

Fit NOLA Business Toolkit



Produced by the Fit NOLA Partnership



CITY OF NEW ORLEANS

Mitchell J. Landrieu, Mayor

A message from Mayor Mitch Landrieu:

In the year since its launch, the Fit NOLA Partnership has been key to moving New Orleans towards becoming a healthier place to live, learn, work, and play. It has been inspiring to see over 140 Fit NOLA partners join together to achieve a singular goal of building a fit city.

The past year has brought much change and improvement to our community. According to the Robert Wood Johnson Foundation's annual County Health Rankings, Orleans Parish moved up 12 spaces from last year's rankings and is now 48th out of 62 parishes in Louisiana. New Orleans was one of six cities awarded the Roadmaps to Health Prize, a prestigious honor recognizing the extensive work and improvements in health across the city. The past five years have brought about over 50 miles of additional bike lanes, brand new parks and playgrounds, and new community centers with fitness options previously unavailable to residents.

Along with these significant efforts, we are so pleased to see the business community join the movement towards fitness and overall wellness. The Fit NOLA Business Toolkit is a major step in showing how well New Orleans businesses can promote health and wellness to their employees. I look forward to seeing all that your important contributions in improving the lives of our hard-working citizens, Local leaders like you will help us achieve our goals and form the vibrant, fit New Orleans we envision.

Sincerely,

Mitchell J. Landrieu
Mayor, City of New Orleans





A message from Dr. Karen DeSalvo, Health Commissioner, City of New Orleans:

Mayor Mitch Landrieu and I are pleased to present the first New Orleans Fit NOLA Business Toolkit. The Toolkit serves as a symbol of your commitment to promote health and wellness for your employees. Most adults spend a significant amount of their lives in the workplace, increasing the importance of creating workspaces that offer options for physical and nutritional fitness.

Fit NOLA is a New Orleans Health Department-led effort to make the New Orleans a top ten fittest city in the United States by 2018, the 300th anniversary of our city. We cannot achieve this important goal as one entity. Just as health is affected by many different factors, we rely on a diverse group of valuable partners in various areas of the community to pull together for change, including schools, health care, government, and businesses.

The Business and Media Sector, one of Fit NOLA's six strategically formed teams, developed this Fit NOLA Business Toolkit. The Sector is a group of representatives from Fortune 500 companies and local non-profits and universities. This diverse, talented team spent over a year focusing on creating materials that businesses may use to bring health and wellness to employees where they work. The Toolkit is based on robust research into best practices and sound principles for worksite wellness. It is intended to reflect the important work our local businesses are doing to create healthy spaces for their employees.

Fit NOLA and the City of New Orleans are excited to see the important work community members are doing to move the city toward physical and nutritional fitness. We hope that you use this Toolkit to share your significant contributions and bring to light the efforts to make health the easy choice. We appreciate all you do to make New Orleans a top ten fit city.

Sincerely,

Karen DeSalvo, MD, MPH, MSc
Health Commissioner, City of New Orleans

Fit NOLA Business Certification Program

Program Overview:

The Fit NOLA Partnership Business and Media Sector is proud to launch the Fit NOLA Business Certification Program that promotes being healthy and fit at work. This program will give public recognition to businesses in Orleans Parish that meet certain standards for worksite wellness such as being physically active, eating fresh fruits and vegetables, providing lactation rooms in the office and having a tobacco-free workplace. The Fit NOLA Partnership developed a set of standards for what it takes to be a fit business. Businesses that meet or surpass these standards will receive a platinum, gold, silver or bronze award and public recognition from Mayor Landrieu and the Fit NOLA Partnership.

Application Process for the Fit NOLA Business Certification Program:

- ***Who is eligible to apply?*** All businesses, including nonprofit and for profit, with more than 50 employees are eligible to apply.
- ***When is the application deadline?*** Applications should be submitted by one of the two annual deadlines: **December 1st or June 1st.**
- ***How do I apply?*** To apply for the program, a representative(s) from your business will need to complete the Fit Business Assessment.
- ***Who should complete the Fit NOLA Business Assessment?*** It is highly recommended that the worksite wellness committee (if established) or a small group of administrators who are well-versed in company policy and practices complete the Fit NOLA Business Assessment.
- ***What do I need to complete the Fit NOLA Business Assessment?***
 - Internet access
 - Access to company policies
 - 1-1.5 hours → Please note that the assessment **MUST** be completed in a single sitting. Responses will not be stored for later review.
- ***Where can I access the Fit NOLA Business Assessment?***
 - To access the assessment, place the following link in your web browser and press enter: <https://www.surveymonkey.com/s/V2XH5VN> . Close the browser once you have completed the assessment.
- ***What happens after I submit my answers?*** Responses will be automatically emailed to the Fit NOLA Lead at the New Orleans Health Department who will process the assessment. All responses will remain confidential.

Award Process for the Fit NOLA Business Certification Program:

- ***When will I be notified of my score?*** Businesses will be notified of their score on the Fit Business Assessment within 3 months of submission.
- ***What is the scoring system for the program?*** The Fit Business scores are based on the following scoring system:
 - ❖ **Platinum (89-99 points):** You have far exceeded the Fit NOLA standards for worksite wellness. Continue to keep up the great work and serve as a model for other businesses.

- ❖ **Gold (68-88 points):** You have successfully met the Fit NOLA standards for worksite wellness. We encourage you to explore the Fit Business Toolkit for additional wellness components that can contribute to your program.
 - ❖ **Silver (47-67 points):** You are well on your way to meeting the Fit NOLA standards for worksite wellness. Please utilize the Fit Business Toolkit as you continue to integrate healthy lifestyles into your office environment.
 - ❖ **Bronze (16-46 points):** You have the beginnings of a strong worksite wellness program. Continue to establish a culture of health by reviewing the Fit NOLA Business Toolkit and expanding your program to meet more Fit NOLA standards.
- ***What happens if I receive an award?*** Awarded businesses will receive an official Fit NOLA Business certificate from Mayor Landrieu and the Fit NOLA Partnership by mail and email. Award recipients will also be recognized on the Fit NOLA Facebook page, the New Orleans Health Department website and at Fit NOLA events. Additional incentives will be provided to bring visibility and assistance to awarded businesses
 - ***What should I do with my award?*** The Fit NOLA Partnership encourages businesses to display their certificate with pride in the workplace and on the company website.
 - ***Do I have to reapply each year?*** Yes. The Fit NOLA Business awards will remain valid for one year. To reapply after 1 year, businesses must complete the Fit NOLA Business Assessment again.

Fit NOLA Business Toolkit:

The attached Fit NOLA Business Toolkit contains guidelines for creating a worksite wellness committee and successful worksite wellness program. All applicants are encouraged to review the entire toolkit and use its resources.

Fit NOLA Business Toolkit

Employees in the United States spend an average of 47 hours a week at work.¹ As a place where adults spend the majority of their waking hours, the workplace is crucial to the well-being and health outcomes of all employees. Businesses have the opportunity to positively impact the health status of their workforce by providing access to local and online health resources. Worksite wellness is a cost-saving opportunity for both the employer and employee and has been shown to be the foundation of a healthy, productive organization.¹



The four areas of healthy living that businesses can easily address in the workplace are: **physical activity, healthy eating, breastfeeding and tobacco-free living**. Approximately, 70% of chronic disease is *preventable* through simple lifestyle changes, so healthy habits in the workplace can contribute significantly to the reduction of chronic disease.¹

Improvements in physical activity, healthy eating, breastfeeding and tobacco-free living will lead to positive short-term and long-term health outcomes. Fewer cases of acute and chronic disease reduce health care costs, sick days and absences from work, while increasing productivity and camaraderie.¹ High-

performing employees will be more likely to generate business and bring in revenue for the company. As an employer, you have the power to improve the health and quality of life for your employees, improve your metrics and save money.

The Need for Worksite Wellness in the United States

New Orleans has some of the worst health outcomes in the nation. In 2012, Louisiana tied for 49th place with Mississippi in the annual United Health Foundation's Health Rankings. Louisiana's rank reflected high rates of smoking, obesity, high blood pressure, cardiovascular disease, preventable hospitalizations and low rates of fruit and vegetable consumption.² These negative health behaviors are also widely prevalent in Orleans Parish as indicated below:

Health Indicator	Orleans Parish	Nationwide
Adults who are overweight or obese ³	64%	66.4%
Adults who are living with diabetes ³	12.3%	8.7%
Adults who have high blood pressure ⁴	39.1%	28.7%
Adults who eat 5 or more servings of fruits/vegetables per day ⁴	23.6%	23.4%
Adults who participate in moderate to vigorous physical activity frequently ⁴	47.8%	51%

Adults who are not physically active ⁵	29%	30%
Adults who identify as current smokers ⁵	20%	22%
Adults who feel stressed at work ^{1, 6}	Not available	78%
Adults who rate their health as fair or poor ⁵	18%	20%
Number of poor physical health days reported by adults ⁵	3.6	3.8
Number of poor mental health days reported by adults ⁵	4.0	3.3
Annual obesity-related costs ⁷	\$2,383 billion	\$146,624 billion
Percentage of population under age 65 without health insurance ⁷	23%	21%

How much are unhealthy behaviors costing your business each year?

\$96.8 billion nationwide in productivity losses and medical costs from smoking⁸

\$73.1 billion nationwide in productivity losses, medical expenses and absenteeism from obesity⁹

\$12.1 billion nationwide in productivity losses from being sick at work⁹

\$16,900 per capita in productivity losses, medical expenses and absenteeism for obese women who are at least 100 pounds overweight⁹

\$15,500 per capita in productivity losses, medical expenses and absenteeism for obese men who are at least 100 pounds overweight⁹

\$450 to \$2500 per employee in productivity losses, medical expenses and absenteeism^{10,11,6}



\$1,685 per employee in productivity losses from employee and family medical problems¹²

How much will a worksite wellness program cost my company?

According to national worksite wellness organizations, the ideal cost of a worksite wellness program ranges from \$100 to \$150 per employee.^{13,14} This range includes funds for a salaried worksite wellness employee or a contract with outside vendors.

Typically, \$100 to \$150 per employee produces a Return of Investment (ROI) between **\$300 to \$450 per year!** Though the short-term costs may seem daunting, they are well worth the investment. It is important to note that employers will not achieve an immediate ROI. For some, it may take 2 to 5 years after the program launch to start seeing the savings.¹² Every business has a unique population with varying health statuses therefore the costs and benefits will depend on the individual business. However, the monetary and productivity benefits of an ongoing worksite wellness program are worth every penny!

Below is an example of worksite wellness programs offered by *WellSteps*, a national organization dedicated to employee health. The company assists businesses in conducting 4 behavior change campaigns a year and offers online programs, personal health assessments, posters, marketing materials, campaign materials, incentives and tracking. Costs per employee vary with the size and needs of the organization, but worksite wellness programs can be implemented on any budget.¹⁵

Services offered by WellSteps:¹⁵

Type of Program and Cost per Employee/ Year

- A minimal program (\$1 - \$7)
- A moderate program (\$8 - \$15)
- A medium program with several activities (\$16 - \$35)
- A fairly comprehensive program (\$36 - \$75)
- A very comprehensive program (\$76 - \$112)

What are the benefits of a worksite wellness program?

Here are a few ways you will save money by investing in worksite wellness:

*On average, employers save **\$3.50 for every \$1.00** spent on worksite wellness.^{16,6}

*Employers save **20% to 50%** on health care costs through fitness programs.^{17,6}

*Active wellness programs reduce health care costs and absenteeism while improving morale, productivity and mental and physical health outcomes.¹⁸

*For organizations with active breastfeeding programs, retention rates for female employees are **35.2%** higher than the national average.¹⁹

*Breastfeeding mothers have **half** the number of one-day absences from work than mothers who formula-feed.²⁰

Below is a free **Return on Investment Calculator** to help you gauge specific costs and benefits of a worksite wellness program. This resource helps to determine health care costs, absenteeism and presenteeism based on the number of employees who smoke or are obese.

❖ ***WellSteps Return on Investment Calculator²¹***

- Website: http://www.wellsteps.com/roi/resources_tools_roi_cal_health.php
- Description: A free calculator that assesses an employer's current health care costs, risks and money saving potential

To use the Return on Investment Calculator, you will need the following information:

- Employer's annual health care costs
- Annual percent cost increase
- Total number of employees



- Percentage of employees that are obese
- Percentage of employees that are smokers
- Target percentage of obese employees
- Target percentage of employees who smoke

After entering the above information, you can view how a workplace wellness program affects health care costs, absenteeism and presenteeism within your organization. For each of these areas, the calculator provides the related projected costs, impact of reducing obesity and smoking and impact of wellness programs. Now, that you have discovered the positive impact of a worksite wellness program, please use the resources in this Fit NOLA Business Toolkit to save money while improving the health outcomes of your employees.

Do worksite wellness programs relate to the new provisions of the Affordable Care Act?

YES! Recognizing the needs for worksite wellness programs, the Patient Protection and Affordable Care Act contains specific requirements for businesses and describes incentives that are available to businesses that with active worksite wellness programs. Listed below are the sections that relate to preventive health and wellness in the workplace.

