
- National Network of Tobacco Cessation Quitlines at 1.800.QUIT.NOW (784.8669)
- Smokefree.Gov
www.smokefree.gov
- Through with Chew at www.throughwithchew.com
- Tobacco cessation and quitline services from the state your company is in. Contact your state's health department. Find out where this is from: www.cdc.gov/mmwr/international/relres.html.
- Tobacco Control Research Branch of the National Cancer Institute at www.smokefree.gov
- U.S. Department of Health & Human Services at www.surgeongeneral.gov/tobacco

TOBACCO CESSATION ACTIVITIES & RESOURCES



4. Inform and remind employees about the health benefits of tobacco cessation.

Use e-mails, flyers, and/or posters. Include testimonials, with permission, of employees who have had success using tobacco cessation medications and programs. Get information from:

- American Cancer Society at www.cancer.org. Search for “When Smokers Quit – The Health Benefits Over Time.”
- Smokefree.Gov at www.smokefree.gov. Click on “Access Print Resources.”



5. Promote the cost-saving benefits of tobacco cessation.

- Post a “Cost of Smoking” chart for amounts spent on 1, 2, and 3 packs of cigarettes for a day, a week, a month, a year and for 10, 20, 30, 40, and 50 years. Use the average cost of a pack of cigarettes in your state for data. Or provide the chart in a company newsletter or on the company Web site.
- Add extra costs for: Lighters; dry cleaning; mouthwashes, special toothpastes, and cologne; missed work days, and extra medical and dental care; and higher life, health, and homeowner’s insurance.
- Use these “Reasons to Quit” Online tools from: www.cancer.org.
 - “Calculator: How Many Cigarettes Is That?”
 - “Calculator: How Much Does It Cost You?”



6. Provide or reimburse costs for tobacco cessation medications for employees and dependents.

7. Have employees who smoke collect cigarette butts in a jar and bring them to work.

The butts can be counted and combined in one large jar and put on display for a “No. Butts about It” contest to guess how many butts the jar contains. (No. stands for “number.”) Give a prize, such as a clean, decorative jar or home fire extinguisher, to the employee who has the most accurate answer.

8. Find out which local restaurants are smoke-free.

Advertise a list of these in the company newsletter or on a wall for employee information. You can also display a menu from each restaurant and place star stickers on the healthiest menu choices.

9. Conduct a low-cost tobacco cessation program onsite.

Contact the American Cancer Society at www.cancer.org and the American Lung Association at: www.lungusa.org.



Resources for Tobacco Cessation

1. Employers' Smoking Cessation Guide: Practical Approaches to a Costly Workplace Problem

A **free** tool to help small and large employers implement affordable, effective smoking cessation programs.

www.endsmoking.org

2. Freshstart®

A **free** program offered by the American Cancer Society. A company representative attends a Freshstart® Facilitator Training to implement the four-session program within your organization.

www.acsworkplacesolutions.com/freshstart.asp

3. Implement a Tobacco-Free Campus Initiative in Your Workplace.

Centers for Disease Control and Prevention (CDC) Healthier Worksite Initiative. Offers a **free** toolkit that provides guidance for implementing a tobacco-free campus initiative that includes a policy and comprehensive cessation services for employees.

www.cdc.gov

4. National Tobacco Cessation Collaborative (NTCC)

Get **free** downloads from:

www.tobacco-cessation.org/resources.htm

5. Web sites for free and low-cost materials

- American Cancer Society
www.cancer.org
- American Heart Association
www.americanheart.org
- American Lung Association
www.lungusa.org
- Centers for Disease Control and Prevention
www.cdc.gov/tobacco
- National Cancer Institute
www.cancer.gov/cancerinfotobacco
- Smokefree.Gov
www.smokefree.gov
- U.S. Department of Health & Human Services
www.surgeongeneral.gov/tobacco





WISE HEALTH CARE CONSUMER ACTIVITIES & RESOURCES

WISE HEALTH CARE CONSUMER ACTIVITIES & RESOURCES



1. Start a self-care program at your workplace.

Distribute self-care books to each employee and encourage their use at home and in the workplace. Schedule viewings of a self-care video at convenient times and locations to help teach employees about correct use of their self-care guide.

2. Ask employees to submit success stories about their own use of self-care.

Publish the first three stories submitted in the monthly newsletter. Award the authors of the published stories with a free lunch from a local restaurant. Some time during February, have a grand prize drawing where all selected winners from the previous twelve months win a chance at a cash prize.

