

Worksite Wellness

Lessons Learned & Tips for Sustainability

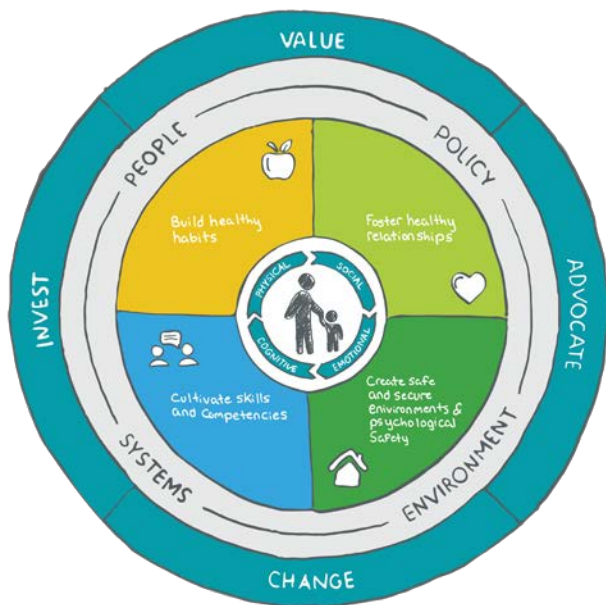
Captured experiences from a worksite wellness initiative
in youth serving organizations in Rochester, NY.



Contents

1. Executive Summary	3
2. What worked?	7
Walking Trails	8
Case Example: Child Care Council	9
Case Example: John Walton Spencer School 16 ..	10
Case Example: Foodlink	11
Wellness Communications	12
Case Example: Foodlink	13
Breastfeeding Friendly Business Designation	14
Case Example: Common Ground Health	15
3. Challenges & Solutions	16
Healthy Vending	17
Policy Implementation & Accountability	18
Environmental & Building Challenges	19
Exercise Programs	20
4. Keys to Success	21
5. Making the case	31
6. Next steps	37

Executive Summary



Every child needs a village – a connected community of caring adults to support them, and safe and nurturing environments that will allow them to thrive.

Healthi Kids is an initiative of Common Ground Health. It is a grassroots community coalition dedicated to promoting policy, systems, and environmental changes that support whole child health. Since 2008, we have been advocating for healthier kids in the City of Rochester and across the Finger Lakes region of NY State (Monroe, Wayne, Livingston, Ontario, Yates, Steuben, Schuyler, Seneca and Chemung counties).

Healthi Kids advocates for policies, systems and environmental changes that nurture the physical, social, emotional and cognitive development of kids from birth to age 8. We do this by focusing on policies that promote healthy habit building and healthy relationships, create safe and secure environments and psychological safety, and cultivate skills and competencies of adults who care for children.

Our advocacy agenda focuses on 4 portfolios of work:

1. Ensure every child is happy & supported in healthy learning environments
2. Advance equitable communities for all kids to grow and thrive
3. Expand access to services that build healthy minds and healthy families
4. Promote the power of play for every child in every place

“Prioritizing staff wellness allows employees to have the capacity to build healthier relationships with themselves, their coworkers, and the youth they work with.”

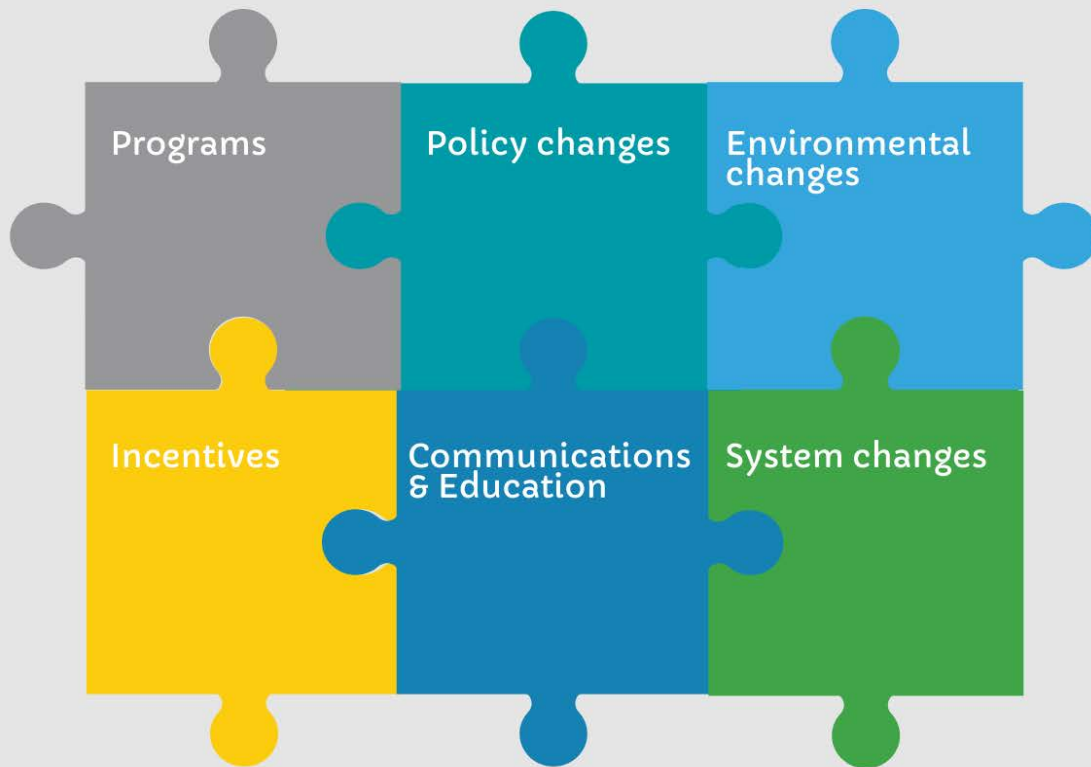
In 2015, Healthi Kids received funding from the NYS Department of Health through their Creating Healthy Schools & Communities grant. As part of this initiative, grantees worked with their communities to increase adoption and use of food standards and procurement policies (including criteria for sodium, saturated and trans fats, healthy beverages, and fiber) in venues reaching priority populations, including municipalities, community-based organizations, worksites, and/or hospitals.

Healthi Kids chose to work selectively with youth serving organizations as part of their work in portfolios 1 and 2. Recent research demonstrates that building the capacity of those working with and caring for our youth, can result in positive lifelong health impacts for those youth (Center on the Developing Child at Harvard University, 2010). Supporting the mental and physical health

of the staff in these organizations can better equip them to perform their jobs at the best of their abilities and reduce staff burnout and turnover. Prioritizing staff wellness allows employees to have the capacity to build healthier relationships with themselves, their coworkers, and the youth they work with. Finally, staff who are practicing healthier behaviors at work are not only improving their own health, but role modeling those positive health behaviors for the youth they work with. Supporting the wellness of staff in youth serving and community based organizations will foster improved health for the neighborhoods where our youth and their families are living, working and playing. Over the five years of the grant, Healthi Kids partnered with the following worksites in the City of Rochester: Center for Youth, Teen Empowerment, Villa of Hope, Metro Council for Teen Potential, Compeer Rochester, Campbell R-Center, Ryan R-Center, Avenue D R-Center, Flint R-Center, Foodlink, Common Ground Health, School 16, School 53 & the Child Care Council.

The Healthi Kids initiative is also funded by the Greater Rochester Health Foundation and the Rochester Area Community Foundation.





What is worksite wellness?

It comes in many different forms:

- Policy changes: healthy meeting policies, breastfeeding policies, health insurance benefits
- Environmental changes: standing desks, bike racks, smoke-free properties, noise cancelling headphones, walking trails
- System changes: nutrition standards for food procurement in cafeterias and vending machines, employee engagement opportunities
- Communications & Education: wellness newsletters, lunch & learns, professional development opportunities
- Programs: physical activity programs and/or incentives, employee CSA (Community Supported Agriculture) shares
- Incentives: staff challenges & competitions, team building opportunities



**“...a successful
worksite wellness
program is
embedded in the
culture, mission and
vision of a work
place.”**

More than just programs

A key theme that emerged throughout this work, was the days of having a standalone worksite wellness committee that focuses most of its work on organizing employee programs (e.g. a yoga class for staff), are long gone. Worksite wellness committees need to be connected with other committees in the organization (e.g. operations, employee engagement, and diversity). Their focus needs to be on policy, system and environmental changes that span across the organization. These types of changes are longer lasting, impact more employees, and can be designed to remain in place even with staff turnover. Lastly, opportunities to eat healthy and be physically active at work are key components to worksite wellness. However, a successful worksite wellness program is much more comprehensive and is embedded in the culture, mission and vision of a work place.

What worked?



Walking Trails

- Inexpensive
- Can be indoor or outdoor
- Allow for creativity
- Allow for connecting with colleagues, neighbors and community
- People can use them on their own time
- Don't require a physical change to the environment (unless you want them to!)
- Can support other initiatives (e.g. staff challenges, incentives)

How did we do this?

