



# WORKPLACE WELLNESS

TOOLKIT



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## *Wellness Efforts Pay Handsome Dividends*

Dear Wellness Advocates:

If you are attending Wake Up to Wellness or any other program offered by the Blair County Chamber or Healthy Blair County Coalition, it's likely that you have already made a commitment of some kind to a wellness initiative. We applaud you for your understanding of what it takes to keep your workforce healthy and happy.

As you examine the data, some of which is included in this Toolkit, you will see evidence that Blair County has a great deal of catching-up to do in terms of identifying and addressing issues of health. Not just in the workplace but in our overall community as well. The workplace is an obvious place to direct programs and disseminate information. Yet too few employers have embraced the wellness concept and initiated a formal program of their own.

The Workplace Wellness Committee of the Chamber hopes that this Toolkit will get you at least thinking about the many ways that you can help your employees to adopt healthy lifestyles. The Toolkit also contains a list of local resources. Those resources have outstanding track records for success. Let them help you!

Thank you for your interest in making Blair County an even greater place to live and work!

Joe Hurd – President/CEO  
Blair County Chamber of Commerce

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*Let's get started. We are glad to have you on our team!*

# Why workplace wellness?

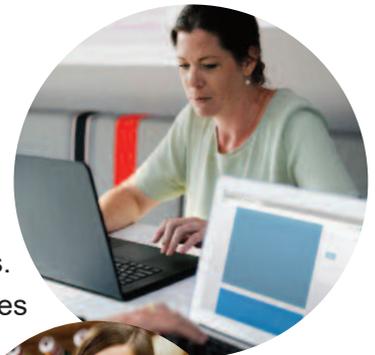


More and more research indicates that it is in the employers' best economic interest to help employees improve their health. For many businesses, medical costs can consume a significant percent of the company's profits. While some employers have gone to cost sharing, cost shifting, managed care plans, or other programs or incentives, these options merely shift costs. Only worksite health programs stand out as the long-term answer for keeping employees well in the first place. National statistics indicate 30-50% of your organization's total health care costs are as a result of lifestyle related behaviors of your employees, such as smoking, poor diet, and lack of exercise. An investment in your employees' health can yield long-term dividends. Healthy employees are more productive, with fewer sick days, fewer accidents, better morale and less turn-over. Participation in the worksite wellness program can produce a Return on Investment (ROI) of as much as \$3 to \$4 per \$1 invested. The payoff in dollars, as well as in the quality of life, can have a significant impact on your company.

The vast majority of employers with onsite clinics have demonstrated financial returns through improved management of chronic diseases, early detection of health conditions, and improved productivity due to healthier employees, fewer/less absences as employees need less time to seek care, higher screening rates and more specific wellness communications. There is a culture shift that tends to occur which can be contagious among employees and their families toward becoming healthier over the long term.

## Can Smaller Employers Make it Work?

While onsite clinics historically were found at larger companies with 500+ centrally located employees, smaller employers have become creative with overcoming barriers to onsite clinics. In some cases, clinics open on a part-time basis in modified spaces within their offices to reduce start-up costs. Some also start with a part-time model to bring in health coaches a few times per month for biometric testing and consultations. Others have formed coalitions with similar local employers to offer a shared-clinic between companies, many of whom contract directly with local healthcare providers



## Reasons employers give for establishing on-site clinics

75%

Reduce lost time from work/increase productivity

74%

Reduce medical cost or health benefit spending

66%

Improve employee access to convenient healthcare

48%

Promote screening and preventive health services

13%

Provide a perk to attract employees

Source: Towers Watson

At Sheetz, we have seen a true cultural shift in the past seven years with our wellness program which includes onsite healthcare, onsite fitness centers, quarterly wellness challenges, onsite mental well-being counseling, frequent fitness challenges, and our branded communications strategy. We will also be adding onsite Physical Therapy in 2019.

We now have 3 onsite clinics (2 in PA; 1 in NC) and 2 fitness centers (1 in PA and 1 in NC), which staff 10 full-time clinicians, including Nurse Practitioners, a Registered Nurse/Health Coach, a Registered Dietitian, an Exercise Physiologist and a Stress Management Counselor, in addition to support staff who have all been integral in achieving very positive ROI. In addition to sick care, our clinicians work directly with employees, spouses and kids to help them achieve their individual wellness goals and manage any chronic conditions they may have.

