Investing in Employee Health

Karla Voss, B.S. CHES
MO Department of Health and Senior Services
What is Worksite Wellness?
Step 1: Purpose
Step 2: Getting Started
Step 3: Assessing
Step 4: Planning
Step 5: Implementing
Step 6: Evaluating

Appendix: Checklists, Samples and Resources
The Process

Step 1: Purpose

Step 2: Getting Started

Step 3: Assessing

Step 4: Planning

Step 5: Implementing

Step 6: Evaluating
Step 1: Purpose

- Health care costs
- Absent/presentee-ism
- Employee turnover

- Productivity
- Morale
- Safer environment
- Social support
Why the Workplace?

Average hours spent each day:

- Work or School: 8
- Family/Home: 5
- Community: 3
- In Transit: 1
Value of Investment

$1 = $3
Step 2: Getting Started

- Commitment from stakeholders
- Coordinator
- Wellness committee and meetings
Step 3: Assessing

Appendix B – Worksite Wellness Employee Interest Survey

Example:

<table>
<thead>
<tr>
<th>Wellness questions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Current physical activity level</td>
<td>I don't exercise or walk regularly now, and I don't plan to start in the near future.</td>
</tr>
<tr>
<td></td>
<td>I don't exercise or walk regularly, but I've been thinking about starting.</td>
</tr>
<tr>
<td></td>
<td>I'm doing moderate or vigorous physical activities for at least 30 minutes on some days, but fewer than five days a week.</td>
</tr>
<tr>
<td></td>
<td>I've been doing moderate or vigorous physical activities for at least 30 minutes a day on five or more days a week and have been doing it for the last one to six months.</td>
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<tr>
<td></td>
<td>I've been doing moderate or vigorous physical activities for at least 30 minutes a day on five or more days a week and have been doing it for seven months or longer.</td>
</tr>
<tr>
<td>2. When do you get most of your physical activity each day?</td>
<td>I am physically active before work.</td>
</tr>
<tr>
<td></td>
<td>I am physically active during work hours — at break and lunch times.</td>
</tr>
</tbody>
</table>
Step 4: Planning

- Importance
- Time
- Cost
- Commitment
- Reach
Levels of change and scope of impact:
The goal is behavior change

INDIVIDUAL

INTERPERSONAL

ORGANIZATION

COMMUNITY/ENVIRONMENT

POLICIES
Environment & Policy Changes

- Helps sustain healthy behaviors
- Environment supports healthy choices
- Increases the chance for success
Mental health

Mental health refers to the comprehensive way people meet the demands of life. Caring for mental health, as well as physical health, is key to overall well-being. Mental health issues like stress, anxiety and depression are common and are routinely listed as a top concern in employee health surveys.

Mental health conditions are the second leading cause of absenteeism. National health expenditures for mental health services were estimated to be over $100 million, according to the CDC. 31

More than 90 percent of employees agree that their mental and personal problems spill into their professional lives and have a direct impact on their job performance. Even moderate levels of depression or anxiety symptoms can affect work performance and productivity. It is in the employer's best interest to address mental health as part of worksite wellness.

### Mental health

<table>
<thead>
<tr>
<th>Table Key:</th>
<th>I = Individual Level</th>
<th>E/O = Environment/Organizational Level</th>
<th>P = Policy Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of strategies by the level of resources needed (low, medium, high)</td>
<td>Box indicates at what level change takes place.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Low resources

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>I</th>
<th>E/O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Provide mental health and mental illness materials and messages through various means (e.g., brochures, paycheck stuffers, intranet, health fairs, posters, signs, or facts sheets like these from the American Psychiatric Association). 32</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Offer confidential screenings for depression, anxiety, post-traumatic stress disorder and substance abuse. 33</td>
<td></td>
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<tr>
<td>3.</td>
<td>Encourage the use of telephone helplines (800 numbers), such as the National Suicide Prevention Hotline. 34</td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td>Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, etc.</td>
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</tr>
<tr>
<td>5.</td>
<td>Provide flexible scheduling during work for training, yoga, meditation, physical activity, etc.</td>
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<tr>
<td>6.</td>
<td>Provide a quiet room or stress reduction room at the worksite.</td>
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</table>
Sample Activities
Health Screenings

[Image of a blood pressure cuff and a mobile health screening truck]
National Health Promotions

NATIONAL EMPLOYEE HEALTH & FITNESS DAY

May 16

Join employees across the state on a walk for health.

Walk anytime between 11 a.m. and 2 p.m.
Registration forms at www.health.mo.gov/nehfd

Join the Great American Smokeout

Holiday Challenge

Eat Smart, Move More...
Maintain, don’t gain!
Demos/Educational

Lunch-n-Learn

Breast Cancer Screening: Your Responsibility

Presented by
MaryPat Lashbien
RN, Certified Mammoscare Specialist

Sponsored by
Office of Women's Health

Tuesday, May 15, 2007, Noon to 1 p.m.
930 Wildwood, Wild Oak Conference Rooms A & B
Sample Culture Changes
Point of Purchase Signs

Smaller Plate
Smaller Waist

Use a smaller plate to right-size your portions at meal times.