- Determine a safe, accessible place for employees to walk (indoors and/or outside)
- Sketch out where the trail will go, highlighting any specific locations along the trail for people to recognize where they are
- Use a pedometer, measuring wheel, app on your phone, or Google Maps distance measuring tool (for outdoor trails only) to calculate how long/how many steps the trail is, and convert that distance in to something relevant (e.g. 8 laps = 1 mile, or 5 laps = 500 steps, or 8 laps only takes 20 minutes)

- Use Piktochart, an easy to use online graphic design software (which costs only \$39/year for non-profit organizations), to create a colorful map of your walking trail
- Select some health tips/facts about walking that will be relevant and encouraging to your employees to include on the poster of the map
- For outdoor trails, consider highlighting healthy places to stop along the way (e.g. healthy restaurants, parks and public gardens)
- Print the maps on large paper (11 x 17) and laminate them so they will last longer
- Post on the walls/sign posts along the trail
- Consider printing the maps in brochure format to include in your employee welcome package, and to have readily available to share with visiting guests



Case Example: Child Care Council

The Child Care Council posed a challenge that is probably not unfamiliar to other work sites. Their individual office space lacked enough hallways to create a long enough, easy to use walking trail. However, their office was housed in a larger office building, where they had access to larger and longer hallways. We were able to map out a path that included using stairs to different floors of the building. Soon after the signs had been posted on the walls, the property owners repainted the walls and took them down. When the painting was finished, they went to the Child Care Council to make sure they would hang them back up because they had been told by other tenants of the office building that they were using them too and liked them so much!

To see more examples of walking trails, see Appendix A.

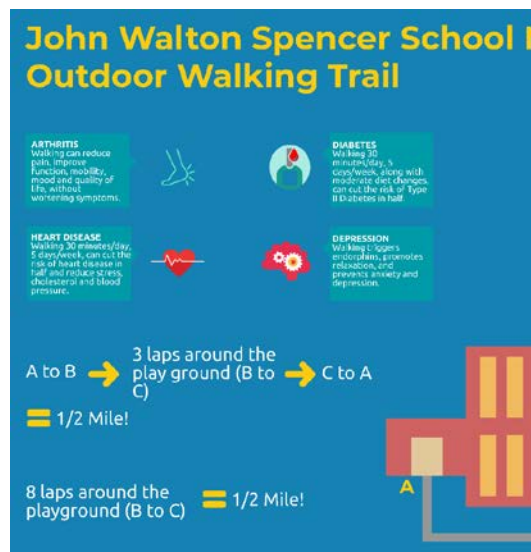
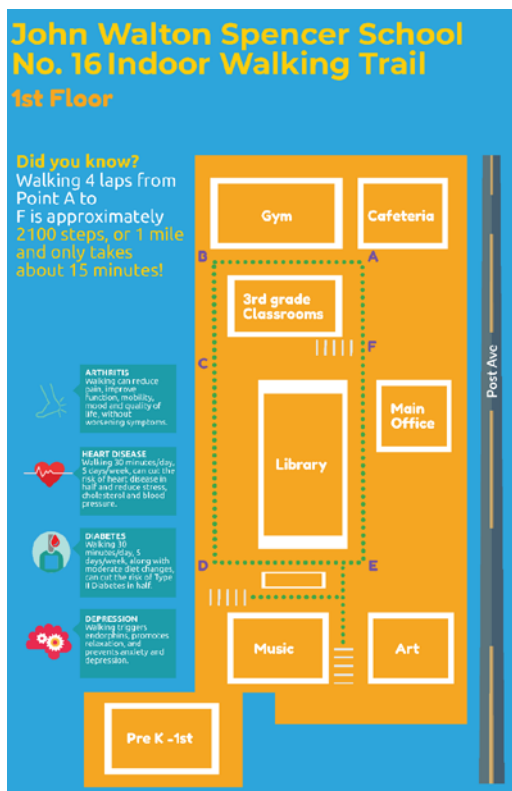
Case Example: John Walton Spencer School 16

At School 16, their wellness committee wanted to create a positive environment for staff to reduce stress and build comradery. They chose to create both indoor and outdoor walking trails, which would be visible to and accessible for all employees. The posters were hung throughout the hallways, which created an environment where staff could role model healthy behaviors in front of their students. They kicked off the new walking trails by creating a staff challenge to see who could walk the most steps in the first couple of weeks. What was even more

impactful, is they then extended the challenge to students. Furthermore, the Rochester City School District heard about the walking trails we established at School 16, and decided they wanted to support creating walking trails at each of the schools in the district. What started as an opportunity for staff to be more physically active at work, resulted in positive health impacts for the students and the district as a whole.

To see more examples of walking trails, see Appendix A.

“What started as an opportunity for staff to be more physically active at work, resulted in positive health impacts for the students and the district as a whole.”





Case Example: Foodlink

At Foodlink, they wanted to make sure all of their initiatives were accessible to all employees, from their office staff to those working in the warehouse. To do this with their walking trails, they created several different trails marked with metal signage that spanned across their building. This included several trails in the space where office staff mostly frequent, as well as trails in their warehouse that were marked with floor decals on the concrete floors. The walking trail signage is also visible to those who visit the office and warehouse, which demonstrates Foodlink's commitment to staff wellness to outside partners and volunteers. Foodlink will also be creating an outdoor walking trail with signage, and a fitness tower along the way.

To see more examples of walking trails, see Appendix A.



Wellness Communications

- Inexpensive
- Can leverage communications that already go out to all staff
- Allow for creativity
- Allow for connecting with colleagues, celebrating employees
- Can be a simple tip added to regular newsletter, or can exist on its own

How did we do this?

- This varied by site, examples include:
 - o Common Ground Health: included a wellness tip in the weekly staff update email
 - o Foodlink: they created a separate wellness newsletter that is emailed to staff quarterly, and printed and left in staff common areas
 - o School 53: in their morning announcements, they shared when the employee exercise programs would be, and the health benefits, so the students could hear more about why it was important for staff to exercise.
- Wellness communications don't have to be just "health" focused. They can be an opportunity to share things happening in the community (e.g. farmers markets, parks/recreation areas nearby, mental wellness opportunities). By sharing more than your typical health tips, you're letting

your employees know you're thinking about them as a whole person, beyond just what you can offer for health insurance benefits.

- Several websites have pre-made, ready to use wellness content to include in newsletters and on social media:
 - o <https://timewellspent.anthem.com/employer-planning>
 - o <https://business.kaiserpermanente.org/thrive/monthly-health-topics>

Case Example: Foodlink

Foodlink opted to create a standalone wellness newsletter for their employees. Two staff members from their worksite wellness committee volunteered to own and manage the newsletter. After piloting the new idea for a few months, they opted to change it to a quarterly newsletter so it was more manageable. Also, since their worksite wellness committee merged with their employee engagement committee, the content of the newsletter will include not only wellness information, but other news about happenings in the organization. This is a great approach, as worksite wellness and employee engagement go hand in hand!

“...content of the newsletter will include not only wellness information, but other news about happenings in the organization. This is a great approach, as worksite wellness and employee engagement go hand in hand!”

Foodlink Wellness Newsletter

July 2019 | Issue 4



Exciting Announcement! Curbside for Employees

Curbside will now be available every month for employees. Mark your calendars for the first Thursday of every month! We can shop when the trucks return in the afternoon. Not only will this help us get our veggies in, we can now regularly support this wonderful Foodlink program and reduce food waste!

Want to shop Curbside on a different day? [Check out the new, full summer schedule.](#)

Can Your Grocery Choices Really Save the Planet?

So many food labels proclaim their eco-virtues: organic, pasture-raised, non-gmo. What do they actually mean? [This is a helpful podcast](#) that gives you six ways to make sense of it all.



Community Health: Foodlink Career Fellows Graduate!

On June 27th our Inaugural Class of Foodlink Career Fellows graduated. For last year, this group has been participating in our one-of-a-kind culinary training program which included on-the-job training in the Food Community Kitchen - creating healthy meals for our partners, and a three-month externship at Wegmans Food Markets.

The graduation ceremony was held at the Rochester Public Market and was attended by friends, family, staff, nominators, and government officials.

Congratulations Anthony, Bre'Onn, Da'Quan, Gloria, Kristen, Jehmel, Jenni Rudy! We're so proud of all that you've accomplished this year and excited to see how you continue to participate in the Rochester Community!



Recipe Corner: Fresh Summer Corn & Using Up Pantry Items

During these hot summer months, corn on the grill is a popular choice for many. Cory, our Cooking Matters AmeriCorps member, [shares three recipes](#) on how to spice up your corn and make good use of those neglected black beans and dry spices in your pantry.

Also, [here's a killer grilled corn recipe](#) to get you started.

Your Wellness Committee

Who We Are: In collaboration with Common Ground Health, your Wellness Committee represents Foodlink staff from all departments.

Our Purpose: To create and support a healthy work environment for all.

What to Expect: This monthly newsletter will provide healthy recipes, Foodlink updates, physical activity ideas, stress-relief techniques, mental health exercises, and nutrition tips!



Hydration Station

Most people do not get enough water throughout the day - especially if you are working outside in the extreme heat for extended periods.

Proper hydration is necessary for so many functions in the body - and most times we are so busy we miss the initial signals (headache, tiredness, brain fog, constipation, etc.)

[Use this recipe and other helpful tips](#) to make sure you are getting those ounces of water in!

Hydration Tips & Recipes

Breastfeeding Friendly Business Designation

The Rochester Regional Breastfeeding Coalition has a NYS DOH grant to promote breastfeeding friendly communities. The grant allows them to provide support to make your breastfeeding policy more robust, and your worksite truly breastfeeding-friendly.

How did we do this?

