

Employee Health and Wellness Policy: Procedures for Agency Wellness Plans Implementation - Year 1

This document outlines actions that state agencies can take to support the health and wellness of state employees, as referenced in the Employee Health and Wellness Policy 50-010-06. For more guidance contact the state Wellness Manager.

1. Adopt an employee wellness policy

- a. Refer to existing state agency wellness policies for guidance: DHS-060-042 *Employee Wellness Policy*, DOC 20.6.18 *Wellness Policy*, and ODE Policy 581-214 *Support of Employee Involvement in Wellness Activities*. Or, explore other employee wellness policies and review them with the State Wellness Manager.
- b. Tailor the policy to be agency-specific.

2. Convene a standing wellness committee

- a. Gain and document manager approval
- b. Choose wellness committee activities and/or educational opportunities * from the *Implementation Guidance* and create a plan to address those activities and/or educational opportunities. Work with the State Wellness Manager to explore wellness opportunities not listed to assure they are evidence-based and culturally appropriate.
- c. Elicit feedback from employees on the plan

3. Identify a structure for staffing the employee wellness committee

- a. Appoint a chair of the wellness committee
- b. Document manager approval and/or sponsorship
- c. Assure the wellness committee has a charter, guidelines, or other document describing the committee composition, committee member term length, manager approval process for using paid work for wellness-related activities, purpose, decision-making process, fundraising limitations, and oversight

4. Support agency wellness plans; offer and promote wellness-related educational opportunities and skill-building to employees:

- a. Research and recommend programs for the agency wellness plan that support employee wellness activity engagement, and policies that create a culture of health within the agency. See *Implementation Guidance*.

b. Education through the Employee Assistance Program (EAP), the health plans (Kaiser Permanente, Moda and Providence Health Plan), the Public Employees Benefits Board and the Health Engagement Model Program, and through organizations that offer evidence-based information to address the risks of chronic conditions, including heart disease, stroke, diabetes, asthma, arthritis, and cancer. Examples:

- Weight management
- Smoking cessation
- Fitness and exercise
- Diet and nutrition
- Pre/postnatal care
- Stress management
- Self-health management
- Preventive screenings
- Health education classes
- Brown bag events on healthy nutrition topics
- Physical activity classes
- Meditation, mindfulness and other stress management strategies
- Dissemination of behavioral and/or physical education information through newsletters, flyers, etc.
- Weight Watchers

**Educational opportunities are not vehicles to sell, promote, or solicit products or services, whether from event sponsors, hosts, or attendees.*

Employee Health and Wellness Policy: Implementation Guidance

In coordination with Employee Health and Wellness Policy 50-010-06, this guidance is provided for Oregon state agencies, in developing worksite wellness programs and/or providing educational opportunities to employees aimed at addressing causes of preventable chronic disease. To best achieve the goals listed in the policy, this guidance focuses on tobacco, nutrition, physical activity and stress management.

Comprehensive worksite wellness programs include policy, system and environmental change strategies to create a workplace culture that is employee-centered, provide a supportive environment to make healthy choices, and provide access and opportunities for employees to engage in a variety of health and wellness activities.

Example activities considered to be “generally accepted best practices” include but are not limited to:

- Assessing needs and interests of employees regarding worksite wellness activities
- Developing an operational plan that addresses policy, systems and environmental changes to promote worksite wellness. (Per DAS Policy 50-0101-06, state agencies will complete a two-year wellness plan)
- Coordinating with PEBB to communicate benefits information to employees (e.g., enrolling in health risk assessments, accessing employee assistance programs, self-management/cessation programs) and to promote PEBB-sponsored initiatives (Healthy Team Healthy U, Weight Watchers, health coaching through all medical plans, Omada for Kaiser members, Virtual Lifestyle Management for Providence members, Better Choices, Better Health for members with chronic conditions, etc.)
- Promoting monthly worksite wellness campaigns (e.g., Bike to Work, Heart or Tobacco Awareness Month)
- Sponsoring events that promote physical activity opportunities during the workday (e.g., walking clubs or walking buddy programs, exercise groups)
- Identifying wellness “champions” who relay messages to peers and coworkers about engaging in healthful behaviors (e.g., drinking water throughout the day, sharing fruit/veggie snacks, community supported agriculture deliveries, taking walking or alternative exercise breaks)
- Promoting healthy meeting policies to assure access to healthier foods and beverages, and opportunities for physical activity
- Ensuring that all activities are culturally and linguistically appropriate and offer alternative options for people with various abilities and health conditions.