❖ Section 1201- Amendment to the Public Health Service Act:²²

- **How this impacts businesses:** The Affordable Care Act includes revisions to several sections of the Public Health Service Act including Section 2705 entitled “Prohibiting Discrimination Against Individual Participants and Beneficiaries on Health Status Employers.” This provision allows employers to offer incentives to employees who meet health and wellness goals, however these incentives may not exceed 20% of the costs for the company’s health care coverage. After January 1, 2014, the maximum allowance for incentives will increase to 30% of the costs for health care coverage.

❖ Section 4207- Reasonable Break Time for Nursing Mothers:²³

- **How this impacts businesses:** This provision requires employers with 50 or more employees to provide working mothers with reasonable break time to express breast milk during work hours. Employers do not have to pay employees during this break time. Nursing mothers must be provided with a clean, private space that is not a bathroom to express milk. These rights will be available to nursing mothers for a year following childbirth.



❖ Section 4303- CDC and Employer-Based Wellness Programs:²⁴

- **How this impacts businesses:** Employers with wellness programs will be granted access to tools for monitoring and evaluation of their programs. The tools will help employers monitor program participation and evaluate program impact through standardized measures. Employers will receive the necessary training to conduct these evaluations.
- Worksite wellness programs and policies will be assessed on a national level and presented to Congress in a summary report. CDC-funded programs will be evaluated first before privately-funded programs. It is important to note that the results of the worksite wellness

evaluations will not be used to create mandates for businesses. Instead, the results will be shared with employers and the public to strengthen new and existing programs.

❖ **Section 4402- Effectiveness of Federal Health and Wellness Initiatives:**²⁵

- **How this impacts businesses:** This provision will support the evaluation of existing federal health and wellness initiatives, specifically those that focus on creating a healthy, productive workforce. The evaluation will assess the effectiveness of workplace programs that promote nutrition, physical activity and workplace safety and the incentives that are used to reward program participants. In addition, the evaluation will examine the program impact on worker productivity, medical costs and rates of absenteeism, sickness and injuries. The results will be presented to Congress and will help businesses lead successful worksite wellness programs.

❖ **Section 10408- Grants for Small Businesses to Provide Comprehensive Workplace Wellness Programs:**²⁶

- Grants will be awarded to businesses that have less than 100 employees who work at least 25 hours per week and that do NOT have existing worksite wellness programs as of March 23, 2010. Awarded employers will receive grant funds for 5 years to implement comprehensive workplace wellness programs that are based on empirical evidence and best practices. A variety of programs and activities will be used to improve access to health resources and the built environment. Employers can apply by submitting an application and program proposal to the Secretary of the U.S. Department of Health and Human Services. A total of \$200 million dollars will be distributed to businesses between the years of 2011 and 2015. To date, the grant applications have not been release to the public.



Now that you have an idea of the importance of worksite wellness, let's get started on establishing or enhancing your own worksite wellness program! Every business is different, so you can choose to move at your own pace and focus on the needs and interests of your organization. Even simple changes can make a huge difference in the lives of your employees. Let's work together to create a healthy, productive workforce in New Orleans!

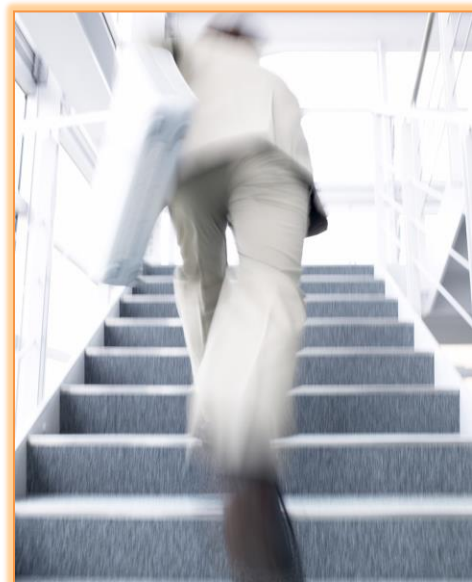
Getting Started: 10 Steps for a Fit NOLA Business

Follow these guidelines as you develop or refine your comprehensive worksite wellness program.

Step 1: Identify key personnel and establish a wellness committee.....	Page 11
Step 2: Take the Fit NOLA Business Assessment.....	Page 13
Step 3: Conduct Employee Health Status and Interest Surveys.....	Page 14
Step 4: Review and analyze results.....	Page 15
Step 5: Explore local and online resources for program ideas.....	Page 16
Step 6: Identify top priorities for the worksite wellness program and create an action plan.....	Page 33
Step 7: Develop a budget. Allocate funds for program activities and an employee incentive program, if applicable.....	Page 36
Step 8: Set specific worksite wellness policies.....	Page 38
Step 9: Launch the worksite wellness program.....	Page 40
Step 10: Repeat assessments and surveys to evaluate the initiative’s impact, strengths and challenges. Revise worksite wellness program as needed.....	Page 42

Use this tip to get fit!

Step your way to health. Did you know that climbing one flight of stairs (12 steps) burns 5 calories? That means, if you climb 4 flights of stairs twice a day, you can burn 40 calories. Take the stairs, not the elevator! See page 18 for resources that will help you start a stairwell initiative.²⁷



Step 1: Identify key personnel and establish a wellness committee.

18, 28, 29

Employee commitment and leadership are crucial to a successful worksite wellness program. Every participating business needs to establish a **wellness committee** that will oversee the development and execution of the worksite assessments, activities, maintenance and evaluation.

Size

For smaller businesses, a wellness committee may only consist of 2 employees, while larger businesses may need a group of 10. The ideal size of a wellness committee is based on your capacity and interests. The most effective wellness committees have employees from multiple levels of the organization with varying health statuses. It is important to have the perspectives of both management and employees. “Buy in” from senior leadership is crucial and everyone involved should lead by example. These strategies will help to demonstrate a commitment to wellness and pave the way to cultural change.

Commitment

All members of the wellness committee should be committed to attending regular meetings. Set a recurring day and time for the meeting. It is recommended that wellness committees meet during work hours and occur at least once each quarter of the year. Ideally, the group should convene once a month.



Make the meetings as efficient as possible. Write an agenda prior to the meeting and respect everyone’s time.

Accountability

Be sure that every member of the wellness committee has some degree of ownership in the program. Elect a committee leader to be in charge of facilitating meetings and overseeing all wellness committee activities. Appoint a member to take meeting minutes and share with the committee. It may be helpful to assign members to a specific area of worksite wellness,

for instance, health promotion or exercise classes.

Allow committee members to attend to worksite wellness responsibilities during work hours. Ask the committee members to log the hours that they spend on activities and write a short description of each task. These activities will help the wellness committee monitor the program’s level of efficiency.

Communication

Select a committee member to be in charge of worksite wellness communication. This person may be the designated leader of the wellness committee and will be responsible for tracking all communications for the program. The communications lead should relay information to other employees, senior leadership and community partners to keep everyone up to date on the program’s progress. Here are some ways to keep open lines of communication between all groups:

- Invite guests to participate in worksite wellness meetings. Ask for their input and request feedback from those who have participated in any of the worksite wellness programs.
- Share individual and group successes with the entire organization to ensure that all employees are aware of and connected to the program.

- Distribute a monthly newsletter to keep employees up to date on program events and offerings.
- Hang flyers and post a bulletin board with information about worksite wellness programs and policies.
- Incorporate a worksite wellness component into all company meetings. This could be by having only health food and drinks or by having a stretch break.

Diversity

It is important that the wellness committee takes into account cultural differences and social norms. Wellness activities should be tailored to the company's diverse backgrounds so that all employees have the opportunity to achieve an optimal level of health. Recruit members with varying degrees of interest in healthy lifestyles to balance the opinions of the committee.

Mission Statement

Once you have assembled a worksite wellness committee, develop a mission statement for the team. This statement will help to unify the committee and work together towards a common goal. The mission statement can also be used to communicate your team's purpose to others. Talk with your administration to see if the statement can be listed with the organization's mission and vision statements on the company website, documents, etc.

A mission statement captures the major goals and values of your committee. Ask yourself the following questions:



- Who is in our worksite wellness committee?
- Who are we trying to help?
- What are we trying to do?
- How will we accomplish our goals?
- How will this benefit our organization?

Once the team has answered these questions, condense the responses into one sentence. Revise the sentence until it is easy to read and conveys the appropriate message. This will serve as your mission statement.

Worksite Wellness Committee Resources

The following resources contain additional information on establishing and leading an effective wellness committee.

- ❖ ***Centers for Disease Control and Prevention LEAN Works!***
 - Website: <http://www.cdc.gov/leanworks/plan/formcommittee.html>
 - Description: Guidelines for forming a wellness committee and links to helpful resources
- ❖ ***Eat Smart, Move More North Carolina***
 - Website: <http://www.eatsmartmovemorenc.com/NCHHealthSmartTlkt/CommitteeWrkBk.html>
 - Description: Resources for developing and leading a wellness committee including sample agendas, policies, surveys and promotion materials
- ❖ ***Wellness Council of America***
 - Website: http://www.welcoa.org/freeresources/pdf/10_secrets.pdf
 - Description: Guidelines for selecting and maintaining a productive wellness committee

Step 2: Take the Fit NOLA Business Assessment.

Before beginning your worksite wellness committee, it's important to understand the health environment at your office and the health needs of your employees. The Fit NOLA Business Assessment below will help you evaluate the strengths and weaknesses of your office programs and policies that relate to health.



It is important for you to take the assessment even if you do not have an active worksite wellness program in place. This assessment will serve as the baseline or pre-test for the worksite wellness program, so that when you evaluate your progress, you can compare your new score to the baseline.

The following assessment is intended for employers with at least 50 employees. It is highly recommended that the worksite wellness committee (if established) or a small group of administrators who are well-versed in company policy and practices complete the Fit Business Assessment.

The Fit NOLA Business Assessment is the same tool that is used when applying for the Fit NOLA Business Assessment. If you use the web version of the Fit NOLA Business Assessment, the responses will be automatically emailed to the Fit NOLA Lead with the New Orleans Health Department who will compile the responses and provide you with feedback. If you use the paper version, only you will see your responses and you will not be entered into the Fit NOLA Business Certification Program.

Please see the instructions below for your preferred method:

- **Web Version:**
 - To complete the assessment, you will need internet access, 1-1.5 hours and access to company policies.
 - Please note that the assessment must be completed in a single sitting. Entries will not be stored for later review.
 - Responses will be automatically emailed to the Fit NOLA Lead with the New Orleans Health Department who will compile the responses and generate a summary report.
 - To access the assessment, place the following link in your web browser and press enter: <https://www.surveymonkey.com/s/V2XH5VN>. Close the browser once you have completed the assessment.
- **Paper Version:**
 - To complete the assessment, you will need 1-1.5 hours and access to company policies.
 - Please turn to Appendix A on page 44 to take the paper version of the Fit NOLA Business Assessment.

Step 3: Conduct Employee Health Status and Interest Survey.

Before you begin your worksite wellness program, it is critical that you understand the interests of your employees. Programming should be selected based on the health behaviors that employees want to change and the health needs of the organization. An Employee Health Status and Interest Survey is listed below to help you determine the most appropriate health topics and programs for your worksite wellness program.

Please distribute the survey link or paper version to all employees and request everyone's participation, even those who are not interested in workplace wellness. A high response rate is crucial to the foundation and success of the program. Make sure employees know that their responses will never be linked with their names or negatively impact their job status or health insurance. In the event that information is shared with outside organizations, it will still remain anonymous.

Select one of the following methods to disseminate the Employee Health Status and Interest Survey to your employees.



- **Web Version:**

- Please note that the e-survey must be completed in a single sitting. Entries will not be stored for later review.
- Responses will be automatically emailed to the Fit NOLA Lead with the New Orleans Health Department who will compile the responses and generate a summary report.
- To access the electronic survey, copy and paste the following link into an email and distribute to employees: <https://www.surveymonkey.com/s/V2XH5VN> . Close the browser once you have completed the assessment.

- **Paper Version:**

- Please turn to Appendix B on page 49.
- Photocopy a survey for each employee in your organization.
- Distribute copies to all employees and ask them to complete the surveys anonymously. Employees should return completed surveys to an office mailbox or another private location.
- If you would like assistance with scoring, compiling and interpreting results, please mail the completed surveys to the Fit NOLA Lead with the New Orleans Health Department at the following address:

**Fit NOLA Lead
New Orleans Health Department
1300 Perdido Street, Suite 8E18
New Orleans, LA 70112**

Step 4: Review and analyze results.

Organize a meeting with the wellness committee to review the summary reports from the Fit NOLA Business Assessment and Employee Health and Interest Surveys. Identify your company's strengths and weakness and learn about your company's health profile.

Designate someone as the recorder to take notes during the discussion. The notes will be helpful for documenting progress and moving forward with the worksite wellness program.