Some of our financial and value highlights during this most recent reporting period have been:

- ✓ A 10.2%-point medical/rx cost trend differential between our wellness vs. non-wellness participants (-5% vs. 5%).
- ✓ 27% reduction in Prospective Risk (Measure of Future Risk)
- ✓ 20% reduction in Care Gaps (adherence to treatment protocol)
- ✓ 14% reduction in Disease Comorbidities (Multiple Diseases)
- ✓ 12% reduction in Hypertension (High Blood Pressure)
- ✓ 18% reduction in Hyperlipidemia (Cholesterol)
- ✓ 5% reduction in Diabetes Cases
- ✓ 68% Engagement rate for High/Chronic Condition patients (vs. 4% prior to our clinics)
- ✓ 98+% Employee Satisfaction Rates
- ✓ Lost Work-Day Improvement

Overall ROI is conservatively calculated at 2.89:1



### From a Sheetz Employee

"Having access to a wellness center at work has had such a positive impact on my work day. Working out at lunchtime helps me be to become more productive and focused in the afternoon (no more afternoon slump!). I've been able to try different equipment and classes that in other settings, I may have been too intimidated to try. My clothes fit better, I am more conscience of the foods that I am eating and it definitely lifts my mood!"

## BLAIR COUNTY REPORT CARD



### OBESITY

The results of the County Health Rankings Report for Blair County have not been positive overall; although, the trend has improved over the last six years. Blair County ranks 51 out of the 67 counties (with 67 being the least healthy county in Pennsylvania).

According to the Center for Disease Control, obesity rates in Blair County increased from 25.3% to 33.1% from 2004-2013. Reports of physical inactivity increased from 26.9% to 27.2% while reported diagnoses of diabetes rose from 9.3% to 11.3%.

### ALCOHOL AND OTHER DRUGS

Data from the Prescription Drug Monitoring Program identified Blair County as the number two prescriber of Schedule 2 narcotics and the number one dispenser in Pennsylvania. One data point for Blair County shows for two opioid pain medications over 500,000 pills are being dispensed per month.

### MENTAL HEALTH, SUICIDE, AND DEPRESSION

Thirty-nine percent (39.6%) of respondents to the household survey reported having a lot of anxiety, stress, or depression.

### NICOTINE, TOBACCO, AND E-CIGARETTES

E-cigarettes are now the most commonly used tobacco product among youth. In 2018, more than 3.6 million middle/high school students in the United States used e-cigarettes in the past 30 days. In 2017, 2.8 million adults were current e-cigarette users. In Blair County, 28.1% of students in grade 12 reported vaping/e-cigarette use in the last 30 days.

## LOCAL SPOTLIGHT



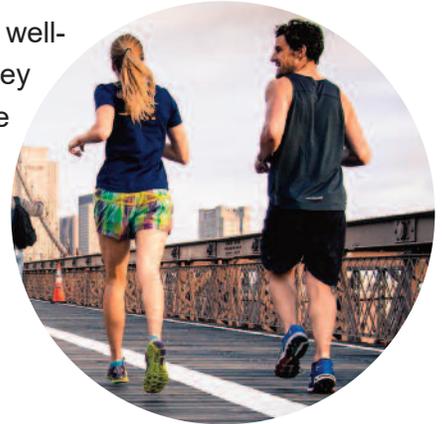
### Cliff Drury

“My A1C and fasting blood sugar were creeping up putting me very close to the diabetic range. I was determined to not let that happen. My wife gave me a Fitbit for Christmas and I found a cell phone application to help track nutrients. I wanted to stay under 50 grams of sugar and 150 grams of total carbohydrates. I began to lose weight and inches. In addition I began to go to The Summit to swim. I am glad to say that I have lost 40 pounds and six inches off my waistline. My A1C and blood sugar levels have dropped into normal ranges. My story is not over, now I have to keep them there!”