3. Put together a “doctor-bag” display of medical self-care items for the home.

Create fliers for employees which list the important items which should be included in their home pharmacy. Encourage them to complete the project by taking a “creative” picture of them in their homes next to their newly created home pharmacy. Post pictures on a bulletin board. Participants win a free coupon for an important item they may need to refill in the pharmacy, such as bandages, or aspirin.



4. Have a doctor-patient communication workshop.

Offer this to employees at lunch time or in the evening when spouses can attend. In groups of four or five, ask participants to compile a list of questions to ask their doctor about an “assigned” health problem. Include information on being assertive. Ask a doctor to attend, if possible, to answer questions and discuss how doctor-patient interaction helps with proper diagnosis and treatment. Give away a wallet-size card that has questions you should ask your doctor at an appointment. Also give out pocket-size medical information cards or booklets that provide space for the employees to record medical history, test results, dates of doctor’s visits, medications, immunizations, etc. Employees can make a **free** custom Emergency ID Wallet Card (ICE) in case of emergency at www.medid.com/free-id.php.

5. Make up a test for employees to evaluate their physician’s performance.

Encourage employees to grade their physicians and not to continue to see a doctor who doesn’t get a high score. This is especially important for employers who offer standard indemnity health insurance plans.

WISE HEALTH CARE CONSUMER ACTIVITIES & RESOURCES



6. Distribute a booklet on recommended immunizations, medical exams, tests, etc.

Include a “quiz” as a paycheck stuffer and ask employees to complete the quiz using the booklet they were given. Or, put the quiz on the company Web site. Those who complete the questions correctly will be announced in the employee newsletter or given a free prize. Get information on vaccines from: www.cdc.gov. Get information on health tests and exams from: www.ahrq.gov/clinic/pocketgd.htm and www.healthfinder.gov/prevention.

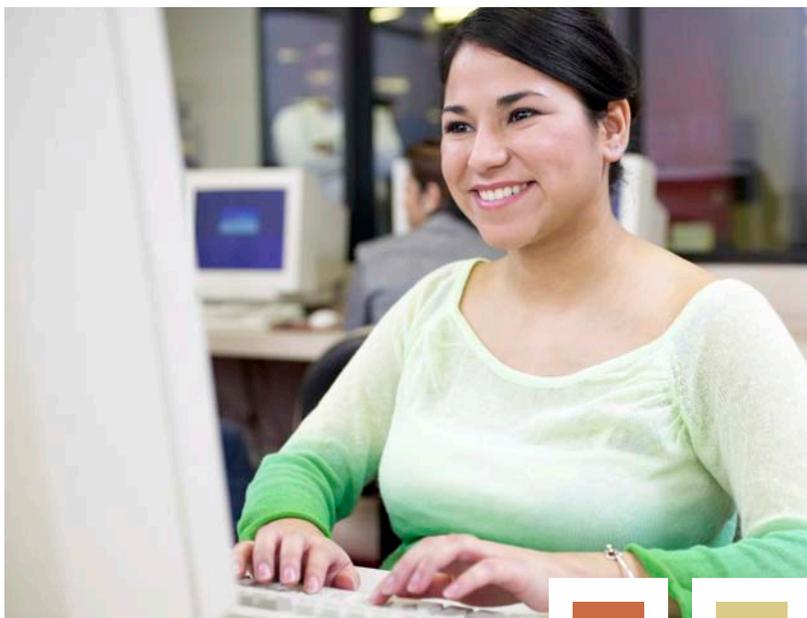
7. Healthcare 411

Download, for free, audio and video programs from: “Healthcare 411” News Series from AHRQ (Agency for Healthcare Research and Quality) at <http://healthcare411.ahrq.gov>. Use these in e-newsletters.

8. Create Custom CDs and DVDs.

- Explain health benefits (health tests and exams, wellness programs, etc.) that are available to employees. Include recorded messages of employees who have already participated and benefited from wellness programs. Employees can use these during commute times to learn what is available.
- Show employees how to use company health benefits, such as how to:
 - Register for and use the health plan’s Web site
 - Use the health plans interactive online tools to choose a plan for their needs and budget
 - Differentiate between in-network and out-of-network providers
 - Choose generic equivalent medications and ones from the plan’s formulary
 - Call the Nurse Advice Line (if you have one)
 - File claims correctly, etc.
- Provide wellness information, messages, and reminders in company newsletters, on bulletin boards, on the company Web site, in employee e-mails, etc.

9. Offer onsite low-cost manicures and pedicures while listening to wise health care consumer information.





Resources for Wise Health Care Consumer Activities



Agency for Healthcare Research and Quality (AHRQ).

