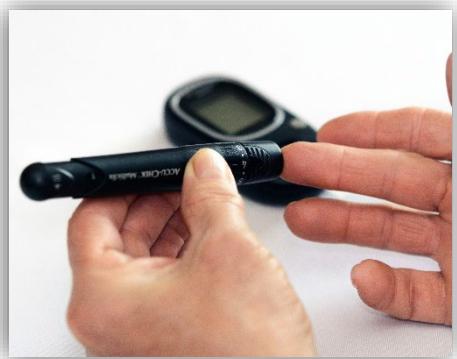
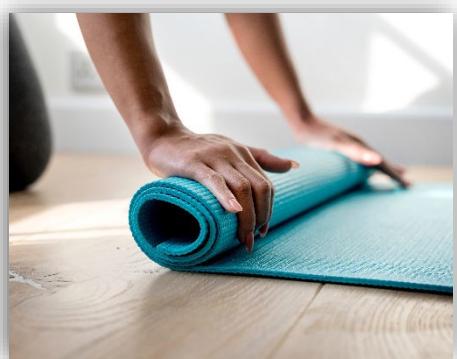


County of Santa Clara

Healthy Worksite Program

Toolkit and Implementation Guide



Updated August 2019

Dear Community Partners,

I'm Dr. Sara Cody, Santa Clara County's Health Officer and Director of the Public Health Department. I am pleased to introduce you to a wonderful opportunity for organizations that are dedicated to the health and wellbeing of their employees, clients, patrons and the community. Organizations in Santa Clara County can now apply for the "Healthy Worksite Award." A Healthy Worksite makes the commitment to create a healthier work environment in any of the seven following areas: Healthy Beverages at Work, Healthy Food at Work, Physical Activity Promotion, Active Transportation, Tobacco-Free Worksite Breastfeeding Accommodation and Promotion, and/or Diabetes Prevention.

Becoming a Healthy Worksite can be a win-win for your employees and for your bottom line. Several studies have concluded that healthy food, healthy beverages, healthy vending, physical activity promotion, breastfeeding promotion, and tobacco-free policies can improve health and wellbeing.

Potential benefits of implementing worksite wellness policies for employers are a work environment that supports healthy behaviors, increased productivity with healthier employees, and brand enhancement through public recognition of efforts. Potential benefits for your employees are improved health and fitness, increased concentration and focus, and improved morale and job satisfaction.

Becoming a Healthy Worksite is simple. We have created a toolkit to help you get started. The toolkit contains sample policies that your organization can adopt. For example, something as simple as making the commitment to offer water and healthy beverages at work can qualify your organization for the Healthy Worksite Award.

Your clients, patrons, and the community will know you are a Healthy Worksite by the Healthy Worksite seal, which can be placed on the front window of your office and on your promotional materials.

To be a part of this voluntary program or to learn more, [visit our website](#) and read this toolkit. Program staff are available to provide personal technical assistance. I encourage you to become a Healthy Worksite and join us in the effort to improve the health of all Santa Clara County residents, especially your employees, and make healthy choices the easy choices within your organization!

Thank you!



Sara H. Cody, MD

County of Santa Clara Health Officer and Director of the Public Health Department

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The Healthy Worksite Program and Process

Healthy worksites build a healthy workforce. We are glad you are considering the health of your employees and are interested in creating a healthier work environment. Support and resources are available to help you achieve this goal. Below are the steps the Santa Clara County Public Health Department recommends you follow in order to create a healthier work environment:

1. **Review the *Santa Clara County Healthy Worksite Toolkit and Implementation Guide*** for ideas on how other worksites have created healthier work environments and a culture of wellness.
2. **Complete the *Healthy Worksite Environmental Assessment Tool*** to discover your worksite's strengths and opportunities for improvement.
3. **Take advantage of our technical assistance!** Contact Suellen Haggerty at the County of Santa Clara Public Health Department at Suellen.Haggerty@phd.sccgov.org, and she will assist you to improve areas within your worksite that you noted after completing the *Healthy Worksite Environmental Assessment Tool*.
4. **Draft a healthy worksite policy or formal guideline** specific to your organization's environment. For sample policies see the *Policy Templates* section.
5. After the policy or guideline is adopted, **create an implementation plan** and train employees on the new policy and how the organization will implement it. For sample implementation plans, see the *Sample Implementation Plans* section.
6. **E-mail Suellen Haggerty at Suellen.Haggerty@phd.sccgov.org for a sample of the many educational materials** you can utilize to promote and implement your new policy
7. To acknowledge the great work your organization has done to improve the health of your workforce, **complete the Healthy Worksite Award application** on our website.
8. **Consider attending a Healthy Worksite training** held every year in March or April to learn from other worksites that are working towards the same goal of creating a healthier worksite!