# Wellness Q&A

## Do we need to do a Health Risk Appraisal (HRA)?

A health risk appraisal is an important foundational step for a successful wellness program. It is generally a brief questionnaire that summarizes key individual characteristics and information that can be used to determine an individual's overall health risk status. An HRA should be followed by specific opportunities for improving health, such as those offered by worksite wellness programs. HRAs serve as the starting point and are used to measure program impact.



## Are there different programs for businesses of different size?

If you are new to a wellness program or if your business has 50 or fewer employees you may want to start with a program that seeks to create awareness of health issues and uses a whole-group approach. Low-cost incentives are offered for various group activities designed to boost morale.

For companies that are larger in size and have a wellness program in place, an education and knowledge-building model works well if you have some corporate direction. It can involve spouses and offer incentives. This type of program offers group and some individual health risk reduction programming and works well if your employees are receptive to a program.

## What do I do to get started?

You've made that important decision to work towards wellness and now you need to learn what your next steps should be. Creating a climate of change that incorporates a "buy-in" at the senior level is critical to the success of the program. Develop a wellness team and empower them to create change.



# Workplace wellness

## GETTING STARTED

The best worksite wellness programs target two groups:

1. employees that already have chronic disease (to make them healthier)
2. employees that are healthy (to keep them healthy and prevent illness later)

Here are a few simple, yet important steps to get you started:

**1. Senior Level Support** – For any program to be successful, you must have senior management support. They must buy in to the fact that employees must be allowed time to participate in the program.

**2. Develop a Wellness Advisory Team** – Assemble a team of employees representing all levels of the organization. Members of the committee help shape the program by developing ideas and bringing concerns to the group. The team should be responsible for: developing a vision statement for the wellness program, setting goals and objectives for which the workers and the business should strive towards and developing a time line to meet those goals or objectives.

***Goal Example:** Employees will have access to healthier food options.*

***Objective Example:** Vending Machines will include 50 percent health food options.*

***Timeline/Detail Example:** Mr. Smith will meet with vending machine company within the next 2 weeks to identify health food options which will be incorporated into the machines within the next month.*

Consider a kick-off event that includes biometric screenings and Health Risk Assessments (HRAs). Collect as much baseline data as possible so you can determine improvements in absenteeism rates, turnover rates, productivity rates and general wellness.

**3. Create a Budget** – Develop a budget that will help you target your intervention areas that will provide the largest impact. Try to include employee incentives in your budget as they demonstrate the organization's commitment to the program and motivates employees to participate. Incentives vary, but can include such things as discounts to health clubs, pedometers, reduction in health insurance premiums, time off, etc.

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# Workplace wellness

## GETTING STARTED - CONTINUED

**4. Programming** –Now that you've completed the worksite assessment and employee interest survey and reviewed other available data and compiled the results, it's time to implement programs that would best meet your assessment results. Wellness programming can include several components and activities. This tool kit focuses on prevention and behavior changes to reduce chronic diseases. Areas your businesses may wish to focus on include:

- a. General health education for disease risk factors
- b. Physical Activity
- c. Nutrition
- d. Nicotine, Tobacco, and E-Cigarettes
- e. Alcohol and other Drugs
- f. Mental Health, Suicide, and Depression (Stress Management)

**5. Assess and Modify** –This stage seeks to strive for continuous quality improvement through constant evaluation and modification of the plan. An employee survey helps to identify needs and interests and provide information that can help determine program focus. Perform an annual SWOT (Strengths, Weaknesses, Opportunities and Threats) to help direct your plan. Design creative fun ways to target participation in the program ie. Biggest Loser competitions, or corporate teams for walk or run events.

All businesses can improve the health of their employees and create a healthy environment and culture.



Others have done it, and so can you!

# Worksite wellness

## IDEAS FOR ACTIVITIES/PROGRAMS



**Starting a worksite wellness program can be overwhelming. A good place to start is by convening your committee for a brainstorming session. Write down all suggestions and then evaluate them for their fit to your worksite based on the following criteria:**

- ◆ To what degree does the idea pertain to nutrition, physical activity or smoking cessation?
- ◆ Is the idea practical within the worksite?
- ◆ Is there employee interest?
- ◆ Is the idea results oriented?
- ◆ Does the idea address a real need at your worksite?
- ◆ What resources are needed for start-up and to maintain on an ongoing basis?
- ◆ To what degree is this idea inclusive of all employees?
- ◆ Can your health insurance broker or health plan incorporate wellness programs?