Get **free** printed and Online consumer health information from:
www.ahrq.gov for:

- *Questions and Answers About Health Insurance: A Consumer Guide*
- *Check Your Medicines: Tips for Using Medicines Safely Poster*
- *Quick Tips—When Getting a Prescription*
- *Your Medicine: Play It Safe*
- *Men: Stay Healthy at 50+—Checklists for Your Health*
- *Women: Stay Healthy at Any Age—Checklist for Your Next Checkup*
- *20 Tips to Help Prevent Medical Errors*
- *20 Tips to Help Prevent Medical Errors in Children*
- *Be Prepared for Medical Appointments*
- *Quick Tips—When Getting Medical Tests*
- *Quick Tips—When Talking with Your Doctor*
- *Ways You Can Help Your Family Prevent Medical Errors!*
- *Pocket Guide to Clinical Preventive Services, 2009*
- *Put Prevention Into Practice **free** and low cost materials*



INCENTIVES/ REWARDS & RESOURCES

INCENTIVES / REWARDS & RESOURCES



1. Hand out stickers.

- Similar to the gold star for a reward concept, give stickers to employees as a reward and/or recognition for choosing a healthy food; walking at lunch or during a break; stair climbing, etc.
- Conduct a *Stick to It* campaign to promote maintaining healthy behavior changes. For example, continue to reward employees with stickers 1, 2, 3, and 4 months for choosing/eating fruits and vegetables, being a nonsmoker, walking at work, etc. Assign employees and supervisors to look for these healthy behaviors and award the stickers. Consider giving a prize to the employee who has the most stickers at the end of 1, 2, 3, and 4 months or other determined time.

2. Provide certificates of achievements.

- Give these directly to employees.
- Hang duplicate copies on a wall for all employees to see.
- Mount pictures and/or names of employees on Achievement Displays for reaching a specific goal, such as:
 - “Smokeless[®] Achievers”
 - “Weight Loss Achievers”
 - “Employees Who Didn’t Wait to Lose Weight”
 - “Walked 10,000 Steps in a Day”



3. Give rewards for taking part in or completing a desired activity

- A health risk appraisal (HRA), walking club, diabetes management classes, etc.
- Besides commonly used reward items, such as water bottles, t-shirts, caps, and visors with company logo, give rewards that promote physical activity, healthy food consumption, and stress management techniques. Examples are: Golf passes, pedometers, a gift card for a free yoga or other exercise class, a fresh fruit basket, and fitness resource time in lieu of one-half hour work time.
- Offer a set amount on funds in a tax-free health reimbursement account to employees who have specific screening tests or take part in health educational classes. For example, provide \$50 to \$200 in tax-free health reimbursement accounts for employees who: Have cancer screenings, such as colonoscopies or mammograms; take healthful eating classes; and/or participate in a weekly employee fitness class.
- *Change is Worth It*. Give token coins for healthy behavior changes. Employees can spend tokens for healthy foods from the cafeteria, company logo items, merchandise donated from local stores or companies, etc.





Resources for Incentives & Rewards

1. BlogCatalog (bc)

Order a catalog of a variety of low-cost products that can be used for awards and recognition.

www.blogcatalog.com/blogs/a-lot-more-than-just-promos.html

2. Corporate Reward & Incentive Cards

Custom credit cards to reward employees for:

- Performance improvement incentives
- Wellness activity contest participation

www.transcards.com

3. Health Promotions Now

Offers a variety of products that can be used for awards and recognition.

www.healthpromotionsnow.com

4. Motivators Promotional Products

Low cost buttons, lapel pins, etc.

www.motivators.com



5. Produce for Better Health Foundation

Free catalog from: www.pbhcatalog.com. Worksite wellness incentives and products (to purchase) that encourage eating fruits and vegetables.

6. Corporate Reward & Incentive Cards

Order custom credit cards that can be used to reward employees for:

- Performance improvement incentives
- Wellness activity contest participation



ADDITIONAL FREE RESOURCES

ADDITIONAL FREE RESOURCES



1. American Cancer Society (ACS)

www.cancer.org

- *Workplace Solutions*. Flexible, evidence-based services that target the key risk factors underlying cancer and other costly chronic diseases. www.acsworkplacesolutions.com
- *The Great American Health CheckSM*. Brochures, electronic posters, and e-mail blasts to promote the Great American Health CheckSM to employees, as well as newsletter inserts, quick tips, and recipes.
www.cancer.org/downloads/GAHC/GAHC_Employer_Tool_Kit

2. American Heart Association

www.americanheart.org

- Download lifestyle and risk reduction information sheets to pass out to employees that can help them make lifestyle choices to reduce their risk for heart disease and stroke. Topics include smoking, diet and nutrition, physical activity, cholesterol, high blood pressure, and dealing with stress.
- Let employees know about tools on this Web site that they can use privately and that is stored in a secure Microsoft[®] HealthVault[™].
 - “Heart Profiler”, a confidential, personalized treatment options report that helps an employee become more involved in his or her care by reviewing treatment options, possible side effects, success rates, and questions to ask his or her healthcare provider.
 - Heart 360, a confidential online resource that helps an employee manage his or her heart health with tools that track and monitor blood pressure, blood cholesterol levels, blood glucose, diet, and physical activity. The employee’s data can be printed or e-mailed to his or her health care provider.