Below are 10 questions that can be used to guide the discussion:



- 1) What is the overall health status of the organization?
- 2) What are the main health needs of the organization?
- 3) What types of wellness programs interest employees?
- 4) What are the most popular ideas for improving access to healthy foods at work?
- 5) What are the most popular ideas for increasing physical activity at work?
- 6) What are the most popular ideas for supporting smoking cessation at work?
- 7) What are the most popular ideas for supporting nursing mothers at work?
- 8) What is the overall "Fit NOLA Business" score?
- 9) What were the main strengths of your worksite wellness environment?
- 10) What were the main weaknesses of your worksite wellness environment?

Next steps: Following the meeting, ask the recorder to email the notes to the other meeting participants. Set a date and time for the next committee meeting where the group will select a focus for the program.

Step 5: Research online and local resources.

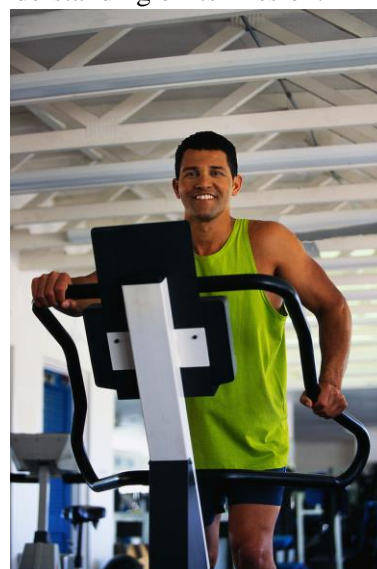
The Key Components to a Fit NOLA Business

Your company's recipe for success can be found in the following sections. See how you can develop a work environment that promotes and maintains physical activity, healthy eating, breastfeeding support and tobacco-free living.

Listed below are potential programs and partners that may be able to assist you in the development and implementation of your program. The list includes both local and online resources that may be helpful for health seminars, screenings, on-site activities, lactation support, access to healthy foods and other health-related programming. Take note of the programs and partners that you think would be a good fit for your business. This not a comprehensive list. Selection of providers was based on referrals, internet searches and/or other worksite wellness literature and resources. Specific contacts are listed for some of the providers, but please view the organization's website to gain a better understanding of its mission.

PHYSICAL ACTIVITY

Physical activity in the workplace is a fun, simple way to improve employee health and morale. Activities can range from basic to rigorous movements using little or no equipment. Regular exercise programs have been shown to increase fitness levels and to reduce depression, obesity and risks for cardiovascular disease. To maximize productivity during the workday and decrease negative health outcomes, it is recommended that employees take several minutes to stretch and walk around after an hour of sitting. Brief activity bursts throughout the day improve focus, productivity and mood and decrease the risk of chronic disease.^{30,31}



Example program and activities:¹⁵

Low Cost	Medium Cost	High Cost
Promote walk and talk meetings.	Host pedometer competitions.	Host on-site exercise classes.
Encourage stretch breaks every hour.	Participate in an office recreation league.	Offer on-site childcare during physical activity programs.
Increase stairwell usage.	Offer discounts for local gym memberships.	Build an on-site exercise facility.

Ways to encourage participation:³⁰

- Offer exercise programs that are tailored to the needs and interest of employees. These programs may increase participation by 35%.
- Encourage employees to set personal goals and provide social support or counseling services to help employees stay motivated.
- Distribute educational materials in the workplace through posters, bulletin boards, emails, etc.

- Promote group activities such as walking clubs, company sports teams and pedometer competitions.

Testimonial from a Coca-Cola Company employee:

“Obesity is one of the most pressing health challenges of our time. Overcoming it will take all of us doing our part. With a simple goal of getting people moving and enthusiastic about physical activity we’ve been able to transform the lives of many of our associates. Today I receive discounts on local gym memberships and accumulate points for working out, which equals savings on my health insurance premiums. We also celebrate our health through “Happiness Week” a program designed to highlight physical activity and celebrate our associates for all that they do. All of these efforts match our external programs, which many of our associates also participate.”



Resources for Physical Activity

ERGONOMICS

Local Resources

❖ ***Ergonomics First, LLC***

- Contact Name: Sue Drecktrah
- Phone: (504) 957-6456
- Email: sdreck@aol.com
- Website: www.ergofirstllc.com
- Resources: Consultations with worksites to improve ergonomics

Online Resources

❖ ***Stretch it Out!***

- Website: http://www.egeworksmartsolutions.com/stretch_it_out.php?osCsid=4fp61q1oe2vn6cvhkh1koqegp7
- Description: Stretches for the workplace

❖ ***The Human Solution***

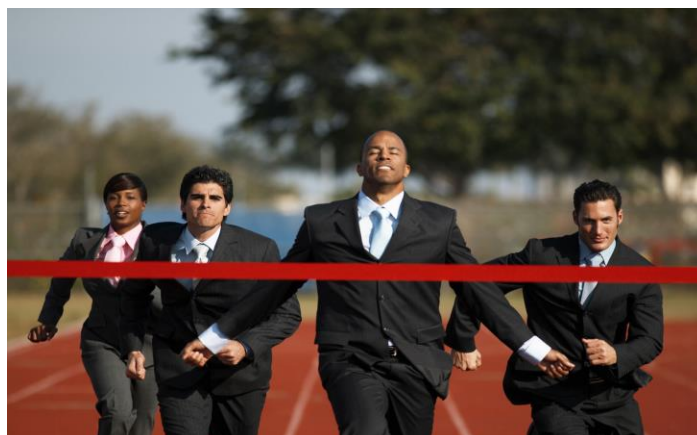
- Website: <http://www.thehumansolution.com/ofcer.html>
- Description: Office furniture, ergonomics consultations and more

FITNESS

Local Resources

❖ ***Be Fit NOLA***

- Website: <http://www.befitnola.com/>
- Resources: Links to local fitness activities, running routes and directory of health organizations
- ❖ ***Bike Easy***
 - Website: <http://bikeeasy.org/>
 - Description: Information on biking in New Orleans
 - Website: http://bikeeasy.org/files/BikeEasy-BikeMap-Guide-072012_1.pdf
 - Description: Map of local bike paths and routes
- ❖ ***Crescent City Physical Therapy***
 - Contact Name: Gini Davis
 - Phone: (504) 895-0638
 - Website: <http://www.crescentcitypt.com/>
 - Resources: A variety of industrial and occupational programs including rehabilitation services and ergonomics
- ❖ ***Fit NOLA Partnership***
 - Phone: (504) 658-2500
 - Website: <http://new.nola.gov/health-department/>
 - Facebook account: <https://www.facebook.com/FitNola>
 - Twitter account: <https://twitter.com/FitNOLA>
 - Resources: Information on fitness-related organizations and events
- ❖ ***LSU Department of Occupational Therapy***
 - Phone: (504) 568-4302
 - Website: <http://alliedhealth.lsuhs.edu/occupationaltherapy/>
 - Resources: awaiting response
- ❖ ***Play NOLA***
 - Website: <http://www.playnola.com/>
 - Twitter: <https://twitter.com/playnola>
 - Resources: Recreational leagues for adults, sports include softball, indoor volleyball, dodgeball, men's flag football, co-ed flag football, kickball, basketball and soccer
- ❖ ***New Orleans Running Systems, INC***
 - Website: <http://www.nolarunning.com>
 - Facebook: <http://www.facebook.com/pages/New-Orleans-Running-Systems-nolarunningcom/115775048490751>
 - Resources: Information on races that take place in the Greater New Orleans area
- ❖ ***Stay Healthy Louisiana***
 - Website: <http://stayhealthyla.org/blog/>
 - Facebook: <https://www.facebook.com/StayHealthyLA?ref=mf>
 - Twitter: <https://twitter.com/stayhealthyla>
 - Resources: Health topics blog, information on Louisiana's top health issues

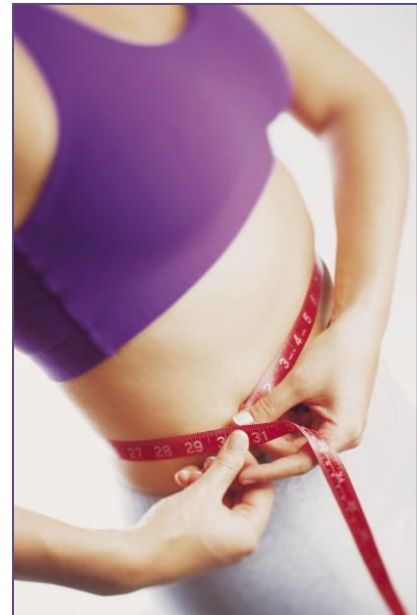


Online Resources

- ❖ **Discount Fitness Club Network**
 - Website: <http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/fitnessclub/index.htm>
 - Description: A guide to obtaining fitness club discounts for multi-site organizations
- ❖ **Global Corporate Challenge**
 - Website: <http://www.gettheworldmoving.com/how-it-works>
 - Description: A 16-week fitness program for companies worldwide that tracks physical activity using an accelerometer
- ❖ **Nike Fuel Band**
 - Website: <http://nikeplus.nike.com/plus/products/fuelband>
 - Description: An enhanced pedometer that tracks steps, exertion and calories burned
- ❖ **Sit for 60, Move for 3**
 - Website: http://www.healthymainepartnerships.org/pdfs/Good_Work/Sit_for_60_Move_for_3.pdf
 - Description: Posters to promote physical activity breaks throughout the workday
- ❖ **The President's Challenge**
 - Website: <https://www.presidentschallenge.org/participate/index.shtml>
 - Description: President Obama's fitness challenge that provides online tracking systems and health information

Social Media Apps

- ❖ **5K Runner**
 - Website: <http://heavydutyapps.com/5k-runner/>
 - Description: Training plan for 5K
- ❖ **Fitocracy**
 - Website: <https://www.fitocracy.com/>
 - Description: Workout plans
- ❖ **GymPact**
 - Website: <http://www.gym-pact.com/>
 - Description: Workout tracker
- ❖ **Instant Heart Rate**
 - Website: <http://www.azumio.com/apps/heart-rate/>
 - Description: Displays information on heart rate
- ❖ **Map My Run**
 - Website: <http://www.mapmyrun.com/app/>
 - Description: Map running routes
- ❖ **My Fitness Pal**
 - Website: <http://www.myfitnesspal.com/>
 - Description: Diet and fitness trackers
- ❖ **Nike Training Running Club**
 - Website: www.nike.com/us/en_us/c/womens-training/apps/nike-training-club
 - Description: Personalized workout plans
- ❖ **Pedometer FREE**
 - Website: <https://itunes.apple.com/us/app/pedometer-free/id362306160?mt=8>
 - Description: Step counter



- ❖ **Pocket Yoga**
 - Website: <http://www.pocket-sports.com/>
 - Description: Yoga poses and routines

STAIRWAY PROGRAM

Online Resources

- ❖ **StairWELL to Better Health**
 - Website: <http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/index.htm>
 - Description: Overview of stairwell initiative
- ❖ **Wellness Proposals Stairwell A Guide to Stairwell Initiatives**
 - Website: <http://wellnessproposals.com/wellness-library/health-promotion/free-wellness-programs-stairwell-initiatives/>
 - Description: A how-to guide for stairwell initiatives

WALKING CLUB

Online resources

- ❖ **Nashvitality**
 - Website: <http://www.nashvitality.org/about/community-forum/establishing-a-workplace-walking-club.aspx>
 - Description: A how-to guide for starting a walking club
- ❖ **Wellness Proposals Walking Program and Tracking Sheet**
 - Website: http://www.wellnessproposals.com/pdfs/employee_wellness_walking_program.pdf
 - Description: An example of an incentive-based walking program
 - Website: http://www.wellnessproposals.com/pdfs/workout_record_sheet_for_employee_wellness_program.pdf
 - Description: Record sheet to track progress



HEALTHY EATING

Healthy eating in the workplace is another way to protect against chronic disease. Given that all employees eat and drink during work hours, it is important that they have access to healthy options. Research has shown that the consumption of fruits, vegetables and whole grains can prevent negative health outcomes such as cardiovascular disease, obesity, type 2 diabetes, stroke and some cancers. Encourage and reinforce nutritious eating by hosting healthy meetings where only healthy foods and drinks can be served. By decreasing the amount of sugar, fat and salt intake at work, employees will see improvements in mood, energy, productivity and reductions in sick days and health problems.^{15,32}



Example programs and activities:¹⁵

Low Cost	Medium Cost	High Cost
Establish and enforce an office nutrition policy.	Offer access to an on-site refrigerator for storage and microwave for reheating.	Provide incentives for participation in healthy eating programs.
Work with existing vending company to offer healthy options in vending machines.	Reduced sugar-sweetened beverages and offer low- or no-calorie options.	Plant an office garden to increase access to fresh produce.
Host a healthy recipe exchange among employees.	Partner with local farmers markets to sell or offer produce on-site.	Adhere to nutritional guidelines in on-site cafeteria.

Ways to encourage participation:³²

- Reduce the price of healthy foods to make them more desirable and affordable.
- Offer nutrition counseling services to meet the needs of each employee.
- Label healthy foods and highlight their nutritional value.
- Increase availability of healthy foods in vending machines and cafeterias.
- Incorporate nutrition into company meetings and events.