Healthy Worksite Program Goals



The Santa Clara County Public Health Department's goal is to help worksites create a work environment that encourages healthy behaviors through systemic changes.

- We believe that the work environment presents a unique opportunity to influence health in a positive way.
- Healthy worksites are a win-win for the employer, their employees, and the communities influenced by the worksite.
- Healthy worksites make the commitment to serve healthy food and beverages, promote physical activity and active transportation, accommodate breastfeeding moms, provide a smoke-free worksite, and offer diabetes prevention programming.

Healthy Worksite Award

The Healthy Worksite Award was created to recognize worksites that are shifting their work culture and integrating wellness into their work environment. To learn more about the Healthy Worksite Program and how you can earn an award, please [visit our webpage](#).



Healthy Worksite Guide

This implementation guide was developed to offer ideas and steps on how to integrate healthy worksite policies once they are approved by the executive management team. Following these steps can smooth the transition towards a culture of wellness, making this culture easier to sustain. Implementing policies can be fun! Implementation is a great time to gain staff buy in and for staff to familiarize themselves with the new standards and provide their input on how the policies should roll out. This guide contains suggestions to get your creative juices flowing. Good luck, and start transforming your worksite today!

Step 1: Form a Wellness Team

A Wellness Team will: champion the healthy worksite policy process, develop policy language, advocate for the policy to the organization's leadership, and educate staff, clients, and the community about the policy.

The Wellness Team may also be the group responsible for policy implementation and monitoring or may recommend others in the organization that are best suited for the implementation process. Those participating on the team are considered Wellness Champions, whose role is to serve as liaisons between departments and the Wellness Team and assure adherence to wellness policies and practices.



Getting Started

1. Obtain management approval for the wellness work and recruit at least one high-level champion for your Wellness Team. High-level champions can come from your organization's Board of Directors or executive management team and are critical to gain executive leadership support for the Wellness Team's work.
2. Recruit additional Wellness Team members from multiple organizational levels and functional areas to assure diverse viewpoints are represented during policy planning. Consider recruiting individuals with responsibility for: human resources, employee benefits, employee unions, food service, event management, catering, food purchasing, client relations, outreach and direct services, facilities management, and legal. Ask coworkers for suggestions of Champions to nominate to be a part of the Wellness Team.



3. To solidify commitment, ask Wellness Team members to sign a Wellness Champion Agreement (see example on page 7).
4. Decide on a meeting schedule and meet regularly (i.e. quarterly, bi-monthly, or monthly).
5. Develop a "Wellness Team" brand and logo so that your organization's employees will recognize wellness activities.

Sample Wellness Champion Agreement

As a member of the _____ (organization name) Wellness Team, I commit to advocating for a healthy work environment that makes healthy choices the easiest choices.

Wellness Team Goals:

- Create environments that provide and promote healthy beverages, healthy food, physical activity, a tobacco-free worksite, accommodate and promote breastfeeding, and other healthy choices.
- Cultivate a culture of health and motivate staff, clients, and the community to practice healthy lifestyle behaviors.
- Celebrate healthy lifestyle habits.

Expectations of a “Wellness Champion:”

- Serve as a liaison between your department and the Wellness Team.
- Attend regularly scheduled Wellness Team meetings.
- Develop sustainable wellness policies and practices.
- Actively advocate for wellness policies and practices.
- Encourage adherence to wellness policies and practices.
- Brainstorm exciting, innovative, and practical ideas for promoting wellness policies.
- Participate in wellness activities and be a positive example for a healthy lifestyle.
- Encourage others to participate in wellness activities.
- Collect and share feedback regarding wellness initiatives.

I, _____, have read and acknowledge the Wellness Champion Goals and Expectations outlined above. I agree to adhere to the statements above as a member of the _____ (organization name) Wellness Team.

Signature

Date

Step 2: Introduce Wellness Policies

Communicate Wellness Policies to Employees

After the executive management team (with support from the Wellness Team) has approved a healthy worksite policy, the next step is to communicate the new policy to employees so that they are aware of what changes to expect. Open communication with employees about the coming changes will create a smoother transition during the implementation process.

The dissemination method will vary based on each organization's communication system. On pages 9 and 10, there are two sample e-mails to help you get started. If your employees do not have access to e-mail or do not check it regularly, then posters or flyers at the worksite may be a more appropriate method of communication. You can adapt the sample e-mail language to create posters or flyers.

In addition to e-mail communication, employees will need to have some guidance on the policies that are now in place. You can obtain examples of handouts to provide to employees to educate them about the specifics of the newly adopted policies by [e-mailing Suellen Haggerty](#).