Example activities discouraged by DAS include but are not limited to:

- Promoting the sale of products or services (e.g., blenders, water flavoring, pedometers, massage services)
- Organizing health fairs that focus solely on selling products or services
- Competitions/challenges that encourage unhealthy practices (e.g., “biggest loser” contests)

Focus Area	Wellness Plan Guidance	Educational Opportunities	Resources
Tobacco	<ul style="list-style-type: none"> - Ensure compliance with the <i>Tobacco-free State Properties Executive Order</i> - Policy supporting flex time for tobacco cessation class or Quit Line engagement 	<ul style="list-style-type: none"> - Offer on-site cessation classes ensuring ceremonial use of tobacco, micro stress and the value of quitting for the family as topics included in the cessation classes; - Promote Oregon Tobacco Quit Line and PEBB cessation benefit; - Promote Oregon Tobacco Quit Line cultural-specific programs such as Dejero Ya, Asian Smokers Quit Line, Teen Quit, and My Last Dip; - Promote tobacco cessation among diverse populations using culturally and linguistically appropriate Quit Line materials. 	<p>Tobacco-free State Properties resources http://www.oregon.gov/oha/PH/PreventionWellness/HealthyCommunities/HealthyWorksites/TobaccoFreeStateProperties/Pages/index.aspx</p> <p>PEBB’s tobacco cessation resources http://www.oregon.gov/OHA/PEBB/Pages/FreeClear.aspx</p> <p>EAP/Cascade Personal Wellness http://www.oregon.gov/OHA/PEBB/Pages/EAPindex.aspx</p> <p>Quit Line for the Asian population www.asiansmokersquitline.org</p> <p>American Indian Ceremonial Tobacco http://www.natamcancer.org/nnacc_downloads/SHEETS/02-18-07_Tob-ceremony_04-12-09.pdf</p> <p>TeensQuit http://teen.smokefree.gov/</p> <p>Educational Resources Appropriate for Different Cultures http://www.nhlbi.nih.gov/health/healthdisp/index.htm</p>

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Nutrition	<ul style="list-style-type: none"> - Healthy Meetings—standards for foods and beverages - Nutrition standards for vending machines - Nutrition standards for on-site food service - Support lactation and breastfeeding – ensure compliance with federal law - Gain support for, and establish a farmer’s market near the worksite - Replace candy dishes with positive alternatives such as fruit bowls - Offer on-site Weight Watchers program 	<ul style="list-style-type: none"> - Brown bag events on healthy nutrition topics that include opportunities for learning about foods from different countries and how different cultures address healthy eating (i.e. Heart Health African American Style, Heart Health Latino Recipes, Honoring the Gift of Heart Health for American Indians, Healthy Family/Healthy Heart Aim for Healthy Weight); - Healthy eating classes that include recipes and cooking demonstrations of different ethnic meals; - Promote Weight Watchers using materials that are inclusive of diverse communities; - Disseminate information through newsletters, flyers, etc. - Promote health and wellness observances (i.e., Heart Month, Cancer Awareness, etc.) - Promote Cultural Celebrations to address health and wellness (i.e. Lunar New Year, Black History month, American Indian Heritage, Women’s History Month, Pride Month, Korean-American Day, etc.) 	<p>Health Information for Selected Audiences/Health Disparities http://www.nhlbi.nih.gov/health/pubs/pub_slct.htm</p> <p>Washington’s Healthy Nutrition Guidelines for Meetings and Events https://www.doh.wa.gov/CommunityandEnvironment/WorksiteWellness/HealthyNutritionGuidelines/MeetingsEvents/Guidelines</p> <p>Under Pressure: Strategies for Sodium Reduction in the Workplace https://www.health.ny.gov/diseases/cardiovascular/heart_disease/toolkits/docs/sodium_reduction_in_worksites.pdf</p> <p>Strategies that help mothers continue breastfeeding http://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/BABIES/BREASTFEEDING/Pages/workplace.aspx#employers</p> <p>Educational Resources to Address Health Disparities http://www.nhlbi.nih.gov/health/healthdisp/index.htm</p> <p>EAP/Cascade Personal Wellness http://www.oregon.gov/OHA/PEBB/Pages/EAPindex.aspx</p> <p>Weight Watchers http://www.oregon.gov/OHA/PEBB/2016Benefits/16WWgateway.pdf</p> <p>Health and Wellness Observances http://www.nationalwellness.org/?page=HOC2017_NM</p> <p>City of Portland Affinity Group Website http://www.portlandonline.com/deep/index.cfm?c=50888</p> <p>City of Portland’s Cultural Celebration Calendar http://www.portlandonline.com/deep/index.cfm?c=59371</p>