- Contact the Rochester Regional Breastfeeding Coalition:
<https://rochesterregionalbreastfeedingcoalition.com/become-a-breastfeeding-friendly-business/>
- DOH requires that they conduct a pre-assessment at each worksite, which evaluates the current policies and environment in regards to support for breastfeeding mothers.
- The findings of the assessment help determine where there might be areas for improvement (e.g. policy language improvement, a more accommodating lactation room).
- RRBC provides you with a sample policy that is more robust than the NYS mandated language, as a guide to help you improve your organization's policy.
- RRBC also provides you with material resources that you can make available to breastfeeding mothers.
- Once your worksite has made the necessary improvements, the RRBC will designate you as a breastfeeding friendly business. They will give you a window decal to hang on your door, as well as a framed certificate, so you can let your patrons know you are breastfeeding friendly.
- Lastly, the RRBC will ask you to complete a post-assessment so they can document the changes that were made.

Case Example: Common Ground Health



At Common Ground Health, we already had the state mandated language in our handbook, and we had a small conference room that was designated as our lactation room. However, the RRBC showed us that there is much more that can be addressed in your policy that goes beyond what the state requires. With their assistance, we added in language that:

- Specifically said which room was designated as the lactation room (the state language only says that space will be provided)
- Outlined the amenities available in the lactation room
- Explained the process for using the room when there is more than one breastfeeding mother
- Specifically said that breastfeeding mothers have priority use of the room, and that they must be checked with first prior to any other employee using the room for a different purpose
- States that employees of the organization are expected to be supportive and provide a positive environment for breastfeeding mothers

To see examples of more supportive breastfeeding policies, see Appendix B.

Challenges & Solutions



Healthy Vending



Challenges: vending contract controlled by an outside party, difficult to maintain high sales and avoid waste



Solution: work with that outside party, get others in your building to sign on in support, focus on larger institutions with a lot of foot traffic

Case Example

At Compeer Rochester, their office space is part of a larger office building that is managed by Buckingham Properties. Their vending machine was located in one of the building's hallways, and controlled by Buckingham, not Compeer. Compeer expressed an interest in having healthier items available, so we reached out to Buckingham to inquire about their willingness to make a change. We shared with them research supporting the benefits of healthy vending, sample vending contracts that spell out specific nutrition guidelines, and sent letters of support from Compeer and other businesses located within the building. While we never formally heard from Buckingham, Compeer did notice that healthier items were available soon after, which we took as a win.

Case Example

At Foodlink, they were able to contract with a vending company who offers healthy vending options. They chose a location in their warehouse that is accessible to all of their staff, as well as volunteers who are often there to assist with

different projects, in order to maximize the amount of foot traffic by the machine. They also created signage pointing people to the vending machines to remind them they are there. However, despite attempts to drive traffic to the machines, after just a couple of months they were experiencing low sales and high amounts of waste. To try to combat this, they reviewed the sales report from the vending company and replaced the least popular products with some classic unhealthy choices. This was unfortunate, but it remained in compliance with their Community Health Commitment policy, which specifies the vending machines need to carry 95% healthy and somewhat healthy products, and only 5% unhealthy products. If this does not solve their issues with low sales and high waste, the vending company will likely eventually come remove the machines.

Additional considerations:

Healthy vending is a worthy undertaking, but comes with many challenges. It can be difficult for smaller organizations to have space to put them that is accessible, to have enough patrons that would regularly purchase items from it and to generate enough profit while avoiding too much waste. Lastly, healthier items often have a much shorter shelf life than unhealthier items. That being said, it is not an initiative that should be ignored. Even small improvements (e.g. removing all soda) can help. Want to find ways to make a bigger impact? Work with larger institutions to implement a wide-reaching healthy vending policy (e.g. vending machines on all City/County property, or all vending machines operated by large property management groups).

Policy Implementation & Accountability



Challenge: who holds people accountable?



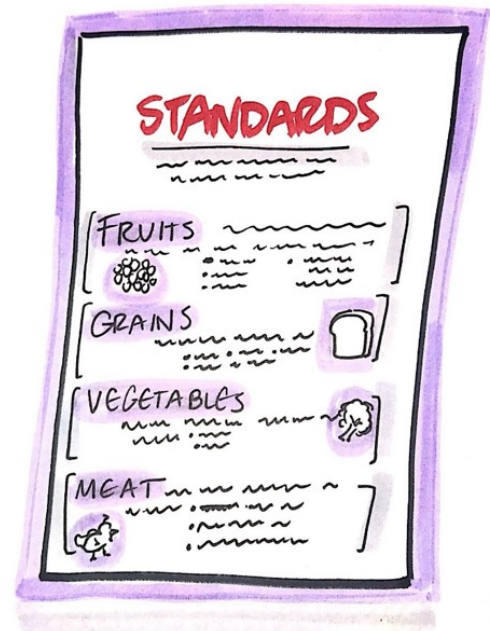
Solution: executive level staff & directors need to be on board



Case Example

At Common Ground Health, we wanted to create a healthy meeting policy, but the question came up of how it would be enforced. It was decided that since the directors of each program team sign off on and review all purchases that use agency funds, they should be responsible for holding their team members accountable. However, in order to put this in place, our executive level staff needed to convey this message to the directors, and hold them accountable too. In order for policies to be effective, staff in leadership and management roles need to be on board, otherwise a policy just becomes a piece of paper filed away in a drawer that gets forgotten. It is also crucial that any new policies align with the overarching mission and vision for the organization, so employees can understand the connection and why it's important.

To see examples of our healthy meeting policy and others, see Appendix C.



Environmental & Building Challenges



Challenge: lease obligations, difficult to change locations



Solution: get creative & work with what you have

Case Example

At the Child Care Council, their physical space was not conducive to a lot of the environmental changes they wanted to make as part of their worksite wellness initiative. As was shared on page 9, they found a way to create a walking trail for their employees despite these challenges, which ended up benefitting other tenants in their office building. Another challenge they wanted to address, was that they had no designated space for staff only as many of their common areas were used for external partners to attend trainings. After discussing internally, they found a storage room that had a lot of space being used by materials they no longer needed. They were able to clean this room out and make it a staff only wellness room, furnished with a donated couch and some lightweight physical activity equipment.

Case Example

At Common Ground Health, we have several employees who walk outside on their lunch breaks. However, there is not a marked crosswalk to get people safely across the street our office is located on. We wrote a letter to the City's Department of Environmental Services requesting a crosswalk be installed, and had several neighboring organizations and associations sign on in support. Unfortunately, a traffic study of the street found that there was not enough pedestrian traffic to warrant a crosswalk. However, we still plan to map out an outdoor walking trail, and will be sure to include some pedestrian safety tips as well.



Exercise Programs



Challenge: difficult to sustain due to money, time, schedules and liability



Solution: remind people of the benefits they already have through their health insurance; walking trails

Organizing a group exercise class onsite at your worksite seems enticing to many. However, they are often difficult to start up and sustain for a long period of time for a number of reasons. Exercise classes usually require paying an instructor, which many worksites do not have ongoing funding for. It can also be difficult to find time that is convenient for employees' schedules, and hard for employees to make time consistently to attend. Lastly, many employers have valid concerns about liability. In our research in to this issue, we found that in most cases, the employer could be liable for worker's compensation, and that waivers often do not offer much legal protection. In general, exercise programs are not a policy, system or environmental change, and therefore are not a long-term solution that will improve employee wellness.

Caveat Example

At School 53, they had success with organizing a weekly exercise program for staff because of their unique circumstances. As a school, they have access to the gym, equipment and pool that are normally used by the students. With their day ending in the mid-afternoon, they were able to

schedule time directly after for staff to participate in a class before leaving for the day. The staff there were very engaged, and different employees offered to lead different classes based on their interests and expertise, which included water aerobics, Zumba and yoga. They also used this as an opportunity to role model healthy behaviors to their students and communicate the positive impacts of physical activity.

Alternative Solutions:

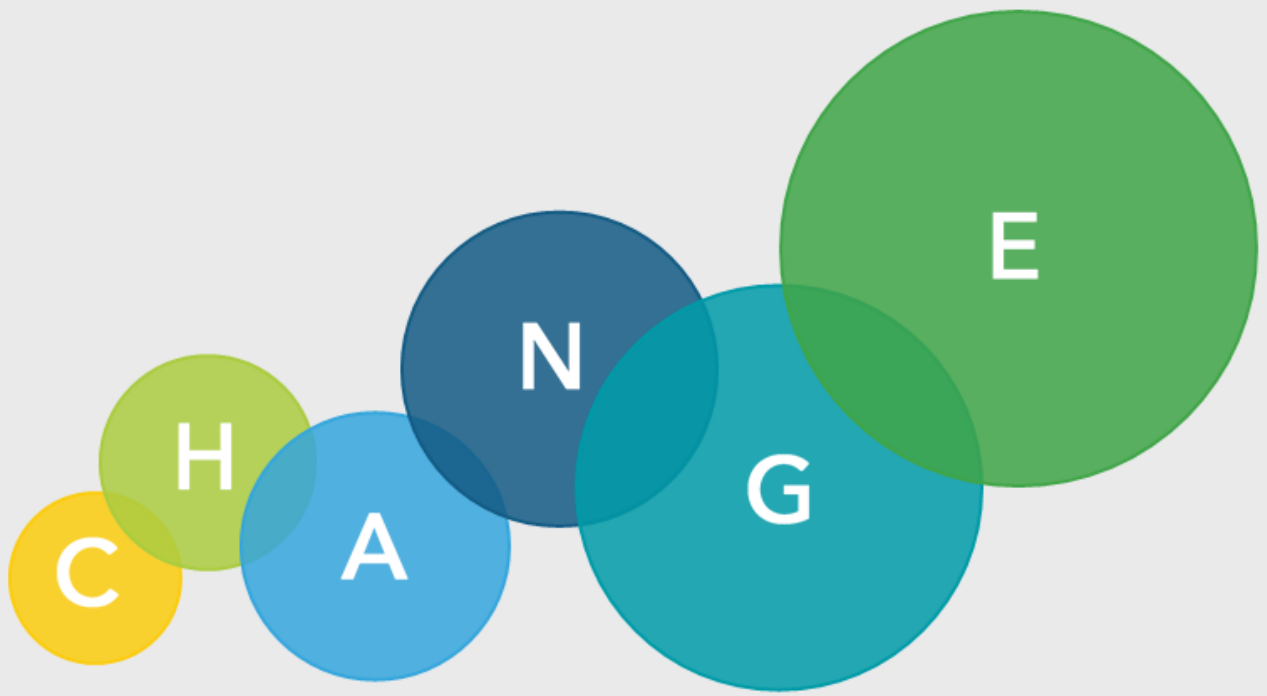
Rather than trying to organize an exercise program on site, worksites should work to find other ways to support their employees getting physically active on their own time outside the office. Examples of this include making sure employers choose a health insurance plan for their employees that offers gym membership reimbursement, and reminding employees of those benefits. Employers could take this a step further by offering wellness dollars to staff for participation in any local exercise class. If you want to provide something on site, walking trails offer a great low-risk way for employees to do something active on their breaks right on site (or outside your worksite), and are a longer term environmental change. Lastly, employers can offer flexible work hours, which can support employees in finding time to get active.

Additional notes on liability:

To learn more about your specific circumstances, start by reaching out to your worker's compensation insurers and any others to find out what you would need to do and know if you wanted to purchase physical activity equipment for your worksite, or offer an onsite exercise class.

Keys to Success





Start small

One of the biggest challenges to implementing worksite wellness initiatives is finding time in everyone's busy schedules to make this a priority. Smaller worksites usually do not have a staff person that can dedicate all of their time to working on this, and can struggle to keep worksite wellness efforts afloat. For this reason, it is important to spread out your initiatives and plan ahead. This might mean focusing on a certain theme on a monthly or quarterly basis, or just tackling one project at a time. It is also important to delegate responsibilities and projects to individuals and teams so all of the work

does not fall on one person's plate. At Foodlink, they had two to three people from the wellness committee agree to own different projects to move the work forward. For example, two people took responsibility for their wellness newsletter, while two others took responsibility for planning out their walking trails. At each wellness committee meeting, the groups would then report back on their progress. The key to success here is to avoid one person trying to do all of the work at once.

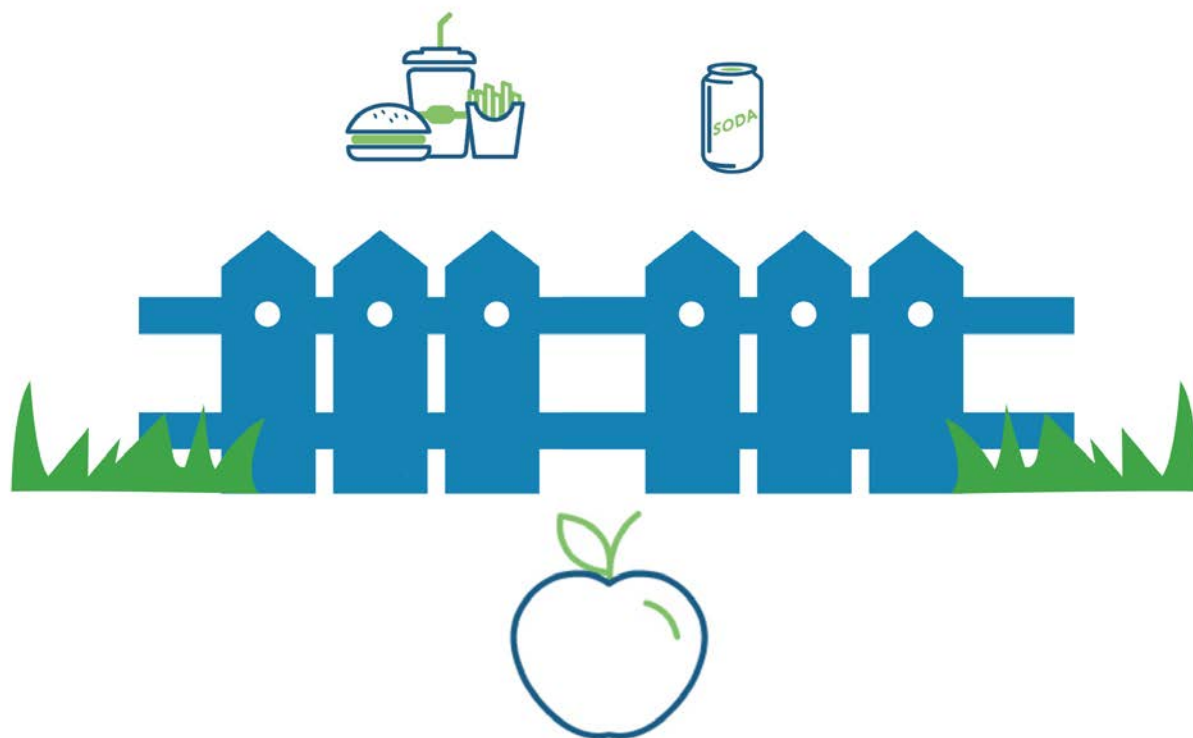


Give & take

Worksite wellness might feel like a natural fit for some, while others may view it as the “cupcake police” coming to take away all of the fun. In order to keep everyone on board and supportive, new wellness policies and initiatives should avoid being all or nothing (at least at first). As new ideas are gradually introduced and hopefully see success, those that were hesitant of the idea initially, will hopefully become more supportive. An example of this can be

seen in the language of Common Ground Health’s healthy meeting policy. Rather than saying you “must” serve whole grains, it says “try” to serve whole grains whenever possible. The policy also still allows dessert, but suggests that desserts be cut in to smaller portions, and requires that a healthy option (such as fresh fruit) be served alongside it. At the Ryan R-Center, they felt it was reasonable to ask their employees to commit to not bringing fast food in

for lunch one day per week. As their staff learn more about finding and preparing healthier options, they hope to be able to increase this. Have something you feel strongly about changing? At Common Ground Health we felt strongly that we should never serve sugar-sweetened beverages at meetings, and stated this would no longer be allowed under the new policy. Simply put, make sure that all of your new guidelines don’t come off too strong.



In/convenience matters

Changing the environment to make healthy foods more convenient, and unhealthy foods less convenient, wins. This might mean getting supplies (e.g. a fridge, microwave, cutting boards) that make storing and preparing healthier foods easier for staff to bring in their lunch rather than going out to eat every day. It also might mean eliminating sugar sweetened beverages from your vending machine.

At the University of California in San Francisco, they banned sales of sugary drinks at its campus sites and hospitals. They organized a study that followed employees who described themselves as frequent consumers of sugary drinks. Ten months after the ban, they found significant reductions in consumption levels and belly fat (Tokar, 2019). It is also important to note that this wasn't a ban

on bringing sodas from home or purchasing them off site, demonstrating that convenience is a significant factor in dietary decisions. If you put a bunch of soda around people, in larger portion sizes, people will drink more soda. Make it harder to access or make the portions smaller, and people will drink less instead of going out of their way to get more soda.



Equity & gathering input

When designing a worksite wellness program, you need to consider whether or not your efforts will be accessible to all employees. A great way to ensure this happens, is to invite representatives from various departments and groups to sit at the table. This means considering staff from operations, administration, executives, human resources, the warehouse, the night shift and those who are hourly vs. salary. You should also consider any unique groups within your organization such as those that might

speaking another primary language, and those that are parents and caregivers. Worksite wellness should not be the sole responsibility of the HR department. In order to have success, you need buy-in from all levels of the organization. That being said, it may be difficult to find a time for representatives from all of these groups to participate in a wellness committee. If this is the case, make sure you go talk to any missing groups to get their feedback if they can't participate in the committee.



Leverage in-house experience

Do you have employees who are subject matter experts that can educate their colleagues? At Foodlink, they recognized that they had nutrition educators who could share their knowledge with others at the organization who did not come from a nutrition background. The wellness committee decided to organize monthly nutrition and healthy cooking demos for staff, based off of requests of what people wanted to learn more about. They also had an employee who was trained in smoking cessation, and one who was a certified yoga instructor, and made plans to utilize them in future initiatives. Lesson learned: get to know your employees and what knowledge they might be willing to pass on to their peers.



Think bigger than just your internal staff

Who else is coming to your office for meetings or using your space? What are your practices outside the office? Practicing worksite wellness should not be confined to your office walls and your organization's staff. You also need to consider the example your employees are setting when they are in front of external partners. At Compeer, they did not have a lot of internal staff meetings where food was

served, but they did organize youth and family workshops at their office, and organize larger community events outside the office where food was served. For their healthy meeting policy, they made sure to include guidelines for each of these occasions to make sure they were offering healthier options to the people they served. They also began incorporating nutrition education in to all

of their trainings for volunteers. In general, all of the organizations we partnered with had a mission that included improving the mental or physical health of their patrons and community. For this reason, it was that much more important to think about the example they were setting in how they conducted their business.