Consider introducing the policy via one or more of the following methods:

- Memo e-mail (see samples on pages 9 and 10)
- Post on office bulletin board and in break rooms
- Post at job site if employees don't have regular access to a computer and work e-mail
- Hold information sessions during breaks, lunch, or as a mandatory training so employees have the opportunity to ask questions about the new policy



Information Session



Wellness Bulletin Board

Sample E-mail to All Employees

To: All Staff

From: CEO

Subject: Introducing Exciting Healthy Changes!

We are excited to announce our new Healthy Beverage Policy! The policy passed MM/DD/YY and will be in effect starting MM/DD/YY.

According to the 2015-2020 American Dietary Guidelines, we should be consuming less than 10% of our daily calories in added sugars. Removing sugar sweetened beverages is the first step in decreasing sugar consumption and can help reduce one's risk of diabetes, heart disease, and obesity. Employees are our most valuable assets, and this policy was passed with your health in mind. We want to provide a healthy work environment in which you can thrive. We are looking forward to seeing healthy changes in the coming weeks and we invite you to join us in embracing this step in our commitment to better health in the workplace!

We have committed to:

- Eliminate sugar-sweetened beverages paid for by our organization
- Provide access to free, safe drinking water
- Identify and use vendors who offer healthy choices

We have put together a Wellness Team to lead the implementation of the new policy. They are working on a fun interactive event to kick off our new commitment! Our goal is to create a healthy environment that will benefit everyone. We value your feedback during this time of transition. Please contact wellnesschampion@company.org to share your thoughts.

Sample E-mail to Employees Responsible for Implementing Wellness Policy

To: Team Leaders, Food Service Providers

From: CEO

Subject: New Policies and Upcoming Trainings

We are excited to announce our new Healthy Beverage Policy! The policy passed MM/DD/YY and will be in effect as of MM/DD/YY. Moving forward, we look to team leaders and food service providers to be role models in implementing these new wellness guidelines.

We have committed to:

- Eliminate sugar-sweetened beverages paid for by our organization
- Provide access to free, safe drinking water
- Identify and use vendors who offer healthy choices

This means that there will be changes in everyday office practices as well as in food service practices. There will be trainings scheduled for [enter date here] and [enter date here]. You will be required to attend one of the two trainings available so that you can learn to implement the changes within your department and encourage healthy behaviors among your team members. Thank you for your leadership!

Step 3: Implement an Educational Campaign

We recommend rolling out an educational campaign shortly after the introduction of the policy to highlight the value of the new policy and to continue gaining employees' buy-in. The educational campaign should include: a Frequently Asked Question (FAQ) sheet (to address common questions or concerns that may arise as a result of the new policy), educational posters and handouts, a training for all staff, and the development of a company "Wellness Brand" (if desired). For example materials, e-mail Suellen Haggerty at suellen.haggerty@phd.sccgov.org.

Create Your Educational Campaign Following These Steps:

A. Train Staff

A training should be held for team leaders, administrative staff, and food service providers to address changes in everyday practice that will result from policy adoption. For example, if a healthy beverage policy was passed, team leaders and administrative staff should ensure that water or spa water is always served at meetings. If a physical activity policy was passed, team leaders should ensure that there is a physical activity break during meetings that are longer than 60 minutes. The training should include an interactive demonstration so that participants can learn how to implement the policies in their department. Food service employees should be trained on any food and beverage guidelines that may impact the type of food being served and the recommended portions for the different food groups.

In addition, a training for all staff can be held to review the policies, implementation materials, and provide an opportunity for employees to ask questions.

B. Post Signage

Once a policy is passed, posting signs about the coming changes that will take place in meetings, cafeterias, and vending machines will remind employees when to expect full implementation of the policy. It is also helpful to post educational signage to depict the importance of the policies.



Train staff on how to shop for healthy snacks and spa water.



C. Distribute Implementation Materials

Distribute an FAQ sheet and health related handouts to employees at meetings or as an e-mail attachment to promote a healthy work culture and to send a message to employees that the organization supports healthy behaviors. Handouts can encourage healthy eating, walking meetings, or desk exercises. For sample handouts, e-mail Suellen Haggerty at suellen.haggerty@phd.sccgov.org.

County Nutrition Standards
Frequently Asked Questions (FAQs)

1 Why did the County adopt this policy? Since 2008, the County has adopted a health of employees, students and clients who receive services throughout the County. Our County wants to encourage healthy practices such as providing healthy food and beverage options that have nutritional value. Offering healthy food and beverage options is one of the most direct ways Santa Clara County can promote the physical and mental health for employees and community members.

2 What areas do the Nutrition Standards impact? The County Nutrition Standards impact five areas where County funds are being used to purchase food or beverages. (Meetings & Events, 2019 County Meetings, 3 Cafeteria Cafés, 4 County Leased Properties, and 5 Custodial populations). The County Nutrition Standards do not apply to food and snacks that employees bring from home.