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Physical Activity	<ul style="list-style-type: none"> - Adopt a Healthy Meetings policy - including opportunities for physical activity - Adopt a policy supporting flex time for physical activity - Incentivize use of public and alternative transportation options - Provide safe space for on-site physical activity - Organize a walking club and/or map out local walking routes - Support walking meetings - Establish safe bike parking - Offer on-site physical activity classes 	<ul style="list-style-type: none"> - Brown bag events on physical activity topics that include a wide variety of topics, including types of activity; - Promote use of stairwells; - Promote physical activity classes geared to suit all populations, and supportive of family engagement (i.e., Zumba, Tai Chi, Rope skipping, African dance, Qi Gong, Yoga, Home-Based Walking Program, Chair Aerobics, Hula dancing, Belly dancing, Dragon Boat Races, Hood to Coast, etc.) - Disseminate information through newsletters, flyers, etc. - Promote health and wellness observances (i.e., Heart Month, Cancer Awareness, etc.) - Promote Cultural Celebrations to address health and wellness (i.e., Lunar New Year, Black History month, American Indian Heritage, Women’s History Month, Pride Month, Korean-American Day, etc.) 	<p>The CDC Guide to Increase Physical Activity in all Communities http://www.cdc.gov/obesity/downloads/PA_2011_WEB.pdf</p> <p>Steps to Wellness: Implementing the 2008 Physical Activity Guidelines in the Workplace http://vermontfitness.org/wp-content/uploads/2013/03/Steps2Wellness_Physical-Activity-in-the-Workplace.pdf</p> <p>StairWELL to Better Health https://www.cdc.gov/physicalactivity/worksites-pa/toolkits/stairwell/index.htm</p> <p>Washington’s Physical Activity toolkit https://www.dev.hca.wa.gov/assets/program/W3_Physical_Activity_Toolkit_2010.pdf</p> <p>EAP/Cascade Personal Wellness http://www.oregon.gov/oha/PEBB/Pages/EAP.aspx</p> <p>Health and Wellness Observances http://www.nationalwellness.org/?page=HOC2017_NM</p> <p>City of Portland’s Cultural Celebration Calendar http://www.portlandonline.com/deep/index.cfm?c=59371</p>

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	Guidance		
Stress Management	<ul style="list-style-type: none"> - Support ergonomic assessments for employees - Implement a beautification strategy for workspaces, including stairwells - Set up a carpool system with coworkers - Establish a positive staff recognition program - Adopt a policy supporting flex time - Establish team-building practices - Implement strategies to measure and address employee engagement 	<ul style="list-style-type: none"> - Brown bag events on stress management, financial health, organizational change, parenting, relaxation, micro aggressions, racial discrimination, dealing with your teen. - Promote taking breaks. - Promote volunteer opportunities, walk and talk, take your child to work. - Disseminate information through newsletters, flyers, etc. - Promote PEBB’s Employee Assistance program. - Promote health and wellness observances (i.e., Heart Month, Cancer Awareness, etc.) - Promote Cultural Celebrations to address health and wellness (i.e., Lunar New Year, Black History month, American Indian Heritage, Women’s History Month, Pride Month, Korean-American Day, etc.) 	<p>Oregon Center for Educational Equity http://www.edequityoregon.com/equity-3/equity-workshops/</p> <p>EAP/Cascade Personal Wellness http://www.cascadecenters.com/index.php?tray=topic&tid=top10557&cid=26</p> <p>Health and Wellness Observances http://www.nationalwellness.org/?page=HOC2017_NM</p> <p>City of Portland’s Cultural Celebration Calendar http://www.portlandonline.com/deep/index.cfm?c=59371</p>

National Resources

- [Centers for Disease Control and Prevention \(CDC\) – Workplace Health Resource Center](#)
- [Prevention Work Well NC - Wellness Committee Guide](#)
- [Office of Minority Health](#)
- [The National Heart, Lung, and Blood Institute \(NHLBI\) – Health Disparities](#)

Oregon Resources

- [OHA Public Health Division, Health Promotion and Chronic Disease](#)
- [OHA Office of Equity and Inclusion – Employee Resource Groups](#)
- [Oregon Center for Educational Equity](#)
- [Wellness@Work Assessment](#)