Be a role model

Is your staff role modeling healthy behaviors in front of youth? Since Healthi Kids selectively chose to work with youth-serving organizations, this was an important question to ask. At Compeer, they wrote in to their healthy meeting policy that their volunteers/peer mentors would not smoke or consume in front of any youth, foods or drinks that did not adhere to nutrition guidelines or had unhealthy marketing (e.g McDonalds, Pepsi) logos. In the schools and R-Centers this type of policy would be especially impactful, but was difficult to push through. Extending your impact beyond the walls of your office is an important opportunity to leverage.



Focus on PSE changes, not programs

Policy, system and environmental (PSE) changes are long term, sustainable, and often low cost interventions. Focusing on one-off events and programs for staff may seem enticing, but for smaller worksites, it is important to prioritize PSE changes that can survive high rates of staff turnover and burnout. Larger organizations may have the capacity to dedicate a full time employee to organizing staff wellness events, programs and PSE changes, but smaller organizations need to be efficient and leverage any opportunities to implement low maintenance interventions.



Embed worksite wellness into your organization's culture

Organizations need to put their attention towards creating a system that puts human wellness at its core, and has an environment that supports that. For example, your organization's stance on employee wellness should be raised during the hiring process and onboarding process to make it clear that it's a priority. Also, when creating new policies and procedures, their impact on employee wellness needs to be considered. For example, Paid Time Off policies have a huge impact on an employee's well-being. Building in time and funding for professional development, and supplying employees with the tools they need to do their jobs well also impacts their well-being. Wellness needs to be a common thread when developing how your organization operates in order to have a work force that will be able to go above and beyond.



Making the case

Still having a hard time convincing your boss and/or colleagues they should support worksite wellness efforts at your organization? Making the case for putting time and money towards this can be difficult. The following pages include some compelling facts and figures that might help get the attention of those that need to be brought on board.

**\$880
Billion**

How much American employers paid in health care benefits for employees and dependents in 2017.

**\$530
Billion**

How much American employers paid in lost productivity due to illness in 2017.



60¢

Of every dollar spent on health care benefits, was lost in lost productivity.

Source: Integrated Benefits Institute, 2018

Poor health costs employers

For those that aren't compelled by the moral reasons, they may be compelled by some facts that impact their bottom line.

Poor health costs employers



Work-related stress is the leading workplace health problem and a major occupational health risk, ranking above physical inactivity and obesity (CDC, 2016).



Full-time workers who are overweight or obese and have other chronic health problems miss about 450 million more days of work each year than healthy workers. The result is an estimated cost of more than \$153 billion in lost productivity each year (Witters & Agrawal, 2011).

“Life doesn’t happen in a vacuum. Your health is impacted by where you live, work and play.

Where does worksite wellness fit in here? Healthy eating and physical activity are proven to reduce stress and improve mental health. However, things like flexible work policies and PTO benefits improve health and reduce work-related stress too by offering time for self care. What it comes down to? Life doesn’t happen in a vacuum. Your health is impacted by where you live, work and play. Americans spend approximately 1/3 of our lives at work, and being healthy the other 2/3 of the time isn’t enough (National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP), n.d.).

Top 10 Health Conditions Driving Health Care Costs for Employers	Monroe County
1. Diabetes	9.5% prevalence
2. Cancer (any kind)	Leading cause of death
3. Arthritis/back/musculoskeletal	27% (prevalence, *arthritis only)
4. Obesity	32% prevalence
5. Heart Disease	2 nd leading cause of death
6. Hypertension	36% prevalence
7. Depression/mental illness	12% prevalence
8. High cholesterol	33% prevalence
9. Smoking	14.5% prevalence
10. High-risk pregnancy	8.1% (*low birth weight)

Source: Killian, 2017

Source: Common Ground Health, 2017

Poor health costs employers

If your colleagues still aren't convinced that the nationwide statistics are relevant to them, this is an example of the type of data you can share that demonstrates this is a local issue too.

Employee wellness & engagement go hand in hand

“Organizations need to look beyond traditional ‘worksite wellness’ at the bigger picture”.

So what can we do to support the health of our employees? Organizations need to look beyond traditional “worksite wellness” at the bigger picture. Only 33% of workers are engaged in their work (Gallup, 2017). While startling, this statistic is not surprising when you consider how difficult it must be to stay engaged in your work if you’re stressed and distracted by juggling health issues. So what might make employees more engaged? Providing them with an environment that supports their health, which should include healthy nutrition, access to physical activity and the time they

need to take care of themselves (e.g. PTO, flexible hours). What else might make them more engaged? Providing opportunities for employees to give input and feel like their voices are heard. Examples of this are good communication between management and employees, and a clear vision of the organization (what your values & goals are). Furthermore, employers need to consider other often forgotten markers of well-being like financial literacy.

Employee wellness & engagement are not just the responsibility of HR, they need to be part of your organization’s overall mission & strategy.



Highly engaged teams show 21% greater profitability. Why? Because they also see a 41% reduction in absenteeism, and 59% less turnover (Gallup, 2017).



Disengaged employees cost U.S. companies up to \$550 billion a year (The Engagement Institute, 2017).



89% of workers at companies that support well-being initiatives are more likely to recommend their company as a good place to work (American Psychological Association, 2016).

Reasons to include employee wellness in to your organization's strategy

“When people are thriving and engaged, they then feel they can focus on achieving excellence with their work, not just getting the job done.”

Gallup's 2017 State of the American Work Force Report found that more than half of employees (51%) are searching for new jobs or watching for openings. Organizations now more than ever need to hone in on their recruitment and retention strategies. Leaders need to act now and adapt to the changing work force, “they cannot wait for trends to pass them by, and they cannot wait for millennials to get older and start behaving like baby boomers” (Gallup, 2017). Lack of engagement often stems from the lack of a clear vision from leadership, and their failure

to make their employees enthusiastic about the work. Employee engagement can't just be a survey anymore, it needs to be a pillar of your organization. Leaders need to invest in their human capital and their internal capacity. When people are thriving and engaged, they then feel they can focus on achieving excellence with their work, not just getting the job done.





Next steps



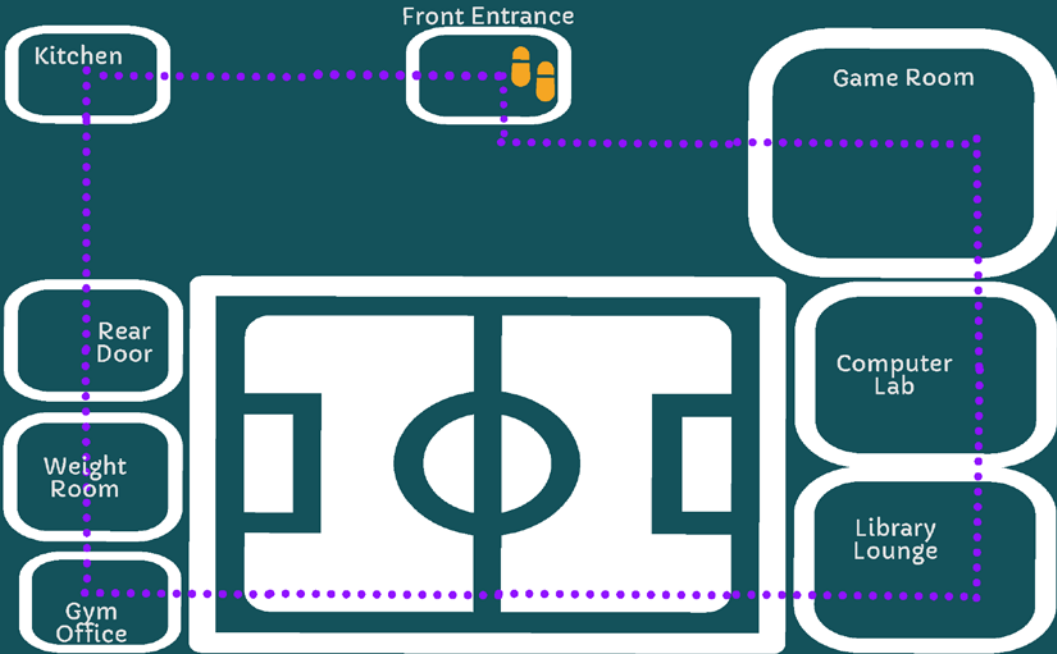
How employees can advocate for worksite wellness

- ✓ Your message shares why this is important to you and your colleagues
 - Find out what will motivate your audience (e.g. health concerns, the bottom line, employee retention)
- ✓ It is clear and straight to the point, and uses data when possible
 - Keep it simple, start small.
- ✓ It defines an action for your audience (e.g. colleagues, supervisors)
 - What do you want to come out of this? Is your goal to create a wellness committee (be careful you're not creating another unnecessary committee/meeting)? Is it to review policies/practices? Is it allocating money in your budget to put towards a specific initiative? Remember to be realistic about a timeline.
- ✓ It is framed to your audience (why do they care about this?)
 - Giving examples of similar worksites that are putting effort in to worksite wellness can create a sense of competition.

Appendix A: Walking Trails



Avenue D Wellness Walking Trail



8 Laps = 5,000 Steps = 200 Calories Burned!

ARTHRITIS
Walking can reduce pain, improve function, mobility, mood and quality of life, without worsening symptoms.