Resources for Healthy Eating

HEALTHY EATING EDUCATION

Local Resources

- ❖ ***Academy of Nutrition and Dietetics***
 - Contact Name: Teresa Brown
 - Email: nutritionolutions3@cox.net
 - Website: <http://www.eatrightneworleans.org/>
 - Resources: Access to local dietitians
- ❖ ***Louisiana Office of Public Health***
 - Website: <http://new.dhh.louisiana.gov/index.cfm/subhome/16>
 - Resources: Health information, links to local food assistance and nutrition programs
- ❖ ***Louisiana State University Ag Center***
 - Contact Name: Elizabeth Gambel
 - Phone: (504) 658-2900
 - Email: egambel@agcenter.lsu.edu
 - Website: http://www.lsuagcenter.com/en/our_offices/parishes/Orleans/
 - Facebook: <https://www.facebook.com/LSUAgCenter>
 - Twitter: <https://twitter.com/LSUAgCenter>
 - Resources: Dietary education and healthy cooking demos
- ❖ ***Ochsner Corporate Wellness***
 - Contact Name: Susan Piglia
 - Phone: (504) 736-4714
 - Email: spiglia@ochsner.org
 - Website: http://www.ochsner.org/services/corporate_wellness/
 - Resources: Workplace health screenings, health risk appraisals and health education
- ❖ ***Tulane University Center for Culinary Medicine***
 - Contact Name: Leah Sarris
 - Phone: (504) 988- 9108
 - Email: lsarris@tulane.edu
 - Website: <http://tulane.edu/som/cahp/center-for-culinary-medicine.cfm>
 - Blog: <http://tmedweb.tulane.edu/mu/teachingkitchen/>
 - Resources: Healthy cooking demos and catering
- ❖ ***Tulane University Dietetic Program***
 - Phone: (504) 988-2672
 - Email: di@tulane.edu
 - Website: <http://tulane.edu/publichealth/chs/dieteticinternship.cfm>
 - Resources: Dietary education



Online Resources

- ❖ ***Centers for Disease Control and Prevention (CDC) Nutrition in the Workplace***
 - Website: <http://www.cdc.gov/workplacehealthpromotion/implementation/topics/nutrition.html>
 - Description: Resources for promoting healthy eating
- ❖ ***My Plate***
 - Website: <http://www.choosemyplate.gov/>
 - Description: Dietary education, calorie trackers, weight management and physical activity information
- ❖ ***Nutrition.Gov***
 - Website: <http://www.nutrition.gov/>
 - Description:

Social Media Apps

- ❖ ***Caffeine Zone***
 - Website: <http://frankritter.com/caffeinezone/>
 - Description: Monitors caffeine intake
- ❖ ***Calorie Counter and Diet Tracker***
 - Website: <https://itunes.apple.com/us/app/calorie-counter-diet-tracker/id341232718?mt=8>
 - Description: Manages caloric intake and nutrition information
- ❖ ***Fooducate***
 - Website: <https://itunes.apple.com/us/app/fooducate-diet-tracker-healthy/id398436747?mt=8>
 - Description: Food and nutrition information
- ❖ ***Lose It!***
 - Website: <http://www.loseit.com/?force=1>
 - Description: Personalized weight loss plan
- ❖ ***My Fitness Pal***
 - Website: <http://www.myfitnesspal.com/>
 - Description: Diet and fitness trackers
- ❖ ***Shop Well***
 - Website: <http://www.shopwell.com/home/mobile>
 - Description: Tips for healthy shopping
- ❖ ***Substitutions***
 - Website: <http://gormaya.com/index.html>
 - Description: Advice for cooking substitutions

HEALTHY MEETINGS

Online Resources

- ❖ ***Centers for Disease Control and Prevention (CDC) Healthy Meeting Foods Resources***
 - Website: <http://www.cdc.gov/workplacehealthpromotion/implementation/topics/nutrition.html>
 - Description: Food ideas for healthy meetings
- ❖ ***The American Cancer Society: Meeting Well***

- Website: <http://www.cancer.org/Healthy/MoreWaysACSHelpsYouStayWell/meeting-well-description>
- Description: Planning tool for healthy meetings
- ❖ **University of California at Berkeley Healthy Meetings**
 - Website: <http://uhs.berkeley.edu/facstaff/pdf/healthmatters/healthymeetings.pdf>
 - Description: Guidelines and tips for healthy meetings

HEALTHY VENDING

Local Resources

- ❖ **Pennington Biomedical Research Center**
 - Website: http://www.pbrc.edu/training-and-education/pdf/Approved_listing.pdf
 - Description: List of healthy vending items that are approved for Louisiana schools
- ❖ **Refreshment Solutions**
 - Contact Name: Josh Thomas
 - Phone: (985) 764-0570
 - Email: jthomas@refsol.com
 - Website: www.refsol.com
 - Description: Healthy vending



Online Resources

- ❖ **Center for Science in the Public Interest Healthy Vending Standards and Policies**
 - Website: <http://www.cspinet.org/nutritionpolicy/foodstandards.html>
 - Description: Model policies, standards, fact sheets and toolkits
- ❖ **Eat Well, Work Well**
 - Website: <http://www.eatwellworkwell.org/vending.htm>
 - Description: Model, policies, standards, guidelines and evaluation tools

BREASTFEEDING

Breastfeeding is the first step to raising fit children. Mothers can significantly improve the health outcomes for their children by breastfeeding for at least six months following childbirth. Breastfeeding has been shown to decrease a child's risk of obesity, type 2 diabetes, respiratory infections and asthma. In addition, mothers who breastfeed decrease their risk of developing ovarian and breast cancer.^{33,19,34} It is important for employers to provide working mothers with a breastfeeding-friendly workplace for the sake of the mother and child's future health outcomes.

Read more about the benefits of breastfeeding in the Surgeon General's Call to Action on Breastfeeding:

<http://www.hhs.gov/news/press/2011pres/01/20110120a.html>

Since the signing of the Affordable Care Act on March 23, 2010, it is required by federal law that employers provide nursing mothers with sufficient break time (every 3 hours) and private place (not a bathroom) to express milk while at work. This law applies to employers with 50 or more employees. These benefits must be

available to nursing mothers for one year after childbirth.^{23, 35} See Section 4207 of the Affordable Care Act for more information: <http://www.healthcare.gov/law/full/title/iv-prevention-of-chronic-disease.pdf>



Example activities (to supplement federal law): **Error! Bookmark not defined.**^{34,36}

Low Cost \$	Medium Cost \$\$	High Cost \$\$\$
Develop and enforce a breastfeeding policy for the workplace.	Establish a permanent location for breastfeeding/lactation.	Contract with an International Board Certified Lactation Consultant or other lactation expert to assist employees with their questions or concerns.
Reserve a place for pumping that includes a standard electrical outlet, a chair and a table or flat surface.	Offer nursing mothers a hygienic place to store breast milk at work.	Purchase a hospital-grade electric breast pump for the workplace that is accessible to employees.
Provide employees with information on how to obtain a breast pump that is covered by insurance.	Allow mothers to use flex-time for breastfeeding and/or pumping.	Supply employees with free attachments for the hospital-grade breast pump.

Ways to encourage participation and compliance:^{30,34,36}

- Distribute educational materials in the workplace through posters, bulletin boards, emails, etc.
- Routinely distribute or promote the written breastfeeding policy to employees.
- Include information about the breastfeeding policy and procedures in orientation for all new hires.
- Meet with pregnant female employees to discuss maternity leave and returning to work and give them information about your organization's breastfeeding support policy.
- Celebrate National Breastfeeding Awareness Month in August.

*Most insurance companies provide full or partial coverage for breast pumps. Research your insurance company's policies and share this information with your employees. Below are some helpful questions for expectant mothers to ask their insurance companies:

- What type and brand of breast pump is covered by my insurance plan?
- Is it a manual pump or hospital grade?
- Where do we go to purchase it/pick it up? It is through a DME (Durable Medical Equipment Provider), if so what are the in-network places?
- What information do you need from us to be able to get the pump?
- Do we need a physician's order or prescription to get the pump?
- How would we receive the pump? Would it be by mail and if so before or after delivery? Or do we go and purchase it ourselves at a hospital or DME?
- Does it come with the parts or do we have to buy those separately?
- If we wanted a different pump than offered (if not portable one to take back to work) is that possible with a doctor's order/note? *Make sure the company documents the response in the event that a different pump is needed.

Testimonial from a Tulane University employee:

"I'm very grateful for the Workplace Lactation Program at Tulane. The decision to continue to breastfeed after returning to work can be challenging and the workplace lactation program alleviated some of those stresses by allowing me the time and space to pump during my workday. I'm thankful to my employer for being flexible and accommodating so that I could successfully return to my career and continue to provide optimum nutrition for my baby."



Resources for Breastfeeding

LACTATION SUPPORT

Local Resources

- ❖ **Greater New Orleans Breastfeeding Awareness Coalition**
 - Email: gnobac@gmail.com
 - Website: gnobac.org
 - Resources: Information on the importance of breastfeeding
- ❖ **Louisiana Breastfeeding Coalition**
 - Contact Name: Marci Brewer
 - Phone: (410) 925-9834
 - Email: marci@louisianabreastfeedingcoalition.org
 - Website: <http://www.louisianabreastfeedingcoalition.org/>
 - Resources: Tips for employers and employees on breastfeeding in the workplace
- ❖ **Mary Amelia Women's Center (MAC)**
 - Contact Name: Caitrin Alb
 - Phone: (504) 988-8826
 - Email: chogan2@tulane.edu
 - Website: <http://tulane.edu/womenshealth/index.cfm>
 - Resources: Assistance with identifying and establishing a lactation room

- ❖ **NOLA Mom**
 - Website: <http://nolamom.org/>
 - Resources: Information on workplace lactation for employers and employees

Online Resources

- ❖ **Breastfeeding Task Force of Greater Los Angeles**
 - Website: <http://www.breastfeedingworks.org/>
 - Description: Information on breastfeeding
 - Website: <http://breastfeedingworks.org/resources/96>
 - Description: Tools for lactation support
- ❖ **Centers for Disease Control and Prevention**
 - Website: <http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/lactation/index.htm>
 - Description: Information and toolkit for lactation support
- ❖ **Corporate Voices**
 - Website: <http://corporatevoices.org/lactation>
 - Description: Online toolkit for lactation support
- ❖ **International Lactation Consultant Association (ILCA)**
 - Website: <http://www.ilca.org/i4a/pages/index.cfm?pageid=3901>
 - Description: Directory of lactation consultants
- ❖ **La Leche League International (LLLI)**
 - Website: <http://www.llli.org/resources.html>
 - Description: Resources for mothers, employers, leaders, providers, etc.
- ❖ **Texas Department of State Health Services**
 - Website: <http://www.texasmotherfriendly.org/home>
 - Description: A how-to guide for lactation programs
- ❖ **United States Office of Personnel Management**
 - Website: <http://www.opm.gov/policy-data-oversight/worklife/reference-materials/nursing-mother-guide.pdf>
 - Description: Legislative background on breastfeeding support and resources for starting lactation program

Social Media Apps

- ❖ **Baby Bump**
 - Website: <http://babybumpapp.com/babybump/home>
 - Description: Information for expectant parents
- ❖ **Baby Tracker- Nursing**
 - Website: <http://www.andesigned.net/nursing.htm>
 - Description: Tracks duration and frequency of breastfeeding
- ❖ **Breastfeeding Tabulator**
 - Website: <https://play.google.com/store/apps/details?id=com.ccwilcox.bft&hl=en>
 - Description: Tracks frequency and duration of breastfeeding
- ❖ **Eat Sleep**
 - Website: <http://bitmethod.com/eatsleep/>
 - Description: Tracks your baby's eating and sleeping patterns
- ❖ **Speedy Tot**
 - Website: <http://www.speedytot.com/>
 - Description: Locates nearby places to breastfeed or change diapers

TOBACCO-FREE LIVING

The negative health consequences of tobacco are widely known, yet tobacco-use continues to cost businesses significant amounts of money each year. Smokers accrue more medical expenses compared to their non-smoking counterparts. Smoking cessation programs can reduce expenses and improve employee health outcomes.¹⁵

Non-smokers can also suffer from health complications due to secondhand smoke. If your business permits smoking along the perimeter of the building, employees are still at risk for being exposed to secondhand fumes. Employees who take smoke breaks during the work day will naturally carry smoke back into the office through their clothing. The best way to protect against the side effects of smoking is to motivate your employees to be completely smoke-free and to prohibit smoking on the entire campus.



Example Activities:^{15,37}

Low Cost \$	Medium Cost \$\$	High Cost \$\$\$
Ban or restrict tobacco on business grounds.	Permit employees to attend tobacco cessation programs during the workday.	Offer on-site counseling services for tobacco cessation.
Share information about the side effects of tobacco use.	Provide incentives for tobacco cessation.	Select an insurance plan that includes a free tobacco cessation program.
Select and use signage from an existing tobacco-free campaign.	Offer discounts to local tobacco cessation programs.	Select an insurance plan that covers tobacco cessation medications and supplies.

