

Wellness Strategies Checklist



Yes	No	Nutrition	
		1	Create and communicate Healthier Food & Beverage Policies (for cafeterias, contracted services, snack bars, vending machines, meetings, events, etc.).
		2	Hold Lunch and Learns (fun and informative healthy eating seminars). Secure a guest presenter and promote the seminar to all of the organization's employees.
		3	Provide Healthy Vending Machines. A refrigerated unit could expand the number of healthful options. Plan a promotion of the healthy items.
		4	Make water readily available and promote drinking water throughout the day.
		5	Support employees who wish to "brown-bag" healthy food from home by providing refrigerators, microwaves, and a space for food preparation.
		6	Provide an open fruit basket with a contribution box for employees to donate money to keep it filled.
		7	Avoid having candy jars or other unhealthy food jars on employees' desks, in conference rooms, copy rooms, or waiting rooms.
		8	Include healthy options when celebrating birthdays (if done on a regular basis).
		9	Coordinate a group to buy shares in a Community Supported Agriculture (CSA) farm.
		10	Conduct campaigns around specific healthy food topics/groups using multiple channels (e.g., email messages, brochures, videos, pamphlets, newsletters, bulletin boards, posters) and have a very simple message.
		11	Replace unhealthy food advertisements, posters, and materials (e.g., junk food and soda) with non-branded health promotion signs, such as physical activity and healthy eating posters.
		12	Offer nutritious food and beverages at meetings, banquets, coffee stations, events, etc.
		13	Provide information that addresses the risks of overweight or obesity, diabetes, high cholesterol, and high blood pressure.
		14	Highlight employees that make healthy food choices.
Yes	No	Lactation	
		1	Provide time for breastfeeding employees to pump or breastfeed at work.
		2	Provide a clean, private workspace, easily accessible, private, non-restroom space for employees to nurse or pump breast milk.
		3	Develop and communicate a policy for employees who are breastfeeding to work out a lactation schedule that allows reasonable break time for them to express milk during the work day.
		4	Promote community-based programs and resources as needed.
		5	Provide health messages communicating the link between supportive maternal care practices and the benefits for the employee, child, and business.

Wellness Strategies Checklist *(Continued)*

Yes	No	Alcohol and Other Drug Use (AOD)	
		1	Establish and communicate clear policies specific to substance misuse or abuse.
		2	Provide flexible scheduling for employees engaged in self-care activities that support substance abuse support and recovery (e.g., AA, NA, AlAnon).
		3	Provide and/or promote AOD prevention-related resources to reduce driving while intoxicated or drugged and to encourage safe disposal of unused prescription medicines. (See http://www.sdsheriff.net/prescription-drugs/dropbox.html or contact local police departments for locations.)
		4	Encourage utilization of AOD-related resources provided by employer health plans and Employee Assistance Programs.
Yes	No	Physical Activity	
		1	Ask local gyms/workout facilities if they will offer a discount for your employees.
		2	Start walking groups or clubs (before, during, or after work).
		3	Encourage stair climbing and/or hold a stair-climbing competition. Post signage and reminders to help encourage the behavior. Put interesting posters and artwork in the stairwells. Make stairwells safer, cleaner, well-lit, and accessible.
		4	Bike Racks: install bike racks in a safe place.
		5	Fitting In Physical Activity: for meetings longer than one hour, include a 5-10 minute stretch break.
		6	Intramural Sports Teams: sponsor intramural sports teams at the worksite (e.g., softball, volleyball, bowling).
		7	Allow for "walk and talk" meetings.
Yes	No	Tobacco	
		1	Have "quit smoking" resources available at the worksite for employees.
		2	Don't sell tobacco products onsite.
		3	Promote the free and effective, statewide tobacco quitting helpline.
		4	Highlight successful quit attempts.
		5	Establish and communicate tobacco-free policies. Make all areas of the worksite property smoke-free (indoor and outdoor). Actively enforce a written policy prohibiting and/or restricting the use of tobacco products. Clearly display "no smoking" signs with information about the tobacco-free policy.
Yes	No	Health Screening and Preventive Services	
		1	Promote and educate employees about the value of clinical preventive services and health screenings.
		2	Encourage employee flu vaccinations annually. Consider on-site immunizations. Cross-promote related programs such as medical self-care for cold/flu and handwashing signage in restrooms.

Wellness Strategies Checklist *(Continued)*

Yes	No	Emergency Response and Safety	
		1	Take steps to prevent injuries and illness, actively investigate and address safety problems, and provide support and follow-up in an expedient manner.
		2	Enforce safety rules: involve employees in developing a safety program so they gain ownership. Seek input and suggestions about existing work hazards. Be sensitive to literacy issues (reading and language barriers).
		3	Recognize individuals and teams that demonstrate safe behaviors.
		4	Have a written plan for emergency response to medical events at facility.
		5	Offer access to a nationally recognized training course on Cardiopulmonary Resuscitation (CPR) that includes Automated External Defibrillator (AED) training.
		6	Identify location of AEDs with posters, signs, markers, or other methods.
Yes	No	Disease Management	
		1	Promote community-based programs and resources as needed.
		2	Provide information and resources related to asthma, cancer, high cholesterol, high blood pressure, diabetes, heart disease, stroke, etc.
		3	Offer incentives for participating in disease management programs.
		4	Provide health insurance coverage with no or low out-of-pocket costs for cholesterol, lipid, blood pressure, and diabetes medications and supplies.
Yes	No	Mental Health/Stress Management	
		1	Promote mental health and stress management resources: offer employees materials that address subjects such as depression, substance abuse, and stress.
		2	Provide training for managers on identifying and reducing workplace stress-related issues (e.g., training on performance reviews, communication, personnel management, assertiveness, time management, or conflict resolution).
		3	Routinely provide information about community-based mental health programs.
		4	Ensure workplace is ergonomically suitable for all employees.
		5	Provide an Employee Assistance Program (EAP) offering information, support, consultation, and referrals to employees.
Yes	No	Other Wellness Topics	
		1	Promote community health efforts (e.g., fun-runs/5Ks, health fairs, and educational seminars) and invite family members when possible.
		2	Organize support groups to encourage employees in their healthy lifestyle changes.
		3	Provide small incentives for employees that display healthy behaviors.
		4	Provide regular wellness communication: place healthy messages in high traffic areas and tailor them to your workforce. Consider your employees' languages, cultures, literacy levels, and readiness to change their health behaviors.