DIABETES
Walking 30 minutes/day, 5 days/week, along with moderate diet changes, can cut the risk of Type II Diabetes in half.



HEART DISEASE
Walking 30 minutes/day, 5 days/week, can cut the risk of heart disease in half and reduce stress, cholesterol and blood pressure.

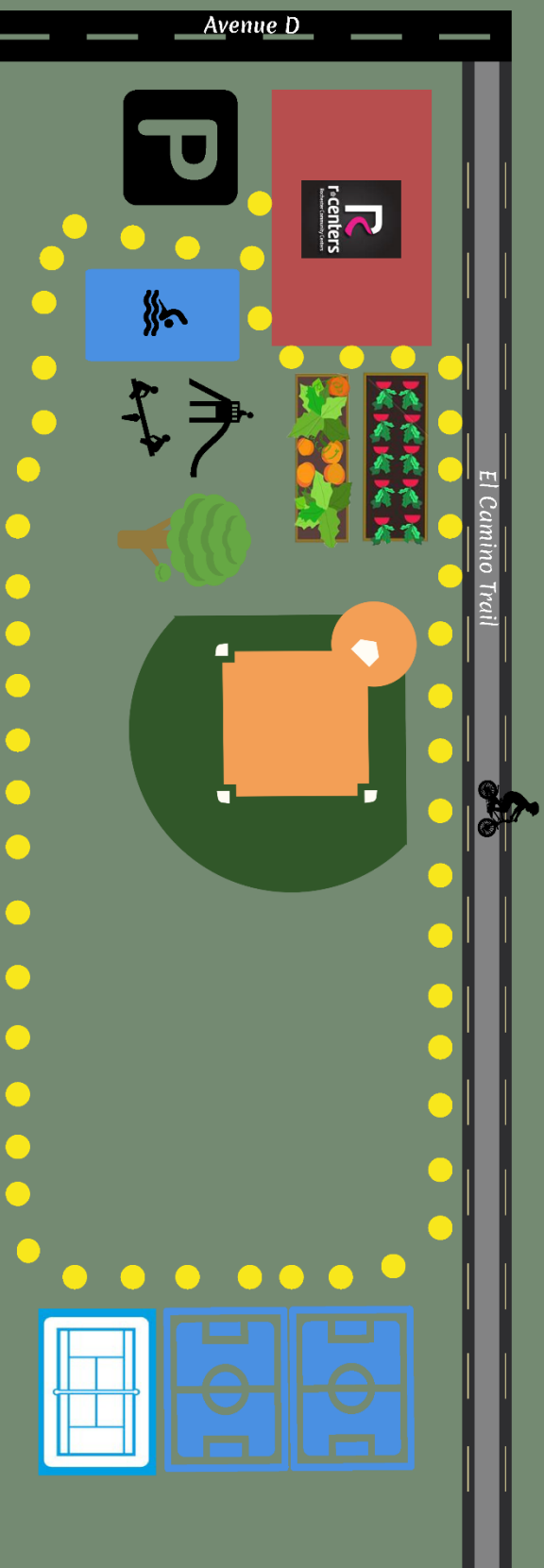


DEPRESSION
Walking triggers endorphins, promotes relaxation, and prevents anxiety and depression.



39

Avenue D Outdoor Walking Trail



ARTHRITIS

Walking can reduce pain, improve function, mobility, mood and quality of life, without worsening symptoms.

DIABETES

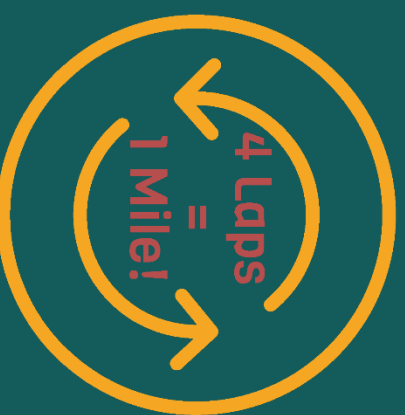
Walking 30 minutes/day, 5 days/week, along with moderate diet changes, can cut the risk of Type II Diabetes in half.

HEART DISEASE

Walking 30 minutes/day, 5 days/week, can cut the risk of heart disease in half and reduce stress, cholesterol and blood pressure.

DEPRESSION

Walking triggers endorphins, promotes relaxation, and prevents anxiety and depression.



Montessori Academy School No. 53 Outdoor Walking Trail



Did you know?

Walking to the Public Market
and back is nearly 1 mile and
takes only 20 minutes!



ARTHRITIS

Walking can reduce pain, improve function, mobility, mood and quality of life, without worsening symptoms.



HEART DISEASE

Walking 30 minutes/day, 5 days/week, can cut the risk of heart disease in half and reduce stress, cholesterol and blood pressure.



DIABETES

Walking 30 minutes/day, 5 days/week, along with moderate diet changes, can cut the risk of Type II Diabetes in half.



DEPRESSION

Walking triggers endorphins, promotes relaxation, and prevents anxiety and depression.



Appendix B: Breastfeeding Policies



Supporting Breastfeeding Employees Policy

Research has shown that accommodating breastfeeding employees is good for business. Benefits include lower health care costs due to healthier babies and moms, reduced rate of absenteeism due to infant illness, lower turnover rates and improved employee productivity and loyalty. Since breastfeeding has been shown to be the superior form of infant nutrition, Common Ground Health provides a supportive environment to enable breastfeeding employees to express their milk during work hours and subscribes to the following policy. This policy will be communicated to all current employees and included in new hire integration.

Company Responsibilities

Breastfeeding employees who choose to continue providing breastmilk to their infants after returning to work will receive the following accommodations for up to three years following the child's birth:

◆ Milk Expression Breaks

Employees will be provided reasonable time to express milk each time the employee has the need to express milk while at work. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up time as negotiated with their supervisor.

◆ A Place to Express Milk

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. Expressed milk can be stored in the small refrigerator in the Genesee Conference Room or in the employee's personal cooler. The room will be:

- ✓ Private and sanitary.
- ✓ Located in close proximity to the employee's work station and a sink with running water.
- ✓ Equipped with a functional lock. If this is not possible the employee will be provided with a sign advising that the room is in use and not accessible to other employees or the public.
- ✓ Equipped with, at a minimum, an electrical outlet, a chair and a small table, counter or other flat surface.

The following location(s) have been designated for use by nursing mothers to express breast milk during their workday:

- o Genesee Conference Room

◆ Staff Support

Supervisors will notify pregnant employees and employees returning to work following the birth of a child of their rights under New York State Labor Law 206-c and the national worksite lactation accommodation law in the U.S. Patient Affordable Care Act. A list of local breastfeeding resources will be provided to breastfeeding employees returning to work. Supervisors will implement policies and practices that will help facilitate each employee's infant feeding goals and will consider allowing flexible work hours, job sharing and/or part-time scheduling to meet each employee's needs. Prior to a breastfeeding mother's return to work, an email will be sent by her supervisor to all employees reminding them that she has priority use over the Genesee Conference Room as long as she is still breastfeeding. Should a staff member want to use the Genesee Conference Room, they should respectfully consult either in person or electronically with the breastfeeding mother first to work around her schedule. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employee Responsibilities

Breastfeeding employees who choose to continue providing breastmilk to their infants after returning to work will:

- ◆ **Communicate with Human Resources & Supervisors**

Employees will give supervisors advanced notice of the need for lactation accommodations, preferable prior to their return to work.

- ◆ **Maintain Milk Expression Areas**

Breastfeeding employees will maintain designated areas by wiping surfaces with anti-microbial wipes so the area is clean for the next user.

- ◆ **Safely Store Expressed Milk**

Employees will label all expressed milk with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk. Storage guidelines can be provided if requested.

- ◆ **Use Break Times to Express Milk**

When more than one breastfeeding employee needs to use the designated lactation room, employees can communicate in person to negotiate milk expression times that are most convenient or best meet their needs.

No employee will be discriminated against for breastfeeding or expressing milk during the work day and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

Any act found to be intentional that invades a nursing mother's privacy will be treated as a disciplinary offense and reported to the appropriate manager.

For more information visit:

New York State Labor Law Section 206-c: <https://www.labor.ny.gov/formsdocs/wp/LS702.pdf>

United States Department of Labor Break Time for Nursing Mothers Section 7 of the Fair Labor Standards Act (FLSA): <https://www.dol.gov/whd/nursingmothers/>

POLICY MONITORING: The Human Resources Manager will monitor compliance with this policy.

POLICY REVIEW: This policy will be reviewed annually and updated as needed. Updates will be distributed no later than one month after any changes are approved.

Appendix C: Healthy Meeting Policies



Healthy Meeting Practice & Procedures

Purpose

Common Ground Health is an organization dedicated to improving the health of our region, and as such, must lead by example. Common Ground Health is committed to supporting the health and wellbeing of our employees and partners. The work environment can be a major factor in shaping lifestyle choices made by its staff and this guide aims to foster a culture of health and to support staff in making healthy food and beverage choices. Recent research also demonstrates a significant connection between mental health and diet. This guide will aid us in creating and role modeling a healthy environment for staff and our partners by ensuring the availability of healthy food and beverage choices at all meetings funded by Common Ground Health.

Scope

This guide applies to:

1. All employees and consultants of Common Ground Health
2. All organization-sponsored activities where organization funds are used to purchase food and beverages (e.g. meetings, focus groups, symposiums, celebrations, conferences, trainings)

This guide does not apply to organizations who request to use our space to host a meeting that is not funded by us. However, we will share this policy with them and encourage them to consider the guidelines below.