The original fast food
Healthy Vending
Healthy Foods at Meetings
Breastfeeding Support

Breastfeeding Friendly Worksite Program
Missouri
Exercise Room/Classes
Stairwell Campaigns

No Waiting
One door over
Move More

Walk Stairs.
Burn calories.
Feel better.
Weigh less.
Simple, isn’t it?
Move More
Indoor Fitness Loops

From A to B = .08 mile
1 mile = 13 trips from A to B
Step 5: Implementing

Communication is Key!
Creating Interest and Motivation

- Knowledge and awareness
- Goal setting
- Buddy system or teams
Incentives

- Public recognition
- Food
- Entertainment
- Merchandise
- Monetary rewards or rebates
- Time off
Step 6: Evaluating

BOTTOM LINE

- Attendance
- Sick leave usage
- Employee turnover
- Morale
- Productivity
Sample Evaluation Tool

Lunch-N-Learn Evaluation

1. Please indicate the extent that the speaker......
   - Knew the subject matter
   - Encouraged participation
   - Answered questions completely
   - Used appropriate examples
   - Gave clear explanations
   - Held your attention
   - Used an effective mix of presentation style (lecture, exercises, audio/video, etc)

Lunch-N-Learn Evaluation

2. How likely will you be to use the information you learned in your daily life?
   - Very Likely
   - Somewhat Likely
   - Not Likely

3. Have you shared any of the information you learned with others?
   - Yes
   - No

4. What is one thing you intend to do as a result of this session?

5. Please provide any comments you may have regarding this Lunch-N-Learn and/or topic sessions:
Appendices

- **Appendix A:** Wellness Coordinator Checklist
- **Appendix B:** Worksite Wellness Employee Interest Survey
- **Appendix C:** Recommendation Table
- **Appendix D:** Action Plan Worksheet
- **Appendix E:** Family Involvement
- **Appendix F:** Sample Policies
- **Appendix G:** Samples for Worksite Wellness Committee
Public Recognition
WorkWell Missouri Toolkit

Developed to assist businesses in starting, adding to or maintaining a wellness program for their staff.

ORDER OR DOWNLOAD TOOLKIT

Workplace Wellness

Adult Americans spend a significant amount of the day at the workplace, so it is a logical place to find new ways to encourage and promote physical activity and other factors that promote health. Workplace wellness programs are designed by companies to support employees in their health decisions. These programs focus on areas such as nutrition, stress reduction, tobacco cessation, breastfeeding, health screening, weight loss and physical activity.

The return-on-investment for establishing wellness programs in the workplace can be significant. Workplace wellness programs can help lower employers’ direct costs, such as health care expenditures, absenteeism and workers’ compensation.
Missouri Workplace Wellness Award

Recognition available for workplaces promoting wellness

The Missouri Department of Health and Senior Services (DHSS) in partnership with the University of Missouri Extension has launched the Missouri Workplace Wellness Award program, which recognizes employers that invest in creating a working environment that supports healthy behaviors. Employers are recognized based on criteria for their level of support: Gold, Silver and Bronze.

Criteria for Bronze, Silver and Gold

Award application and instructions
Minimum Criteria

1. **Assessment** of employee needs, interests, health risks and existing capacity
2. **Planning** process resulting in a health improvement plan
3. **Implementation** of programs and practices
4. **Evaluation** of data and organizational changes

Missouri Workplace Wellness Award
Bronze Level
Meets minimum requirements plus:

• **Policy and Education:** Encourage healthy behaviors shown by letter of support from management.

• **Facilities:** Encourage employees to use:
  - Breaks for healthy choices.
  - Sick/wellness leave and vacation leave to support overall wellness.

• **Resources:**
  - Health is promoted to staff.
  - Formal wellness committee.
Resources

http://health.mo.gov/living/wellness/worksitewellness/index.php
Promotionals

The Missouri Tobacco Quitline
When you’re ready, it’s in your hands.
Call 1-800-QUIT-NOW
(1-800-784-8669)

BREASTFEEDING WELCOME HERE

Nearly 7 out of 10 Missourians who die each year will die of a chronic disease. Cardiovascular disease, diabetes and cancer are among the most common and costly, yet most preventable, of all health problems. This Web site is designed to help you stay healthy and live life for all it’s worth.
Thank You to our Partners
For More Info:

Karla Voss, BS CHES
Health Educator III
MO Department of Health and Senior Services
(573) 751-6197
karla.voss@health.mo.gov