Ways to encourage participation:³⁷

- Reinforce tobacco cessation programs with access to tobacco quitlines.
- Host one-on-one screening for tobacco-use and refer employees to tobacco cessation resources.
- Smoking bans are more effective than smoking restrictions in reducing smoking and exposure to secondhand smoke.
- Establish a reminder system to help employees stay on track with tobacco cessation method.

Testimonial from Ochsner Health Systems employee:

*"Hello, My name is Ann: I Thought I would be unhealthy for the rest of my days. Until I became a part of Ochsner's family in 2007, When I started working here my weight, eating habits and exercise level were unhealthy as well as smoking cigarettes. I was about 244 lbs. when I started. I now weigh 180 lbs. a lost of 64 lbs. I took advantage of the benefits offered as an employee. Especially Virgin Health Miles (Pathway To Wellness Program), I also signed the smokers agreement offered by The Pathway to Wellness Program. I am now smoke free.
Thanks, Ann Isidore, A Happy Camper"*

Resources for Tobacco Free Living

TOBACCO-FREE INFORMATION

Local Resources

- ❖ ***Quit with Us, Louisiana***
 - Contact Name: Lucretia Young
 - Phone: (504) 903-5059
 - Email: lyoun2@lsuhsc.edu
 - Quitline: 1-800-QUIT-NOW
 - Website:
<http://quitwithusla.org/howtoquitwithus/>
 - Description: Materials for smoking cessation
- ❖ ***The Louisiana Campaign for Tobacco-Free Living***
 - Website: <http://www.letsbetotallyclear.org/>
 - Description: Information on smoke-free facilities



Online Resources

- ❖ ***Implementing a Tobacco-Free Campus Initiative at Your Workplace***
 - Website: <http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm>
 - Description: Information and toolkit for a smoke-free business

Social Media Apps

- ❖ ***iQuit- Stop Smoking Counter***
 - Website: <https://itunes.apple.com/us/app/id317768836?mt=8>
 - Description: Smoking cessation plan and education on benefits of not smoking
- ❖ ***GottaKickit Now***
 - Website: <http://gottakickit.com/>
 - Description: Smoking cessation plan and education on benefits of not smoking
- ❖ ***NoSmokingLife***
 - Website: <https://itunes.apple.com/us/app/id341549469?mt=8>
 - Description: Smoking cessation plan and education on benefits of not smoking
- ❖ ***Quitter***
 - Website: www.appolicious.com/health/apps/35953-quitter-neal-colston
 - Description: Tracks progress of smoking cessation and money saved

Miscellaneous Resources for Worksite Wellness and Employee Health

BEHAVIORAL HEALTH

Local Resources

- ❖ ***New Orleans Health Department***
 - Website: <http://new.nola.gov/health-department/behavioral-health/behavioral-health-resources/>

- Description: Behavioral Health Resource Guide and Behavioral Health Crisis resources

Online Resources

❖ *Wellness Proposals Stress Management*

- Website: <http://wellnessproposals.com/wellness-library/stress-management/stress-management-worksite-wellness-program-resource-kit/>
- Description: Toolkit for stress management at work

HEALTH SCREENINGS

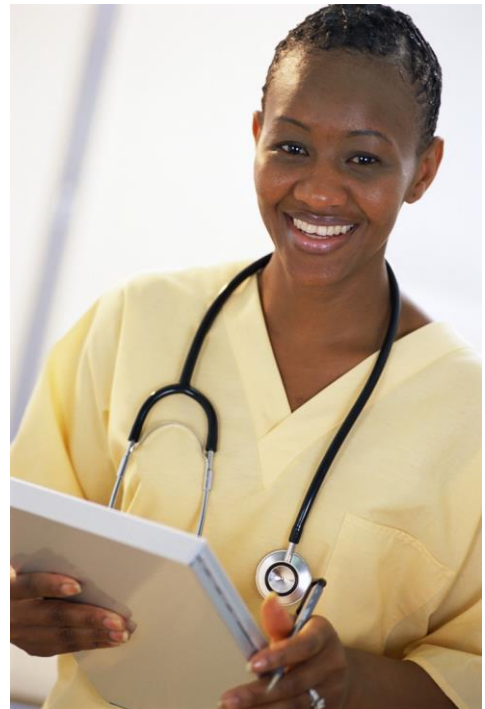
Local Resources

❖ *Ochsner Corporate Wellness*

- Contact Name: Susan Piglia
- Phone: (504) 736-4714
- Email: spiglia@ochsner.org
- Website: http://www.ochsner.org/services/corporate_wellness/
- Resources: Workplace health screenings, health risk appraisals and health education

❖ *504 Health Net*

- Contact Name: Lindsey Ordower
- Phone: (504) 658-2053
- Email: Lindsay.Ordower@504healthnet.org
- Website: <http://www.504healthnet.org/>
- Resources: Mobile unit health screenings and access to community health centers



WORKSITE WELLNESS ORGANIZATIONS

Local Resources

❖ *Louisiana Business Group on Health*

- Contact Name: Cheryl Tolbert
- Phone: (225) 291-0085
- Email: lbgh@lbgh.org
- Website: http://www.lbgh.org/Home_Page.html
- Resources: Worksite wellness toolkits and resources, information on health care access and products for businesses

❖ *Ochsner Corporate Wellness*

- Contact Name: Susan Piglia
- Phone: (504) 736-4714
- Email: spiglia@ochsner.org
- Website: http://www.ochsner.org/services/corporate_wellness/

- Resources: Workplace health screenings, health risk appraisals and health education

Online Resources

- ❖ ***Centers for Disease Control and Prevention (CDC) LEAN Works!***
 - Website: <http://www.cdc.gov/leanworks/index.html>
 - Description: Worksite wellness toolkit and resources
- ❖ ***Federal Occupational Health Resources***
 - Website: <http://www.foh.dhhs.gov/Library/library.asp>
 - Description: Resources on a variety of health topics applicable to employees
- ❖ ***National Business Group on Health***
 - Website: <http://www.businessgrouphealth.org/>
 - Description: Membership in organization, worksite wellness guides and resources
- ❖ ***North Dakota Worksite Wellness***
 - Website: <http://www.ndworksitewellness.org/getstarted/helpful-websites.htm>
 - Description: Worksite wellness guide and toolkit
- ❖ ***Wellness Council of America (WELCOA)***
 - Website: <http://www.welcoa.org/>
 - Description: Membership, training and a variety of worksite wellness resources
- ❖ ***Wellness Proposals***
 - Website: <http://wellnessproposals.com/>
 - Description: Free and for-purchase worksite wellness programs, resources and toolkits
- ❖ ***WellSteps***
 - Website: <https://www.wellsteps.com/>
 - Description: Free and for-purchase worksite wellness programs, health campaigns, presentations and webinars

HEALTH RISK ASSESSMENTS

Online Resources

- ❖ ***Lifescan***
 - Website: <http://wellness.uwsp.edu/other/lifescan/lifescan.asp>
 - Description: Free Health Risk Assessment for individual employees
- ❖ ***WellSteps***
 - Website: <https://www.wellsteps.com/solutions>
 - Description: For-purchase Health Risk Assessments for individual employees
- ❖ ***University of Michigan***
 - Website: http://www.hmrc.umich.edu/content.aspx?pageid=18&fname=services_index.txt
 - Description: For-purchase Health Risk Assessments, reports and advice
- ❖ ***Trale***
 - Website: <http://www.trale.com>
 - Description: For-purchase Health Risk Assessments, reports and advice
- ❖ ***Wellsource***
 - Website: <http://www.wellsource.com/health-risk-assessments.html>
 - Description: For-purchase Health Risk Assessments, reports and advice

Step 6: Identify top priorities for the worksite wellness program and create an action plan.

Although your business may have multiple areas of need or interest, effective workplace wellness programs begin with focused interventions. It is best to start small and see what programs are popular and effective.

Host a second wellness committee meeting to review the summary reports and notes from previous meetings. Based on your results, what are the priority areas to address through your initial worksite wellness programs and policies (e.g., weight loss, hypertension, healthy foods, or lactation support)? Consider your company's health needs and the topics that employees are most excited about in your selection process.

Once you have identified key program and policy areas, map out the activities that will be implemented and insert them into a graphic organizer. The action plan will help you organize your thoughts, delegate tasks and keep everyone on track. The following information may helpful to include in the chart:

Health Category	•Does your activity/policy relate to physical activity, healthy eating, breastfeeding support or tobacco-free living?
Activity	•What is the activity that you plan to implement in your workplace?
Activity Goal	•What is the behavior or attitude that you want to increase or decrease?
Task Owner	•Who is responsible for overseeing and carrying out this activity?
Target Audience	•Who is meant to benefit from this activity? All employees or select employees? How many employees?
Location	•Where will this activity take place or policy be displayed/distributed?
Service Provider's Contact Information	•If this activity is being led by a community provider, what is the provider's contact information?
Start Date- End Date	•When will the activity start and end?
Frequency	•How often will this activity occur? Daily? Weekly? Monthly?
Cost	•What is the cost of this activity? Does the cost depend on how many people enroll or participate?
Materials and Supplies Needed	•What materials and supplies will be needed to complete and promote this activity (e.g., exercise equipment, food, breastfeeding kits, flyers, printing costs).
Tracking and Evaluation	•How will the activity/policy be tracked (e.g., attendance sheet, personal log)? How will the activity be evaluated (e.g., satisfaction surveys, weight loss)?

Turn to the next page for a template that will help you develop a comprehensive action plan!

[illegible]

Breast-feeding Support	Example: Hospital Grade Breast Pump	Provide breast pump onsite for mothers	Name	Nursing employees and/or visitors	Onsite lactation room	Name of vendor (XXX) XXX-XXXX	06/01/13 – N/A	Ongoing	\$1000	Mothers must bring their own breast pump attachments	Track usage by having a required login in the lactation room
Tobacco-Free Living	Example: Tobacco Cessation Classes	Provide employees with access to free smoking cessation classes	Name	Employees who smoke	Local hospital	Name of provider (XXX) XXX-XXXX	06/01/13 – N/A	As needed	TBD	Speak with insurance company for recommended providers	Require employees to document class attendance and successful cessation

Step 7: Develop a budget. Allocate funds for program activities and an employee incentive program, if applicable.

Set a budget for the worksite wellness program. Refer to page 7 of this Fit NOLA Business Toolkit for the estimated cost per employee based on the type of program you plan to implement. The Wellness Council of America recommends that employers invest \$100 to \$150 per employee for best results.¹³ However, a basic health promotion program is a great start to raising health awareness in the workplace. On average, employers save \$3.50 for every \$1.00 spent on worksite wellness, so even a low-budget program will benefit an employer. A budget template is printed on the next page for your convenience. See the links below for guidance on how to manage your resources.

❖ ***Centers for Disease Control and Prevention LEAN Works!***

- Website: <http://www.cdc.gov/leanworks/plan/identifybudget.html>
- Description: Guidelines for developing a budget and sample template

❖ ***Wellness Council of America (WELCOA)***

- Website: http://welcoa.org/freeresources/pdf/wellness_budget.pdf
- Description: Guidelines for developing a budget

❖ ***Wisconsin Department of Health Services***

- Website: <http://www.dhs.wisconsin.gov/physical-activity/Worksite/Worksitepdfs/2010AppendixH-Budget.pdf>
- Description: Sample budget



*When developing your budget, don't forget to include incentives which are ***essential*** to a successful worksite wellness program! Recognizing healthy changes and successes will reinforce healthy behaviors. Example incentives include awards, merchandise, insurance discounts, and free or subsidized gym memberships..¹⁸ The links below provide a wide range of low, medium and high cost incentives.

❖ ***Centers for Disease Control and Prevention LEAN Works!***

- Website: <http://www.cdc.gov/leanworks/promote/incentives.html>
- Description: Guidelines for developing incentives

❖ ***Virgin Health Miles***

- Website: <http://us.virginhealthmiles.com/Pages/Home.asp>
- Description: For-purchase incentive-based program

❖ ***Wellness Proposals***

- Website: http://www.wellnessproposals.com/pdfs/employee_wellness_incentive_program.pdf
- Description: Guidelines for developing incentives and scoring system
- Website: http://www.wellnessproposals.com/pdfs/wellness_program_tracking_form.pdf
- Description: Sample tracking form for incentives

An Incentive Success Story from Johnson & Johnson:

Employers often use health risk assessments to understand the medical needs of its employees and to select the appropriate health insurance coverage. Johnson & Johnson requests that each employee completes a health risk assessment, however only 26% of employees would complete the assessment voluntarily. To increase the participation rates, they offered a \$500 discount on medical insurance costs to employees who completed the assessment and the completion rates soared to 93%.¹³

Budget Template

Category	Item	Price per unit	Quantity	Total Cost
OPERATIONS				
Wages and benefits		\$		\$
Office supplies		\$		\$
Worksite wellness committee meetings (space, refreshments, supplies)		\$		\$
Travel costs		\$		\$
Hardware		\$		\$
Staff training or certifications		\$		\$
Organization memberships		\$		\$
HEALTH PROMOTION				
Health promotion materials		\$		\$
Logo design		\$		\$
Health Risk Assessments or Biometric Screenings		\$		\$
HEALTH EDUCATION				
Health counselors/educators/coaches		\$		\$
Health seminars		\$		\$
Health fair		\$		\$
Health education materials/subscriptions		\$		\$
HEALTH PROGRAMS				
Fitness equipment		\$		\$
Fitness programs		\$		\$
Nutrition equipment		\$		\$
Nutrition programs		\$		\$
Medical programs		\$		\$
Medical equipment		\$		\$
Breastfeeding program or room		\$		\$
Breastfeeding supplies		\$		\$
Smoking cessation programs		\$		\$
Smoking cessation supplies		\$		\$
Changes to health insurance plan		\$		\$
INCENTIVES				
Incentives		\$		\$
Awards/prizes		\$		\$
Certificates		\$		\$
MISCELLANEOUS				
Other supplies/programs		\$		\$
Total Costs				\$

Step 8: Set specific worksite wellness policies.