Nutrition Guidelines

Staff shall incorporate the following requirements whenever hosting any Common Ground Health meetings or events for which food and/or beverages will be purchased:

- Consider whether you need to provide food at the meeting. (For example, if the meeting is not during a meal-time and less than two hours, food is not necessary. Consider offering filtered or bottled water only.)
- Include at least one fruit or vegetable option every time food is served.
- Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas; look for whole grains to be listed as the first ingredient) if available.
- Look for and try to offer lower-sodium options (**e.g. less than 140 mg sodium**).
- Look for and try to offer low sugar options (**e.g. less than 10 mg sugar**).
- Do not place candy or candy bowls in spaces that are in view to our external partners. This includes the reception desk, conference rooms, and bathrooms.

- Provide a healthy option (e.g., fresh fruit) whenever you are providing sweets. Try cutting traditional dessert servings in half.
- Whenever possible, offer foods prepared in a healthy way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.
- Ask for salad dressings and condiments to be served on the side. If it is not possible, ask that salads be lightly dressed.
- Ensure that filtered or bottled water is available and served from reusable pitchers/dispensers.
- Do not serve any sugary drinks (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks). Sweeteners may be offered on the side.

Physical Activity

- Mention to attendees (through announcements or in written materials) that it is fine to move within the meeting space (e.g. standing, stretching).
- Include voluntary activity break for meetings that last more than an hour and a half. Include meeting break on the meeting agenda. Identify someone to facilitate the short physical activity break(s).
- Consider a walking meeting when scheduling a meeting with three or less attendees.
- Avoid scheduling meetings over the lunch hour whenever possible. Encouraging employees to take their lunch break provides both a physical and mental break.
- For conferences or all-day meetings, support physical activity before, during, and after the work of the day.
- Provide adapted programming or alternative activities for those with physical disabilities.

Modeling of Healthy Behaviors by Staff

- Any food and/or drinks visible to our external partners who are attending activities hosted by Common Ground Health should uphold the principles set forth in this policy. Common Ground Health staff and consultants should not consume any food or beverages in clear containers or containers with unhealthy marketing or logos (e.g. Pepsi, McDonalds) in the presence of our external partners. Common Ground Health staff and consultants are expected to use their best judgement when aiming to adhere to this guide.

Accountability

- Directors are expected to lead by example and monitor adherence to the above guidelines as they approve meeting and event plans, and review receipts when signing purchase orders.

Healthy Meeting Practice & Procedures FAQ's:

Q: Does this apply to food that employees bring in and leave in the back kitchen?

A: No, people are still welcome to bring in food to leave for staff in the back kitchen, regardless of whether or not it meets the nutrition standards in the guide. Food left in the back kitchen is not purchased using Common Ground Health funds, and therefore is excluded from these guidelines. This guide also looks at the example we are setting for our external partners, and our external partners do not go in the back kitchen.

Q: Does this apply when we're organizing an event/conference at an external venue?

A: Yes, this applies to anything funded and/or organized by Common Ground Health. Please share the nutrition guidelines with the catering companies at external venues and do your best to work within their offerings. If you read the guidelines carefully, the language is more supportive than restrictive (e.g. "serve whole grains if available"). Employees should do their best to seek out caterers who offer foods prepared in a healthy way, as well as things like whole grain, low-sodium and low-sugar options.

Q: What if someone wants to use our space to host a meeting, and they're bringing their own food, do they have to adhere to this guide?

A: This guide does not apply to food purchased for meetings that are not organized by Common Ground Health and/or funded by Common Ground Health. If someone requests to use our space for a meeting, you are expected to share this guide with them and let them know that we practice healthy meetings here, and encourage them to do the same if they're able.

Q: Does this mean we can't order desserts for special occasions?

A: No, you can still order desserts! But please consider portion size, and request that desserts be cut in half if applicable. Also, please offer a healthy option with your desserts (e.g. fruit).

Q: Does this mean I can't drink a soda at my desk?

A: No, you can eat/drink whatever you'd like at your own desk. This guide simply asks that if you want to eat/drink something that *obviously* does not meet the nutrition standards as outlined in the Healthy Meeting Practices & Procedures guide (e.g. soda, fast food), you do not advertise it in view of our external partners. For example, if you want to drink a soda at a meeting with external partners, you can still have the soda, just please put it in an opaque container. This will be a gray area to navigate sometimes, so please use your best judgement. Again, this not meant to be restrictive, it is meant to encourage and support others in their efforts to practice healthy lifestyle behaviors.

Q: If we already have to purchase healthy food because of grant restrictions, why are we bothering with this?

A: It is important to have a formalized guide in place in order for Common Ground Health to have something consistent to reference in the midst of staff changes. Also, many of us have varied degrees of nutrition knowledge, and this document will serve as a guide to anyone who is unsure about what they should look for when ordering food/drinks.

Ryan R-Center Worksite Wellness Program



The following includes opportunities and guidelines for employees to engage in healthy behaviors and reduce work-related stress:

Nutrition Guidelines

The Ryan R-Center will be implementing "Fast Food Free Tuesdays". Staff will not be permitted to bring in food or drinks from a fast food restaurant on Tuesdays. Please work together to find a healthier alternative!

Staff shall reference the attached "Go, Slow, Whoa" Guide and consider the following requirements whenever using the Wegmans gift card to purchase food for kids and families at the Ryan R Center:

- Include at least one fruit or vegetable option every time food is served.
- Read the food/nutrition label to try the following:
 - o Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas; **look for whole grains to be listed as the first ingredient**) if available.
 - o Look for and try to offer lower-sodium options (**look for foods with 140 mg of sodium or less**)
 - o Look for and try to offer low sugar options (**look for foods with 10 g of sugar or less**)
- Whenever possible, offer foods prepared in a healthy way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.
- Serve salad dressings and condiments on the side. If it is not possible, ask that salads be lightly dressed.
- Ensure that filtered or bottled water is available and served from reusable pitchers.
- Do not serve any sugary drinks (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks).
- Do not place candy or candy bowls out.
- Provide a healthy option (e.g., fresh fruit) whenever you are providing desserts. Cut traditional dessert servings in half.

Physical Activity

- Staff should avoid scheduling programs over the lunch hour whenever possible. Encouraging employees to take their lunch break provides both a physical and mental break.
- Staff should provide adapted programming or alternative activities for those with physical disabilities.

Health Promotion for Kids & Families

- Any marketing visible to the kids and families served at the Ryan R Center must uphold the principles set forth in this policy. Ryan R-Center staff and volunteers should not consume any food or beverages in clear containers or with unhealthy marketing or logos, or smoke, in the presence of the people they serve.

Signature

Date

Title

John Walton Spencer School No. 16 Worksite Wellness Program

The following include opportunities and guidelines for employees to engage in healthy behaviors and reduce work-related stress:

Nutrition Guidelines

John Walton Spencer School No. 16 will be implementing “Fast Food Free Tuesdays”. Staff will not be permitted to bring in food or drinks from a fast food restaurant on Tuesdays. Please work together to find a healthier alternative!

Staff shall reference the attached “Go, Slow, Whoa” Guide and consider the following requirements whenever purchasing food for staff at John Walton Spencer School No. 16:

- Include at least one fruit or vegetable option every time food is served.
- Read the food/nutrition label to try the following:
 - o Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas; **look for whole grains to be listed as the first ingredient**) if available.
 - o Look for and try to offer lower-sodium options (**look for foods with 140 mg of sodium or less**)
 - o Look for and try to offer low sugar options (**look for foods with 10 g of sugar or less**)
- Whenever possible, offer foods prepared in a healthy way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.
- Serve salad dressings and condiments on the side. If it is not possible, ask that salads be lightly dressed.
- Ensure that filtered or bottled water is available and served from reusable pitchers.
- Do not serve any sugary drinks (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks).
- Do not place candy or candy bowls out.
- Provide a healthy option (e.g., fresh fruit) whenever you are providing desserts. Cut traditional dessert servings in half.

Physical Activity

- Staff should avoid scheduling programs over the lunch hour whenever possible. Encouraging employees to take their lunch break provides both a physical and mental break.
- Staff should provide adapted programming or alternative activities for those with physical disabilities.

Health Promotion for Kids & Families

- Any marketing visible to the kids and families served at the John Walton Spencer School No. 16 must uphold the principles set forth in this guide. John Walton Spencer School No. 16 staff and volunteers should not consume any food or beverages in containers with unhealthy marketing or logos (e.g. Pepsi, McDonalds), in the presence of the people they serve.

We Can! GO, SLOW, and WHOA Foods

Use this chart as a guide to help you and your family make smart food choices. Post it on your refrigerator at home or take it with you to the store when you shop.

- **GO Foods**—Eat almost anytime.
- **SLOW Foods**—Eat sometimes, or less often.
- **WHOA Foods**—Eat only once in a while or on special occasions.