## Ideas, Ideas and More Ideas

### **NUTRITION:**

- Recipe Exchange
- Salad Club
- Corporate Wellness Challenge
- Calorie Counters Group
- Fruit & snack bowl in the break room
- Change vending products
- Vending wish list
- Bottled water dispenser
- Healthy food options at staff meetings
- Water filter for drinking water

### **PHYSICAL ACTIVITY:**

- Develop a walking group with a buddy system
- Walking route maps (WalkWorks Trails)
- Stretching chart (how-to and progress)
- Announce stretch over PA system
- Health Club or gym discounts
- Indoor walking course with directional signs



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### **PHYSICAL ACTIVITY: (continued)**

- Conference walks rather than conferencing over coffee
- Physical activity incentive program
- Promote environment conducive to bike riding by installing bike racks at your worksite
- Make pedometers available for employee use
- Create corporate teams for bike, walk or race participation

### **SMOKING: Nicotine/Tobacco and Use of Electronic Cigarettes and Vaping**

- Implement a nicotine/tobacco free policy on company property
- Provide incentives for smokers to use medicinal aid to quit smoking
- Offer smoking cessation classes

### **DRUG AND ALCOHOL:**

- Communicate the value the organization places on the personal health of employees, their families, and their communities
- Support workplace health and safety by creating and maintaining drug-free workplace policies and programs
- Develop a culture within your work place that supports employees seeking help for themselves and/or their family members
- Provide an employee education program that clearly communicates the hazards of substance use and the benefits of avoiding substance use
- Provide materials on the risks associated with misusing alcohol, prescription drugs, and other drugs
- Inform employees on how to avoid substance use problems
- Provide support through an employee assistance program (EAP) or know how to access community supports to help employees and/or their family members

### **MENTAL HEALTH AND STRESS MANAGEMENT:**

- Establish an employee assistance program
- Provide on-site stress management programs ie. relaxation training, assertiveness training, time management
- Provide employee lounge for breaks
- Allow flex time work scheduling policies
- Offer on-site blood pressure screenings

### **PROMOTION AND AWARENESS WITHIN WORKSITE:**

- Inspirational/informational posters throughout worksite
- Place educational materials about health issues in restrooms
- Award pins or trophies for stages of individual accomplishment
- Contact health clubs about purchasing equipment when they look to make an upgrade
- Form interest groups
- Host health fairs
- Provide general health promotion information on topics such as stress management, healthy eating, fitness and substance abuse

# Worksite wellness

## SAMPLE SURVEY

### SAMPLE EMPLOYEE HEALTH BEHAVIOR AND INTEREST SURVEY

In a typical week, how often would you:	0 days per week	1-2 days per week	3-4 days per week	5 or more days per week
Eat at least five fruits or vegetables in a day?				
Buy health snacks if they were available in our vending machines or cafeterias (for example, fruit, veggies and dip, whole grain cereals)?				
I would volunteer to help maintain a healthy snack selection set up by employees (does not involve paying for supplies).	<b>YES</b>	<b>NO</b>		
Eat fruit if available free at our staff meetings or break areas?				
Use a 15 minute break for activity (like stretching, yoga, or a walk) if there were a convenient place to be active?				
Make time for 30 minutes of physical activity per day?				

# Worksite wellness

## SAMPLE SURVEY

To what extent are you interested in making the following healthy changes?	N/A	Not at all interested	Somewhat interested	Very interested
Stop smoking (or using any kind of tobacco)?				
Eat more fruits and vegetables				
Lose weight				
Manage stress				
Other _____ (write in any other healthy changes important to you)				
The following questions are for employees who smoke:	N/A	Not at all interested	Somewhat interested	Very interested
How likely are you to make a serious attempt to quit during the next 6 months?				
How willing are you to use quit medications (such as nicotine patch) if you could get them for free?				
Are you interested in smoking cessation classes?				

