

Employee Wellness Policy: Implementation Guidance

In coordination with the Employee Wellness Policy, this guidance should be used by DHS-OHA programs, divisions, buildings and offices to develop worksite wellness programs and/or provide educational opportunities to employees. To best achieve the goals listed in the purpose section of the policy, this guidance focuses on tobacco, nutrition, physical activity and stress management.

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

- Assessing needs and interests of employees around activities to promote worksite wellness
- Developing an operational plan that addresses policy, systems and environmental changes that promote worksite wellness
- Coordinating with PEBB to communicate information to employees about benefits (e.g. enrolling in health risk assessments, accessing employee assistance programs, self management/cessation programs) and to promote PEBB-sponsored initiatives (e.g. Healthy Team Healthy U, Weight Watchers, 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. group dance flash mobs, walking or alternative 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, taking walking or alternative exercise breaks)
- Ensuring that all activities are culturally and linguistically appropriate and provide alternative options for people with disabilities

Example activities discouraged by DHS-OHA include but are not limited to:

- Promoting the sale of products or services (blenders, water flavoring, pedometers, massage services)
- Organizing health fairs (that focus 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 are 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 Dejele 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://public.health.oregon.gov</p> <p>PEBB’s tobacco cessation resources http://www.oregon.gov/DAS/PEBB/Pages/freeandclear.aspx</p> <p>EAP/Cascade Personal Wellness http://www.cascadecenters.com/index.php?tray=topic_inline&tid=top10671&cid=160</p> <p>Quit Line for the Asian population www.asiansmokersquitline.org</p> <p>American Indian Ceremonial Tobacco http://natamcancer.org/nnacc_downlds/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 alternative - 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 <i>Energize your Meeting</i> toolkit http://here.doh.wa.gov/materials/energize-your-meetings</p> <p>Under Pressure: Strategies for Sodium Reduction in the Workplace http://www.cdc.gov/salt/pdfs/sodium_reduction_worksites.pdf</p> <p>Guide to Establish a Breastfeeding Friendly Workplace http://www.healthyworks.org/healthy-foods/workplace-lactation</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.cascadecenters.com/index.php?tray=topic_inline&tid=top10671&cid=160</p> <p>Weight Watchers http://www.weightwatchers.com/index.aspx</p> <p>Health and Wellness Observances http://www.aetna.com/employer/commMaterials/documents/Roadmap_to_Wellness/wellnesscalendar_2012.pdf</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"> - Healthy Meetings - including opportunities for physical activity - 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 includes a wide variety of topics, including inclusion of 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 http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/</p> <p>EAP/Cascade Personal Wellness http://www.cascadecenters.com/index.php?tray=topic_inline&tid=top10671&cid=160</p> <p>Health and Wellness Observances http://www.aetna.com/employer/commMaterials/documents/Roadmap_to_Wellness/wellnesscalendar_2012.pdf</p> <p>OHA Office of Equity and Inclusion - Employee Resource Groups http://www.oregon.gov/oha/oei/Pages/EmployeeResourceGroups.aspx</p> <p>City of Portland’s Cultural Celebration Calendar http://www.portlandonline.com/deep/index.cfm?c=59371</p>

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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 - Policy supporting flex time - Establish team-building practices 	<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 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_inline&tid=top10671&cid=160</p> <p>Health and Wellness Observances http://www.aetna.com/employer/commMaterials/documents/Roadmap_to_Wellness/wellnesscalendar_2012.pdf</p> <p>OHA Employee Resource Groups Intranet Page https://inside.dhsoha.state.or.us/oha/office-of-equity-and-inclusion/employee-resource-groups-ergs.html</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 \(CDC\) - Healthier Worksite Initiative](#)
- [CDC National Health Worksites Program](#)
- [Work Well NC - Wellness Committee Guide](#)
- [Office of Minority Health](#)
- [The National Heart, Lung, and Blood Institute \(NHLBI\) – Health Disparities](#)

Oregon Resources

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