Food Group	GO (Almost Anytime Foods)	SLOW (Sometimes Foods)	WHOA (Once in a While Foods)
	Nutrient-Dense	Nutrient- and Calorie-Dense	Calorie-Dense
Vegetables	Almost all fresh, frozen, and canned vegetables without added fat and sauces	All vegetables with added fat and sauces; oven-baked French fries; avocado	Fried potatoes, like French fries or hash browns; other deep-fried vegetables
Fruits	All fresh, frozen, canned in juice	100 percent fruit juice; fruits canned in light syrup; dried fruits	Fruits canned in heavy syrup
Breads, Cereals and Bread Products	Whole-grain breads, including pita bread; tortillas and whole-grain pasta; brown rice; hot and cold unsweetened whole-grain breakfast cereals	White refined flour bread, rice, and pasta. French toast; taco shells; cornbread; biscuits; granola; waffles and pancakes	Croissants; muffins; doughnuts; sweet rolls; crackers made with <i>trans</i> fats; sweetened breakfast cereals; pizza
Milk and Milk Products	Fat-free or 1 percent low-fat milk; fat-free or low-fat yogurt; part-skim, reduced fat, and fat-free cheese; low-fat or fat-free cottage cheese	2 percent low-fat milk; processed cheese spread	Whole milk; full-fat American, cheddar, Colby, Swiss, cream cheese; whole-milk yogurt
Meats, Poultry, Fish, Eggs, Beans, and Nuts	Trimmed beef and pork; extra lean ground beef; chicken and turkey without skin; tuna canned in water; baked, broiled, steamed, grilled fish and shellfish; beans, split peas, lentils, tofu; egg whites	Lean ground beef, broiled hamburgers; ham, Canadian bacon; chicken and turkey with skin; tuna canned in oil; peanut butter; nuts; whole eggs cooked without added fat	Untrimmed beef and pork; regular ground beef; fried hamburgers; ribs; bacon; fried chicken, chicken nuggets; hot dogs, lunch meats, pepperoni, sausage; fried fish and shellfish; whole eggs cooked with fat
Sweets and Snacks*		Ice milk bars; frozen fruit juice bars; low-fat or fat-free frozen yogurt and ice cream; fig bars, ginger snaps, baked chips; low-fat microwave popcorn; pretzels	Cookies and cakes; pies; cheese cake; ice cream; chocolate; candy; chips; buttered microwave popcorn
Fats/Condiments	Vinegar; ketchup; mustard; fat-free creamy salad dressing; fat-free mayonnaise; fat-free sour cream	Vegetable oil, olive oil, and oil-based salad dressing; soft margarine; low-fat creamy salad dressing; low-fat mayonnaise; low-fat sour cream**	Butter, stick margarine; lard; salt pork; gravy; regular creamy salad dressing; mayonnaise; tartar sauce; sour cream; cheese sauce; cream sauce; cream cheese dips
Beverages	Water, fat-free milk, or 1 percent low-fat milk; unsweetened ice tea	2 percent low-fat milk; 100 percent fruit juice	Whole milk; soda; calorically sweetened iced teas and lemonade; fruit drinks with less than 100 percent fruit juice

*Though some of the foods in this row are lower in fat and calories, all sweets and snacks need to be limited so as not to exceed one's daily calorie requirements. **Vegetable and olive oils contain no saturated or *trans* fats and can be consumed daily, but in limited portions, to meet daily calorie needs. (See Sample USDA Food Guide and DASH Eating Plan at the 2,000-calorie level handout)

Shopping Guide

Check how much fat, sugar and salt is in your food

The following information provides you with some simple advice for understanding food labels. Remember that the amount you eat of a particular food affects how much sugar, fat, saturated fat and salt you will get from it

Source: Adapted from CATCH: Coordinated Approach to Child Health, 4th Grade Curriculum, University of California and

Per100g	Sugars	Fat	Saturated Fat	Salt
What is high?	over 22.5g	over 17.5g	over 5g	over 1.5g
What is medium?	5-22.5g	3-17.5g	1.5-5g	0.3-1.5g
What is low?	5g and below	3g and below	1.5g and below	0.3g and below

Based on information supplied by the Food Standards Agency

Compeer Rochester Healthy Meeting, Workshop, and Event Policy

Purpose

Compeer Rochester is committed to supporting the health and wellbeing of our employees and the people we serve. The work environment can be a major factor in shaping lifestyle choices made by its staff and this policy aims to foster a culture of health and to support staff in making healthy food and beverage choices. Recent research also demonstrates a significant connection between mental health and diet. This policy will serve to create a healthier environment for staff and people we serve by ensuring the availability of healthy food and beverage choices at all internal meetings, workshops and community events sponsored by Compeer Rochester.

Scope

This policy applies to:

1. All employees of Compeer Rochester and all persons completing work on behalf of Compeer Rochester (e.g., volunteers, students, interns, consultants)
2. All organization-sponsored activities where organization funds are used to purchase food and beverages (e.g. meetings, youth and family workshops, celebrations, organization-sponsored parties/events, etc.)

Policy

Staff shall incorporate the following requirements whenever hosting any Compeer Rochester meetings and events for which food and/or beverages will be purchased:

- Consider whether you need to provide food at the meeting. (For example, if the meeting is not during a meal-time and less than two hours, food is not necessary. Consider offering filtered or bottled water only.)
- Include at least one fruit or vegetable option every time food is served.
- Serve whole grain foods (e.g., whole wheat pasta, brown rice, whole wheat bread/pitas/tortillas; look for whole grains to be listed as the first ingredient) if available.
- Look for and try to offer lower-sodium options.
- Do not place candy or candy bowls in the meeting space.
- Whenever possible, offer foods prepared in a healthy way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.
- Ask for salad dressings and condiments to be served on the side. If it is not possible, ask that salads be lightly dressed.

- Ensure that filtered or bottled water is available and served from reusable pitchers.
- Do not serve any sugary drinks (e.g., sodas, energy drinks, sports drinks, juices that are less than 100% fruit juice, flavored milks, or sweetened tea/coffee drinks). Sweeteners may be offered on the side.
- Provide a healthy option (e.g., fresh fruit) whenever you are providing desserts. Cut traditional dessert servings in half.

Physical Activity

- Mention to attendees (through announcements or in written materials) that it is fine to move within the meeting space (standing, stretching); integrate exercise equipment if possible within the space (e.g. exercise balls in place of some chairs, raised tables for standing).
- Include voluntary activity break for meetings that last more than an hour and a half. Include meeting break on the meeting agenda. Identify someone to facilitate the short physical activity break(s).
- Consider a walking meeting when scheduling a meeting with three or less attendees.
- Avoid scheduling meetings over the lunch hour whenever possible. Encouraging employees to take their lunch break provides both a physical and mental break.
- For conferences or all-day meetings, support physical activity before, during, and after the work of the day.
- Provide adapted programming or alternative activities for those with physical disabilities.

Health Promotion for Staff

- Any marketing visible to the people we serve who are attending activities hosted by Compeer Rochester must uphold the principles set forth in this policy. Compeer staff and volunteers should not smoke or consume any food or beverages in containers with unhealthy marketing or logos in the presence of the people we serve.

Signature

Title

Date

References

1. Tokar, S. (2019, October 28). *Workplace Sales Ban on Sugared Drink Shows Positive Health Effects*. University of California San Francisco.
<https://www.ucsf.edu/news/2019/10/415746/workplace-sales-ban-sugared-drink-shows-positive-health-effects>
2. Integrated Benefits Institute. (2018, November 1). *IBI Costs of Poor Health Infographic-2018*.
<https://www.ibiweb.org/resource/ibi-costs-of-poor-health-infographic-2018/>
3. Foster, T. (2018, November 19). *New research shows poor health is costing American employers \$530 billion and 1.4 billion work days of absence and impaired performance*. The Benefits Guide.
<https://thebenefitsguide.com/new-research-shows-poor-health-is-costing-american-employers-530-billion-and-1-4-billion-work-days-of-absence-and-impaired-performance/>
4. National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP). (n.d.). *Workplace Health Promotion*. CDC. Retrieved November 15, 2019 from
<https://www.cdc.gov/chronicdisease/resources/publications/factsheets/workplace-health.htm>
5. Gallup. (2017). *State of the American Workplace*. Retrieved from
<https://www.gallup.com/workplace/238085/state-american-workplace-report-2017.aspx>
6. The Engagement Institute. (2017). *DNA of Engagement: How Organizations Can Foster Employee Ownership of Engagement*. Retrieved from <https://www.hrdive.com/news/study-disengaged-employees-can-cost-companies-up-to-550b-a-year/437606/>
7. American Psychological Association. (2016). *2016 Work and Well-Being Survey*. Retrieved from
<https://www.apa.org/news/press/releases/2016/06/workplace-well-being>
8. Killian, A. (2017, August 15). *Top 10 Health Conditions Costing Organizations the Most*. Retrieved from <https://www.ifebp.org/aboutus/pressroom/releases/Pages/Top-10-Health-Conditions-Costing-Organizations-the-Most-.aspx>
9. Common Ground Health. (2017). *Monroe County Health Profile*. Retrieved from
<https://media.cmsmax.com/ravk3pgz5ktlujs1r08ci/134-3-cgh-monroe-countyhealthprofile-81317-r9-20170913051412.pdf>
10. Witters, D. & Agrawal, S. (2011, October 17). *Unhealthy U.S. Workers' Absenteeism Costs \$153 Billion*. Gallup. <https://news.gallup.com/poll/150026/Unhealthy-Workers-Absenteeism-Costs-153-Billion.aspx>
11. Center on the Developing Child at Harvard University (2010). *The Foundations of Lifelong Health Are Built in Early Childhood*. <http://www.developingchild.harvard.edu>



HEALTHIKIDS.ORG



585.224.3101 | info@healthikids.org | 1150 University Avenue, Rochester, NY 14607