Once you have identified programs and partners to meet your worksite wellness needs, set specific worksite wellness policies that will contribute to the overall office health environment and support your initiative. The following links provide examples and templates for worksite wellness policies. The templates may need to be modified to meet your specific needs and capacity or you may choose to create your own. Share the newly established policies with all employees. Post in a high-traffic area such as an elevator, stairway, break room or copy station to promote and integrate worksite wellness into the office culture. A variety of sample policies are listed below.

PHYSICAL ACTIVITY POLICY TEMPLATES

❖ *Eat Smart Move More North Carolina*

- Website: <http://www.eatsmartmovemorenc.com/PhysicalActivityAndHealthyEatingPolicy/Texts/Sample%20Physical%20Activity%20Policy.pdf>

❖ *Heart Highway*

- Website: <http://health.utah.gov/hearthighway/pdfs/ExcerciseRelease.pdf>

❖ *Nashvitality (page 31)*

- Website: <http://www.nashvitality.org/media/4975/toolkit%20w%20cover.pdf>



HEALTHY EATING POLICY TEMPLATES

❖ *Eat Smart Move More North Carolina*

- Website: <http://www.eatsmartmovemorenc.com/PhysicalActivityAndHealthyEatingPolicy/Texts/Sample%20Healthy%20Foods%20Policy.pdf>

❖ *Nashvitality (pages 32-37)*

- Website: <http://www.nashvitality.org/media/4975/toolkit%20w%20cover.pdf>

BREASTFEEDING POLICY TEMPLATES

❖ *Nashvitality (page 38)*

- Website: <http://www.nashvitality.org/media/4975/toolkit%20w%20cover.pdf>

❖ *United States Department of Health and Human Services Office on Women's Health*

- Website: <http://www.womenshealth.gov/breastfeeding/government-in-action/business-case-for-breastfeeding/policy-for-supporting-breastfeeding-employees.pdf>

❖ *Wisconsin Department of Health and Family Services*

- Website: http://www.dhs.wisconsin.gov/health/nutrition/Breastfeeding/BF_FriendlyComm/SampleWorksiteBFPolicy.pdf

TOBACCO-FREE LIVING

❖ *Nashvitality (page 39)*

- Website: <http://www.nashvitality.org/media/4975/toolkit%20w%20cover.pdf>

❖ *No-Smoke*

- Website: <http://www.no-smoke.org/pdf/modelworkplacepolicy.pdf>

General Policy Template

[Insert Company Letterhead]

Title of Policy

Effective Date: ____/____/____

(List the date that the policy will be enacted and an end date if appropriate.)

Purpose:

(Describe the purpose of the policy including the main goals and expected impact on your organization. For example, "The purpose of the healthy meeting policy is to prohibit the consumption of unhealthy foods and/or beverages at company meetings. This policy will increase the consumption of healthy foods in hopes of decreasing rates of obesity and overweight employees. The healthy meeting policy will motivate employees to pursue healthy lifestyles at work and outside of work.")

Description:

(List the specific procedures and regulations that must be followed as part of this policy. Be sure to identify any exceptions to the rule or certain populations that are exempt from following this policy. Here is an example of what to include in this section: "All employees will follow the specific guidelines listed below for any company sponsored meeting and/or meeting held on company property:")

- *Water, coffee, unsweetened tea and other sugar-free beverages may be served, however, sugar-sweetened beverages and energy drinks are prohibited.*
- *Fresh foods, such as vegetable sticks and fruit are highly encouraged.*
- *All dairy and milk products, including cheese and yogurt, must be low-fat or skim.*
- *All grains and cereals must be 100% whole grain.*
- *Foods high in saturated fat are prohibited, excluding nuts, nut butters, seeds and hummus.*
- *Foods with more than 0 grams of trans fats are strictly prohibited.*
- *Desserts and sweets will not be offered. This includes donuts, cakes, cupcakes, candy, ice cream, frozen desserts, pastries and packaged baked goods.*
- *Only restaurants and catering services with healthy options can be used for catered meetings.*
- *If an employee is unsure whether a certain food or beverage is allowed, he/she should seek guidance from administration prior to the meeting.)*

Printed Name: _____

Signature: _____ **Date:** _____

Step 9: Launch the worksite wellness program.

Once you have all plans in place, launch the worksite wellness program! Spread the word by hosting a kickoff wellness event or competition. Promote health in the office culture by displaying office wellness policies and educational materials. Tell employees about upcoming activities, ways to get involved in the program and available wellness resources.



The following website contains materials and ideas for launching a worksite wellness program:

❖ ***Centers for Disease Control and Prevention (CDC) LEAN Works!***

- Website: <http://www.cdc.gov/leanworks/promote/launchprogram.html>

One creative idea for your program launch is to have it coincide with a national health observance day, week or month. Below is a calendar of health-related awareness campaigns and their corresponding months and dates for 2013:^{38,39,40}

January:

- **Month-long observances:** National Blood Donor Month
- **Week-long observances:** Healthy Weight Week (January 20-26)
- **One-day observance:** Find a Dentist Day (January 25)

February:

- **Month-long observances:** American Heart Month
- **One-day observance:** National Wear Red Day (February 1)

March:

- **Month-long observances:** National Nutrition Month, Workplace Eye Wellness Month

April:

- **Month-long observances:** Alcohol Awareness Month, Occupational Therapy Month
- **One-day observance:** World Health Day (April 7)

May:

- **Month-long observances:** National Physical Fitness and Sports Month, American Stroke Month, National Osteoporosis Awareness and Prevention Month, Arthritis Awareness Month, Better Sleep Month, National Bike Month, Global Employee Health and Fitness Month, National High Blood Pressure Education Month, Mental Health Month, Healthy Vision Month
- **Week-long observances:** North American Occupational Safety and Health Week (May 5-11), National Run a Mile Days (May 5-11), National Women's Health Week (May 12-18)
- **One-day observances:** National Women's Check Up Day (May 13), World No Tobacco Day (May 31)

June:

- **Month-long observances:** National Men's Health Month
- **Week-long observance:** National Men's Health Week (June 10-16)

- **One-day observance:** National HIV Testing Day (June 27), National Dental Awareness Day (June 28)

August:

- **Month-long observances:** National Breastfeeding Month, Relay for Life
- **Week-long observance:** World Breastfeeding Week (August 1-7)

September:

- **Month-long observances:** National Childhood Obesity Awareness Month, National Cholesterol Education Month, Healthy Aging Month, Prostate Cancer Awareness Month
- **One-day observances:** World Alzheimer's Action Day (September 21), National Women's Health and Fitness Day (September 25), Family Health and Fitness Day USA (September 28)

October:

- **Month-long observances:** National Breast Cancer Awareness Month, National Dental Hygiene Month, Health Literacy Month
- **Week-long observance:** Mental Illness Awareness Week (October 6-12), National Depression Screening Day (October 11), National Red Ribbon Week (October 23-31)
- **One-day observance:** National Mammography Day (October 18)

November:

- **Month-long observances:** American Diabetes Month, National Family Caregivers Month, National Alzheimer's Disease Awareness Month, Lung Cancer Awareness Month
- **Week-long observances:** National Diabetes Education Week (November 3-9), Mental Health Wellness Week (November 11-17)
- **One-day observance:** Great American Smokeout (November 21)

December:

- **One-day observance:** World AIDS Day (December 1)



Let's get fit!

Step 10: Repeat assessments and surveys to evaluate the initiative’s impact, strengths and challenges. Revise worksite wellness program as needed.

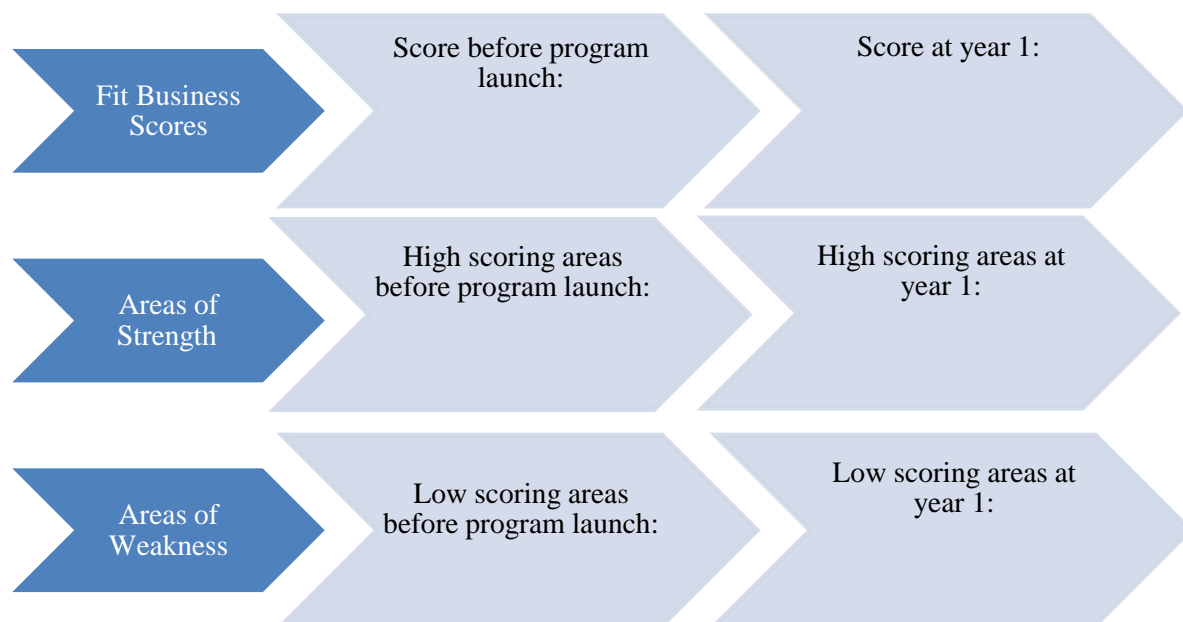
Evaluate

Evaluating worksite wellness programs will help to determine employee satisfaction, cost effectiveness, participation and other critical components. You may select when to evaluate progress, however it is recommended that you survey at 6 months, 1 year and each following year. Frequent, thorough evaluations help to assess program effectiveness and program impact on health outcomes. Repeating assessments over time will also assist employers in determining whether a program is cost effective. Significant behavior change takes time, but short-term successes such as changes in knowledge, attitudes or beliefs may be measurable through initial evaluation.

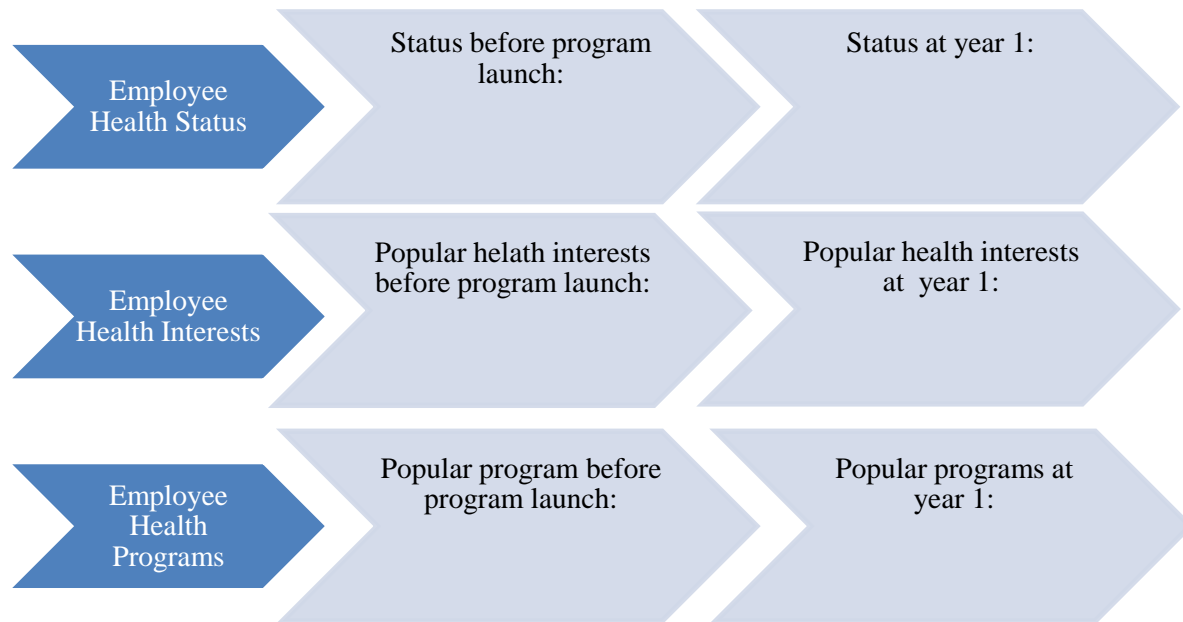
To evaluate the impact of your worksite wellness program, it is recommended that you redistribute the Fit Business Assessment and Employee Health Status Surveys. Given that these assessments were conducted initially prior to the implementation of the worksite wellness program, they can be used as “pre-tests.” The pre-test results can be compared to the most recent “post-test” results and serve as an indicator of the program’s impact.