3. Centers for Disease Control and Prevention (CDC) Healthier Worksite Initiative

- *Essential Elements of Effective Workplace Programs and Policies for Improving Worker Health and Well-being* from: www.cdc.gov/niosh/worklife/essentials.html.
- *Quick Resources*. A “one-stop shopping” location for program resources, this section contains links to documents and Web sites with credible, useful resources for WHP programs.
www.cdc.gov/nccdphp/dnpao/hwi/index.htm
- *Swift Worksite Assessment and Translation (SWAT) Implementation Guide*. This guide provides step-by-step instructions for conducting a SWAT assessment. It describes the types of information a SWAT assessment can provide insight into, how to conduct a single SWAT assessment, and how to analyze and report back to a worksite on the data obtained from it.
www.cdc.gov/nccdphp/dnap/hwi/program_design/swat/
- *Wellness Committees*. Learn about how to structure worksite wellness committees to gain employee input on Worksite Health Promotion (WHP) activities and planning.
www.cdc.gov/nccdphp/dnapao/hwi/programdesign/wellness_committees/htm

4. Center of Excellence for Training and Research Translation

Offers trainings funded by the CDC Nutrition and Physical Activity Program to Prevent Obesity and Other Chronic Diseases.

www.center-trt.org



ADDITIONAL FREE RESOURCES



5. Food & Drug Administration (FDA)

- Publications for Consumers (Online and print)
- FDA & You Newsletter Updates by E-mail

www.fda.gov/consumer

6. Healthfinder.gov of the Department of Health and Human Services

- “Quick Guide to Healthy Living” gives information and tools on a variety of health topics, including:
 - Everyday Health and Wellness
 - Nutrition and Fitness
- “Personal Health Tools” that include:
 - Be Active Your Way Widget
 - Activity and Menu Planner
 - A “myhealthfinder” widget, which can provide advice on preventive care that is tailored to a person’s age, gender, and risk factors, such as smoking
 - Videos, podcasts, and slideshows to learn about common health and wellness topics

www.healthfinder.gov

7. HERO Association for Employee Health Management

A research coalition which encourages investments in good health because of the positive influence on reduced health care costs and increased individual productivity. Learn employee health management education and networking strategies online through “Virtual Best Practice Workshops.”

www.the-hero.org/virtual_workshop.htm



8. HEALTHIER US.GOV

www.healthierus.gov

9. Healthy Arkansas Programs

- Wellness Incentive Program
- Worksite Wellness Tool Kit. Download a 56-page PDF of useful tools and ideas for your Worksite Wellness program.

www.arkansas.gov/ha/

Click on “Worksite Wellness.”

10. Healthy South Dakota.Gov!

- Success Stories
- Tools
- Wellness Programs
- Workplace Posters
- Healthy Meetings
- SNAP-Ed Connection United States Department of Agriculture Web site for nutrition education tools
- Eat Right When Money is Tight

www.healthysd.gov

ADDITIONAL FREE RESOURCES



11. The National Alliance on Mental Illness (NAMI)

Download free *Hearts & Minds* materials from: www.nami.org. Includes a facilitator's guide for group presentations, a 13-minute video, and employee booklet (36 pages) to help employees manage depression, bipolar disorder.

12. National Institute on Aging (NIA)

Offers publications on many health topics in easy-to-read text, as well as in Spanish. www.nia.nih.gov

13. Partnership for Prevention® Workplace Guide

Visit www.prevent.org for guidance and many resources to:

- Encourage employees to get screened for cancer and to work with health plans to increase cancer screenings
- Encourage physical activity and improve nutrition through social support and the work environment
- Implement tobacco-free policies; offer proven tobacco-use treatment benefits through health plans; and improve access to telephone quitlines for tobacco users

14. National Heart, Lung, and Blood Institute (NHLBI)

Provides many printed and online materials and tools for health professionals and the public with emphasis on prevention.