# Worksite wellness

## SAMPLE SURVEY

Sometimes employees come together to form interest groups to support each other in various activities. The groups are informal, and any employee is welcome to participate. What kind of group might you participate with on an informal basis if you knew others shared your interest?

*(Check all that apply)*

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Walking         | <input type="checkbox"/> Running     | <input type="checkbox"/> Resistance training |
| <input type="checkbox"/> Stretching      | <input type="checkbox"/> Biking      | <input type="checkbox"/> Yoga                |
| <input type="checkbox"/> Meditation      | <input type="checkbox"/> Hiking      | <input type="checkbox"/> Jogging             |
| <input type="checkbox"/> Nutrition       | <input type="checkbox"/> Basketball  | <input type="checkbox"/> Not interested      |
| <input type="checkbox"/> Cooking         | <input type="checkbox"/> Volleyball  | <input type="checkbox"/> Other: _____        |
| <input type="checkbox"/> In-line skating | <input type="checkbox"/> Weight loss | _____  |

Would you be willing to serve on the Chamber's Workplace Wellness Committee?

- Yes     No

If the Workplace Wellness Committee wanted to provide you information about its activities, what would be your preferred way to receive that information?

*(Select one)*

- a dedicated bulletin board
- weekly email tips
- a flyer distributed with paychecks
- email
- other: \_\_\_\_\_

# Worksite wellness

## SAMPLE SURVEY

### EMPLOYER WORKPLACE WELLNESS SURVEY

This survey is to be completed by the Employer, Owner or Human Resource Manager only. Please respond with a yes or no to each question or N/A (not applicable) if the question does not apply to your organization.

The purpose of this survey is to drive ideas about possible adaptations to your organization to promote the overall health of your employees and to partner with local community resources.

#### OBESITY

1. Does your workplace have any safe equipment for activities or walking on or near your site?
2. Does your workplace provide vending machines with healthy snacks including whole grain crackers, fruit, low salt nuts, or low sugar food and beverages?
3. Does your workplace provide any incentive for healthy eating? ( i.e. New Year weight loss challenge, insurance reimbursement)
4. Does your workplace provide a kitchen area that has appliances such as a refrigerator and/or microwave for personal use and safe food storage for employees?
5. Do you provide biometric screenings?

#### ALCOHOL & OTHER DRUGS

1. Do you have a substance abuse policy? If so, do you have a corresponding “re-entry” program?
2. Do you provide alcohol alternatives at corporate functions?
3. Do you have staff that are knowledgeable and comfortable discussing substance abuse issues with employees?

#### MENTAL HEALTH, SUICIDE & DEPRESSION

1. As an employer, do you know who to call or where to go to access resources for mental health and/or substance abuse treatment? Do your employees?
2. When discussing your FLMA policy or disability program, are you providing time off for drug/alcohol or mental health treatment?

#### NICOTINE, TOBACCO AND E-CIGARETTES

1. Do you have a policy for tobacco use on company property? Are you including e-cigarettes and smokeless tobacco in this policy?
2. Do you have areas designated for tobacco use?
3. Do you have a policy for nicotine/tobacco use on company property?

# Worksite wellness

## REFERENCES/RESOURCES



### **WELCOA –Wellness Council of America**

[www.wellness.org](http://www.wellness.org)

### **Worksite Wellness Program**

[www.worksite-wellness-programs.com](http://www.worksite-wellness-programs.com)

[www.samhsa.gov/workplace/toolkit](http://www.samhsa.gov/workplace/toolkit)

### **Employee Wellness Programs-Corporate Wellness Program**

[www.wellnessproposals.com](http://www.wellnessproposals.com)

[www.healthyblaircountycoalition.org/](http://www.healthyblaircountycoalition.org/)

[www.healthyblaircountycoalition.org/lets-move-blair-county](http://www.healthyblaircountycoalition.org/lets-move-blair-county)

[www.blairdap.org](http://www.blairdap.org)

[www.blair.pa.networkofcare.org/mh/index.aspx](http://www.blair.pa.networkofcare.org/mh/index.aspx)

[www.lungdiseasefoundation.org/](http://www.lungdiseasefoundation.org/)



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# Workplace wellness

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