Follow the steps below to evaluate your program:

- 1. Conduct Fit NOLA Business Assessment from Step 2 and calculate new score. Use the graphic organizer below to track your progress.**



2. Redistribute Employee Health Status and Interests Surveys from Step 3.



Consider these other methods for evaluating your programs:

- Track participation in workplace wellness programs.
- Calculate health care costs using a Return on Investment Calculator (see page 2) or Health Risk Appraisal (see page 23).
- Ask for employee feedback on specific worksite wellness programs.
- Review medical claims or biometric measures.
- Observe whether worksite wellness policies are being enforced.

Evaluation methods will vary depending on the business and worksite wellness program. However, all businesses should remember to be consistent in the evaluation process for accurate results.

Review and Reflect

After all evaluations have been completed, review the following questions:

- What programs are the most popular?
- What programs are the least popular?
- What programs are the most successful?
- What programs are cost-effective?
- Have employee health needs changed?
- Have employee interests change?
- What modifications can be made to existing programs?
- Who are other key players to incorporate into the worksite wellness program?
- What are ways to increase participation?

Modify

Based on your tracking methods and feedback from employees, what are the areas that you will continue to address through the worksite wellness program? Keep in mind that the priorities may not change from initial assessment if the health needs and interests are the same. If you keep your existing programs, be sure to take note of any modifications that will be made to them.

Name of policy or program:	Name of policy or program:	Name of policy or program:
Description of the policy or program:	Description of the policy or program:	Description of the policy or program:
Is this a new or existing policy or program?	Is this a new or existing policy or program?	Is this a new or existing policy or program?

Keep Moving Forward with Year 2

Once your worksite wellness committee finishes evaluating its success and develops targets for year 2, follow these steps:

1. Update your action plan to reflect the new plans for year 2.
2. Keep the momentum going with the worksite wellness program by hosting a one year celebration or competition.
3. Continue to use the Fit NOLA Business Toolkit for assistance.
4. Network with new local community partners.
5. Remember to track and evaluate all programs throughout each year.
6. Share your successes with other employers and encourage them to start a worksite wellness program.
7. Pat yourself on the back for a successful year of being a fit business!

APPENDIX A

FIT NOLA BUSINESS ASSESSMENT⁴¹

Instructions: Circle the number in the column that reflects your organization's current status for each question. Include comments and further details, if necessary. At the bottom of each table, add each of the columns and write the sum in the TOTAL columns.

CONTACT INFORMATION	
What is the name of your organization?	
What is your name?	
What is your position within the organization?	
What is your telephone number?	
What is your email address?	
What is your business mailing address?	

INFORMATION ON YOUR ORGANIZATION	
How many employees work at your organization?	
What percentage of your employees are males?	
What percentage of your employees are females?	
What percentage of your employees are females between the ages of 15-44?	

POLICIES				
For this section, please note that a policy is defined as a written document that features an action or strategy that all employees are expected to follow. In this case, the policy aims to promote a healthier workplace.				
Wellness Component	Yes	In Progress	No	Comments
Our organization currently has a written policy that supports physical activity during the workday.	3	1.5	0	

Please insert a copy of your organization's physical activity policy below, if applicable.				
Our organization currently has a written policy that supports healthy foods and beverages during the workday, such as healthy vending, healthy meetings, or company sponsored event policies.	1	.5	0	
Please paste a copy of your organization's healthy foods and beverages policy below, if applicable.				
Our organization currently has a written policy that supports a tobacco-free campus.	3	1.5	0	
Please paste a copy of your organization's tobacco-free policy below, if applicable.				
Our organization has a written policy that supports breastfeeding during the workday.	2	1	0	
Please paste a copy of your organization's breastfeeding policy below, if applicable.				
Our organization provides new employees with an orientation packet that includes health policies and programs.	2	1	0	
POLICY COLUMN TOTALS				

INFRASTRUCTURE				
Wellness Component	Yes	In Progress	No	Comments
Our organization has a healthy workplace wellness and/or vision statement.	1	.5	0	

Please paste a copy of your organization's healthy workplace wellness and/or vision statement below, if applicable.				
Our organization currently has a part-time or full-time position dedicated to employee health.	2	1	0	
Our organization has a team devoted to workplace wellness.	2	1	0	
Our organization has a wellness committee/team that meets at least once a month.	2	1	0	
Our organization has an active workplace plan that addresses physical activity, nutrition lactation support and/or tobacco-free living.	2	1	0	
Please paste a copy of your organization's active workplace plan below, if applicable.				
Our organization currently conducts any of the following: employee interest survey, health risk appraisal, biometric screening, organizational culture assessment, other health assessment or survey not included here.	1	.5	0	
If applicable, how often does your organization conduct an employee interest survey, health risk appraisal, biometric screening, organizational culture assessment, other health assessment or survey ?				
INFRASTRUCTURE COLUMN TOTALS				

PHYSICAL ACTIVITY				
Wellness Component	Yes	In Progress	No	Comments
Our organization encourages physical activity breaks during meetings.	1	.5	0	
Our organization allows “walk and talk” meetings.	2	1	0	
Our organization supports flexible scheduling for employees who participate in physical activity (such as a longer break for walks or gym usage).	2	1	0	

Our organization has a dedicated fitness room or provides discounted or free workout facility memberships for employees interested in physical activity.	3	1.5	0	
Our organization provides physical activity classes during the workday or after hours.	3	1.5	0	
Please describe the frequency and duration of physical activity classes during the workday or after hours, if applicable.				
Our organization has established or promoted safe walking routes near the workplace.	3	1.5	0	
Our organization has established walking or bicycling groups for the workplace.	3	1.5	0	
Our organization has signage that promotes stairwell usage.	3	1.5	0	
Our organization provides bike racks for employees.	3	1.5	0	
Our organization gathers employees to participate in local or national events that promote physical activity.	2	1	0	
Please list the local or national events that promote physical activity that your employees have gathered to participate in, if applicable.				
PHYSICAL ACTIVITY COLUMN TOTALS				

HEALTHY EATING				
Wellness Component	Yes	In Progress	No	Comments
Our organization has healthy vending options.	1	.5	0	
Our organization has vending machines where at least 50% of the items offered are healthy items.	3	1.5	0	
Our organization has healthy guidelines for foods and beverages served at company sponsored meetings and events.	1	.5	0	

Please describe your organization's healthy guidelines for food and beverages served at company sponsored meetings or events, if applicable.				
Our organization has a break room for employees to store and prepare foods.	1	.5	0	
Our organization offers nutrition or cooking seminars, weight management seminars or wellness challenges.	2	1	0	
Please describe the frequency and duration of nutrition or cooking seminars, weight management seminars or wellness challenges offered by your organization, if applicable.				
Our organization promotes healthy eating through emails, posters, bulletin board, etc.	2	1	0	
Our organization uses symbols or signs to clearly label healthier food and/or beverage options.	3	1	0	
Our organization promotes drinking water by providing any of the following: a filtered drinking water system, a water cooler, water at meetings, refillable water bottles or water fountains.	2	1	0	
Our organization subsidizes or provides discounts for healthier options in vending machines, cafeterias, concession stands or other food sources.	3	1.5	0	
Our organization does not use unhealthy food as incentives.	2	1	0	
HEALTHY EATING COLUMN TOTALS				

BREASTFEEDING				
Wellness Component	Yes	In Progress	No	Comments
Our organization has a dedicated lactation room that is NOT a bathroom.	2	1	0	
Our organization allows breastfeeding mothers sufficient breaks to express milk.	2	1	0	

Please describe the amount of time your organization gives to mothers to express milk.				
Our organization has an accessible sink near the lactation room.	1	.5	0	
Our organization has a refrigerator that is used solely for the storage of breast milk.	1	.5	0	
Our organization informs all new employees of breastfeeding policies/programs.	1	.5	0	
Our organization provides electrical breast pumps or breast pumps kits to breastfeeding employees.	3	1.5	0	
Our organization informs female employees of local resources for lactation support (e.g., lactation consultants and/or support groups, breastfeeding coalitions).	2	1	0	
BREASTFEEDING COLUMN TOTALS				

TOBACCO-FREE LIVING				
Wellness Component	Yes	In Progress	No	Comments
Our organization's campus is 100% tobacco-free.	3	1.5	0	
Our organization has signage for non-smoking areas.	1	.5	0	
Our organization has a designated smoking area away from entrances, eating locations and central air vents OR our organization does not permit smoking anywhere on the campus.	2	1	0	
Our organization provides self-help materials for tobacco cessation.	2	1	0	
Our organization provides information on Louisiana Quit Line.	3	1.5	0	
Our organization provides information on cessation classes.	2	1	0	
Our organization provides tobacco cessation aids and medications, either directly or through insurance coverage or provides monetary incentives for quitting.	3	1.5	0	
Our organization allows flexible scheduling for those attending smoking	2	1	0	

cessation sessions.				
TOBACCO-FREE COLUMN TOTALS				

Bonus

Does your business have any other policies or initiatives that contribute to health and wellness at work? Please list up to 3 policies/initiatives. Be specific. You may earn 1 bonus point for each relevant policy/program.

1. _____ (1 points)

2. _____ (1 points)

3. _____ (1 points)

= _____
Total Points

SCORING

For each section (policies, infrastructure, physical activity, healthy eating, tobacco), add the column totals for the YES and IN PROGRESS columns. Write the total next to the number of possible points below.

Policies = _____ (Yes) + _____ (In progress) = _____ / 11 possible points

Infrastructure = _____ (Yes) + _____ (In progress) = _____ / 10 possible points

Physical Activity = _____ (Yes) + _____ (In progress) = _____ / 25 possible points

Healthy Eating = _____ (Yes) + _____ (In progress) = _____ / 20 possible points

Breastfeeding = _____ (Yes) + _____ (In progress) = _____ / 12 possible points

Tobacco-Free = _____ (Yes) + _____ (In progress) = _____ / 18 possible points

+ _____

Subtotal = _____ / **96 possible points**

Bonus + _____ / 3 possible bonus points

Grand Total = _____

- ❖ **Platinum (89-99 points):** You have far exceeded the Fit NOLA standards for worksite wellness. Continue to keep up the great work and serve as a model for other businesses.

- ❖ **Gold (68-88 points):** You have successfully met the Fit NOLA standards for worksite wellness. We encourage you to explore the Fit NOLA Business Toolkit for additional wellness components that can contribute to your program.
- ❖ **Silver (47-67 points):** You are well on your way to meeting the Fit NOLA standards for worksite wellness. Please utilize the Fit NOLA Business Toolkit as you continue to integrate healthy lifestyles into your office environment.
- ❖ **Bronze (16-46 points):** You have the beginnings of a strong worksite wellness program. Continue to establish a culture of health by reviewing the Fit NOLA Business Toolkit and expanding your program to meet more Fit NOLA standards.

APPENDIX B

Employee Health Status and Interest Survey

HEALTHY DAYS ASSESSMENT⁴²

1. Would you say that in general your health is:
 - a. Excellent
 - b. Very good
 - c. Good
 - d. Fair
 - e. Poor
2. Now thinking about your physical health, which includes physical illness and injury, for how many days during the past 30 days was your physical health not good?
3. Now thinking about your mental health, which includes stress, depression and problems with emotions, for how many days during the past 30 days was your mental health not good?
4. During the past 30 days, for about how many days did poor physical or mental health keep you from doing your usual activities, such as self-care, work, or recreation?