Access www.nhlbi.nih.gov. Search for topics of interest:

- **Cholesterol:**
 - National Cholesterol Education Program
 - Live Healthier, Live Longer
- **Heart and Vascular Disorders:**
 - The Heart Truth for Women
 - Latino Cardiovascular Health Resources
- **Heart Attack:**
 - 10 Year Heart Attack Risk Calculator
 - Act In Time to Heart Attack Signs
- **High Blood Pressure:**
 - Your Guide to Lowering High Blood Pressure
 - Hearts N' Parks Y2K
 - Your Guide to Lowering High Blood Pressure with DASH (Dietary Approach to Stop Hypertension)
- **Lung Disorders:**
 - National Asthma Education Program
 - Asthma Action Plan
 - COPD: Learn More Breathe Better
- **Sleep Disorders:**
 - Garfield Star Sleeper Campaign
 - The National Center on Sleep Disorders Research (NCSDR)



ADDITIONAL FREE RESOURCES



15. Small Business Wellness Initiative

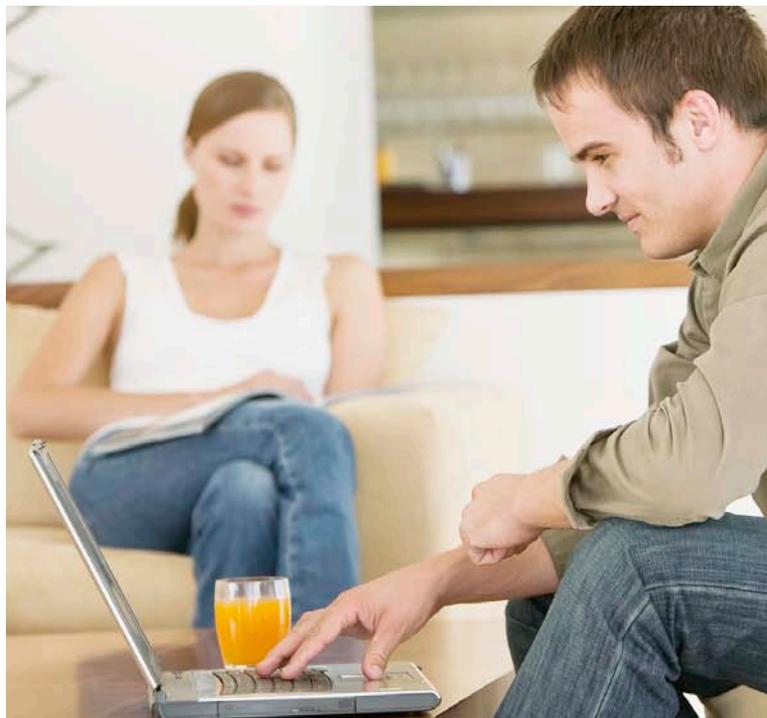
Download and customize free and low cost workplace wellness programs and resources.

- Free listing of Workplace Resources
- Wellness Tools
- Wellness Library of free articles and wellness tips for use in your employee and client newsletters.
- Previous issues of Wellness Newsletters.

www.sbwi.org

16. WellSteps

- *Checklist to Change*. It is easier for people to change behaviors with support. Change supports include things like norms, the physical environment, and policies.
- *Plan to Change*. This will help you and your wellness committee identify critical and changeable health issues, rank order which ones to address, and plan specifics to implement and report progress of changes.
- An *ROI Calculator* to project the impact of evidence-based HPM programs on health care costs, productivity, and absenteeism. Compare these projections with the cost of doing nothing.
- The *WellSteps Worksite Wellness Implementation Guide* can help you plan, implement, and evaluate a worksite wellness program.
www.wellsteps.com
- *White Paper: Best Practices for Creating Successful Wellness Programs*
www.optumhealth.com



17. Wisconsin Worksite Wellness Resource Kit

This walks you through the process of developing a worksite wellness program that implements strategies that have been proven to be effective.

- Worksite Wellness Program “Favorites” gives samples of programs being used in worksites throughout Wisconsin.
- What Works in Worksites. This is a two-page summary of evidence-based and promising strategies that focus on helping people eat healthier and be more active in the work place.

<http://dhfs.wisconsin.gov/health/physicalactivity>

18. Work WellSM Healthy Minnesota Workplace Wellness Toolkit

A comprehensive collection of:

- Strategies and suggestions to build, implement, and evaluate a worksite wellness program
- Sample surveys, e-mails, handouts, newsletters, and posters
- Resources for worksite wellness tools and programs
www.health.state.mn.us/divs/hpcd/NGAtoolkit/toolkit.pdf