GENERAL HEALTH BEHAVIORS⁴³

5. In an average week, how many days do you participate in physical activities that cause increases in breathing or heart rate?
 - Never
 - 1 day
 - 2 days
 - 3 days
 - 4 days
 - 5 days or more
6. On the days you participate in physical activities, how much time do you spend being physically active?
 - I do not participate in physical activities.
 - Less than 10 minutes
 - At least 10 minutes
 - At least 20 minutes
 - About 30 minutes
 - More than 30 minutes
7. Which of the following best describes your physical activity level?
 - Not physically active on a regular basis now and do not intend to start
 - Not physically active on a regular basis now but am thinking of starting

Trying to become physically active, or am physically active infrequently
Physically active less than 5 times/week for 1-6 months
Physically active 5 or more times/week for 1-6 months
Physically active 5 or more times/week for 7 months or more

8. In a usual week, how many days do you eat 5 or more servings of fruits and vegetables?
- Never
1 day
2 days
3 days
4 days
5 days or more
9. Do you currently smoke cigarettes every day, some days, or not at all?
- Not at all Some days Every day
10. If you smoke, how many cigarettes do you smoke on average per day?
- Less than 1 pack per day
1 pack per day
2 packs per day
More than 2 packs per day
11. Have you quit smoking cigarettes?
- Never smoked, or quit for at least 5 years
Yes, I have, for more than 6 months
No, but I intend to in the next 30 days and have tried for at least 24 hours in the past
No, but I intend to in the next 6 months
No, and I do not intend to in the next 6 months
12. Where do you most like to participate in wellness activities? (*Check all that apply*)
- At home
At your worksite
At a local fitness center
Other _____
13. In which of the following categories do you place yourself? (*Check only one*).
- I'm not interested in pursuing a healthy lifestyle.
I have been thinking about changing some of my health behaviors.
I am planning on making a health behavior change within the next 30 days.
I have made some health behavior changes but I still have trouble following through.
I have had a healthy lifestyle for years.

HEALTH BEHAVIORS AT WORK

14. When you are at work, which of the following best describes what you do?
- Mostly sitting
- Mostly standing
- Mostly walking
- Mostly heavy labor or physically demanding work

15. My employer provides opportunities for me to be physically active.

Strongly Disagree	Disagree	Somewhat Agree	Agree	Strongly Agree
1	2	3	4	5

16. My employer provides opportunities for me to consume fruits and vegetables.

Strongly Disagree	Disagree	Somewhat Agree	Agree	Strongly Agree
1	2	3	4	5

17. My employer provides opportunities to help me quit smoking.

Strongly Disagree	Disagree	Somewhat Agree	Agree	Strongly Agree
1	2	3	4	5

18. My employer provides opportunities for mothers to express breast milk at work.

Strongly Disagree	Disagree	Somewhat Agree	Agree	Strongly Agree
1	2	3	4	5

19. If you have given birth, did you breastfeed your baby?

This question applies to women only.

Yes, I breastfed my baby for 0-2 months following delivery.

Yes, I breastfed my baby for 2-4 months following delivery.

Yes, I breastfed my baby for 4-6 months following delivery.

Yes, I breastfed my baby for 6-12 months following delivery.

Yes, I breastfed my baby for 12 months or more following delivery.

No, I did not breastfeed my baby following delivery.

20. Indicate each of the items listed below that you have started or accomplished that were influenced by your company or work setting:

Started regular exercise program

Maintained regular exercise program

Cut back on smoking

Stopped smoking

Developed skills to manage symptoms of depression

Developed skills to manage the stress in your life

Developed healthier eating habits

21. Are healthy food options, such as fruits and vegetables, available at work?

Yes

No

22. Are safe walking routes available from your worksite for commuting and/or exercise during the workday?

Yes

No

GENERAL HEALTH INTERESTS

23. If you could receive information for **five** of the health topics listed below, which would you select?

Weight management techniques

Starting a walking program

Blood pressure

Coping with stress

Smoking cessation information
Healthy eating
Understanding health insurance
Talking with your doctor

Medical self-care
Managing depression
Diabetes
Cholesterol

24. Would you participate in any of the following programs and/or activities? (*Check all that apply*)

Recreational sports
Weight management program
Community fitness contest
Depression management program
Nutrition classes
Exercise classes

Medical self-care training
Health screenings
Stress management programs
Smoking cessation programs
Healthy cooking classes
Walking club

25. What is the best way for the worksite to help employees be physically active?

26. What is the best way for the worksite to make fruits and vegetables available to employees?

27. What is the best way for your worksite to assist employees with quitting smoking?

28. What is the best way for your worksite to assist employees with breastfeeding/lactation support?

References

- ¹ Wellness Council of America (2012). Six reasons for worksite wellness. Retrieved from http://www.welcoa.org/6_reasons.html
- ² America's Health Rankings (2012). Louisiana. *United Health Foundation*. Retrieved from <http://www.americashealthrankings.org/LA/2012>
- ³ Centers for Disease Control and Prevention (2010). Behavioral risk factor surveillance system survey data. *U.S. Department of Health and Human Services*. Retrieved from http://www.cdc.gov/brfss/annual_data/annual_2010.htm#information
- ⁴ Centers for Disease Control and Prevention (2009). Behavioral risk factor surveillance system survey data. *U.S. Department of Health and Human Services*. Retrieved from http://www.cdc.gov/brfss/annual_data/annual_2009.htm
- ⁵ University of Wisconsin Population Health Institute (2013). County health rankings. *Robert Wood Johnson Foundation*. Retrieved from <http://www.countyhealthrankings.org/louisiana/orleans>
- ⁶ FedStrive (2012). The case for worksite wellness: A significant return on value. *Federal Occupational Health, U.S. Department of Health and Human Services*. Retrieved from <http://www.foh.hhs.gov/fedstrive/case.html>
- ⁷ Trogdon, J., Finkelstein, E., Feagan, C., & Cohen, J. (2012). State- and payer- specific estimates of annual medical expenditures attributable to obesity. *Obesity*, 20(1), 214-220.
- ⁸ Centers for Disease Control and Prevention (2008). Annual smoking -attributable mortality, years of potential life lost, and economic costs, United States, 2000-2004. *Morbidity and Mortality Weekly Report*, 57(45), 1226-1228.
- ⁹ Finkelstein, E.A., DiBonaventura, M.d., Burgess, S.M. & Hale, B.C. (2010). The costs of obesity in the workplace. *Journal of Occupational and Environmental Medicine*, 52(9), 971-976.
- ¹⁰ Parker, V.L. (2005). Obese workers a heavier burden on company expenses. *News & Observer*. Retrieved from <http://www.newsobserver.com/>
- ¹¹ Biomedicine (2008). Obesity costs U.S. companies as much as \$45 billion a year, The Conference Board reports [Press Release]. Retrieved from <http://news.bio-medicine.org/?q=medicine-news-1/obesity-costs-u-s-companies-as-much-as-2445-billion-a-year-the-conference-board-reports-16384>
- ¹² Centers for Disease Control and Prevention (2012). Comprehensive workplace health programs to address physical activity, nutrition, and tobacco use in the workplace. *U.S. Department of Health and Human Services*. Retrieved from <http://www.cdc.gov/workplacehealthpromotion/nhwp/index.html>
- ¹³ Hunnicut, D. (2009). The cost of wellness: A WELCOA expert interview with Dr. Ron Goetzel. *Absolute Advantage*, 7(10). Retrieved from <http://www.absoluteadvantage.org/article/?article=277>
- ¹⁴ Bureau of Health Promotion (2011). Building a healthy worksite: A guide to lower health care costs and more productive employees. *Utah Department of Health*. Retrieved from http://health.utah.gov/bhp/pdf/Worksite_Toolkit.pdf
- ¹⁵ WellSteps (2012). Worksite wellness implementation guide. Retrieved from https://www.wellsteps.com/custom/pdfs/WellSteps_Implementation_Guide.pdf
- ¹⁶ Aldana, S.G. (2001). Financial impact of health promotion programs: a comprehensive review of the literature. *American Journal of Health Promotion*, 15(5):296-320.
- ¹⁷ Office of the Assistant Secretary for Planning and Evaluation (2002). Physical activity fundamental to preventing disease. *U.S. Department of Health and Human Services*. Retrieved from <http://aspe.hhs.gov/health/reports/physicalactivity/>
- ¹⁸ NashVitality (2012). A toolkit for creating a healthier workplace. *Metro Public Health Department*. Retrieved from <http://www.nashvitality.org/media/4975/toolkit%20w%20cover.pdf>

-
- ¹⁹U.S. Office of Personnel Management (2013). Guide for establishing a federal nursing mother's program. Retrieved from <http://www.opm.gov/policy-data-oversight/worklife/reference-materials/nursing-mother-guide.pdf>
- ²⁰Office on Women's Health (2011). The business case for breastfeeding. *U.S. Department of Health and Human Services*. Retrieved from <http://www.womenshealth.gov/breastfeeding/government-in-action/business-case-for-breastfeeding/business-case-for-breastfeeding-for-business-managers.pdf>
- ²¹WellSteps (2012). ROI calculator: Health care costs. Retrieved from https://www.wellsteps.com/roi/resources_tools_roi_cal_health.php
- ²²Patient Protection and Affordable Care Act, 1 § 12-1 (2010). Retrieved from <http://www.healthcare.gov/law/full/title/i-quality-affordable-health-care.pdf>
- ²³Patient Protection and Affordable Care Act, 4 § 4207 (2010). Retrieved from <http://www.healthcare.gov/law/full/title/iv-prevention-of-chronic-disease.pdf>
- ²⁴Patient Protection and Affordable Care Act, 4 § 4303 (2010). Retrieved from <http://www.healthcare.gov/law/full/title/iv-prevention-of-chronic-disease.pdf>
- ²⁵Patient Protection and Affordable Care Act, 4 § 4402 (2010). Retrieved from <http://www.healthcare.gov/law/full/title/iv-prevention-of-chronic-disease.pdf>
- ²⁶Patient Protection and Affordable Care Act, 4 § 10408 (2010). Retrieved from <http://www.healthcare.gov/law/full/title/iv-prevention-of-chronic-disease.pdf>
- ²⁷Wellness Proposals (2013). Take the stairs. Retrieved from <http://www.wellnessproposals.com/free-wellness-programs/fitness-challenge/fitness-challenge-take-the-stairs.pdf>
- ²⁸Centers for Disease Control and Prevention (2011). CDC's LEAN Works!: A workplace obesity prevention program. *U.S. Department of Health and Human Services*. Retrieved from <http://www.cdc.gov/leanworks/plan/formcommittee.html>
- ²⁹North Carolina Health Smart (2011). Committee workbook. *Eat Smart, Move More North Carolina*. Retrieved from http://www.eatsmartmovemorenc.com/NCHHealthSmartTlkt/1_docs/committee_workbook/CW_entireworkbook.pdf
- ³⁰Pronk, N.P., Katz, A.S., Lowry, M. & Payfer, J.R. (2012). Reducing occupational sitting time and improving worker health: The Take-A-Stand Project, 2011. *Preventing Chronic Disease*, 9, E154. Retrieved from http://www.cdc.gov/pcd/issues/2012/11_0323.htm
- ³¹Centers for Disease Control and Prevention (2011). Workplace health promotion: Physical activity. *U.S. Department of Health and Human Services*. Retrieved from <http://www.cdc.gov/workplacehealthpromotion/implementation/topics/physical-activity.html>
- ³²Centers for Disease Control and Prevention (2011). Workplace health promotion: Nutrition. *U.S. Department of Health and Human Services*. Retrieved from <http://www.cdc.gov/workplacehealthpromotion/implementation/topics/nutrition.html>
- ³³U.S. Department of Health and Human Services (2011). Everyone can help make breastfeeding easier, Surgeon General says in "Call to Action" [Press Release]. Retrieved from <http://www.hhs.gov/news/press/2011pres/01/20110120a.html>
- ³⁴Centers for Disease Control and Prevention (2010). Healthier worksite initiative: Lactation support program. *U.S. Department of Health and Human Services*. Retrieved from <http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/lactation/index.htm>
- ³⁵National Federation of Independent Business et al. v. Sebelius, Secretary of Health and Human Services et al., 567 U.S. 11-393. (11th Cir., 2012). Retrieved from <http://www.supremecourt.gov/opinions/11pdf/11-393c3a2.pdf>
- ³⁶Texas Department of State Health Services (2012). Texas mother-friendly worksite program: Step 5: plan your worksite. Retrieved from <http://www.texasmotherfriendly.org/program/plan-your-worksite>
- ³⁷Centers for Disease Control and Prevention (2012). Workplace health promotion: Tobacco-use cessation. *U.S. Department of Health and Human Services*. Retrieved from <http://www.cdc.gov/workplacehealthpromotion/implementation/topics/tobacco-use.html>

³⁸Centers for Disease Control and Prevention (2013). Women's health: Health observances, 2013. *U.S. Department of Health and Human Services*. Retrieved from <http://www.cdc.gov/women/observances/>

³⁹Healthfinder.gov (2013). National health observances. *U.S. Department of Health and Human Services*. Retrieved from <http://healthfinder.gov/nho/Default.aspx>

⁴⁰Eastern Virginia Medical School (2013). 2013 Health observances and recognition days calendar.

Retrieved from

http://www.evms.edu/media/evms_public/departments/library/Monthly_Healthcare_Observances_2013_Calendar.pdf

⁴¹Adapted from North Dakota Worksite Wellness (2012). Company health culture audit. Retrieved from http://www.ndworksitewellness.org/docs/Company_Health_Culture_Audit.pdf

⁴²Derived from Centers for Disease Control and Prevention (2010). Healthier worksite initiative: Healthy days. *U.S. Department of Health and Human Services*. Retrieved from http://www.cdc.gov/nccdphp/dnpao/hwi/programdesign/healthy_days.htm

⁴³Adapted from Healthy Maine Partnerships (2012). Good work! resource kit. Retrieved from <http://www.healthymainepartnerships.org/goodwork-resource-kit.aspx>