3 Why is it really important to make changes in the workplace? Our physical environments have a huge impact on our health and can directly influence our food and beverage choices, providing healthy food and beverage options at work supports employees to make healthier decisions about what they eat.

4 Is County staff available to provide technical assistance for our programs and events? Please feel free to call (408) 793-2700 and a nutritionist from the Public Health Department team will be happy to assist you.

5 Food and beverages are often donated by our organizations for our programs and events; do all food and beverage donations need to meet the Nutrition Standards? No. However, when food or beverages are provided/donated by an outside organization for a County meeting, event or celebration, it is the responsibility of the County department to request and encourage that healthy options are provided.

6 Is there a list of certified healthy food vendors that we can choose from? No. The number of possible vendors is too broad to certify vendors that meet the County Nutrition Standards. In addition, menus change frequently so creating a listing would be too exhaustive. However, please consult the County intranet site to find catered meal ideas.

7 Where can I get a copy of the County Nutrition Standards? To obtain a copy of the complete County Nutrition Standards as well as tip sheets for providing easy healthy meals and snacks for your next meeting, event or celebration, please visit the County intranet site at www.sccgovwork/nutritionstandards.

For a complete list of ideas or sample menus, visit the County Nutrition Standards on the SCC Intranet page at: www.sccgovwork/nutritionstandards. For technical assistance contact Suellen Haggerty, Public Health Nutritionist, with the SCCPHD Center for Chronic Disease and Injury Prevention at 408.793.2700.

Rev. 4/16

Harvest of the Month
Network for a Healthy California

Healthy Serving Ideas

- Add berries to your cereal for added fiber and flavor.
- Mash berries to make your own jam.
- Top yogurt with fresh blueberries or blackberries.
- Toss raspberries into a smoothie.
- Keep fresh berries in the freezer for smoothies.

Nutrition Facts	
Serving Size	% Daily Value
1 cup blueberries (142g)	5%
Calories 40	2%
Total Fat 0g	0%
Trans Fat 0g	0%
Cholesterol 0mg	0%
Sodium 1mg	0%
Total Carbohydrate 10g	4%
Dietary Fiber 2g	7%
Sugars 7g	5%
Vitamin A 1%	Calciun 5%
Vitamin C 12%	Iron 1%

HONEY GINGERED FRUIT SALAD

Makes 4 servings. 1 cup per serving
 Prep time: 10 min

Ingredients

- 1 large mango, peeled and cubed
- 1 cup fresh blueberries
- 1 small banana, peeled and sliced
- 1/2 cup seedless green grapes
- 1 cup nectarines, sliced
- 1/2 cup honey, divided
- Honey Gingery Sauce
- ½ cup 100% orange juice
- 2 tablespoons lime juice
- 1 tablespoon honey
- ½ teaspoon ground ginger
- ½ teaspoon ground prager

Health and Learning Success Go Hand-in-Hand

Giving children to try new foods can be hard. It is normal to offer a new food many times before a child accepts it. It's a good role model and eat fruits and vegetables with your children. Use Harvest of the Month recipes to encourage trying new foods and to teach family favorites.

Produce Tips

- Choose fresh blueberries that are plump and have a solid, dark blue color. Refrigerate immediately.
- Choose fresh raspberries that are dry and plump with bright red/pink colors. Refrigerate for up to three days.
- Select fresh blackberries that are dry and plump with dark purple/black colors. Refrigerate for up to three days.
- Wash berries just before serving. Store berries in the refrigerator in season to get the best value.

Let's Get Physical!

Biking is a great way to be active and healthy. It's also a great way to reduce air pollution and traffic.

- At home:** Ride your bike for errands.
- On the job:** Park far from the office and ride bikes during Bike-to-Work in May.
- With the family:** Ride to a park after dinner or go for a walk after the meal.

For more information, visit: www.cdc.gov/nutritionandphysicalactivity/bikecommuter/

In California, blueberries, blueberries, and raspberries are in season. Fresh berries are available year round. Visit a local farmer's market or grocery store to find out what the berry season is in your area.

Try these other rich sources of phytonutrients: citrus fruits, plums, red or purple cabbage, red or purple grapes, and whole grains.

For important nutrition information, visit www.caespace.ca.gov/nutritionstandards. For local stamp information, call 408-471-3655. Sponsored by the USDA Supplemental Nutrition Assistance Program, an equal opportunity provider and employer. © California Department of Public Health 2010.

Choose Health. Drink Water.

Check out these fun facts about water

2/3 About 2/3 of the human body is made up of water

Eliminates wastes through the kidneys

Women need about 9 cups per day

Men need about 13 cups per day

Regulates body temperature through sweat

Lubricates and cushions joints

Helps protect the brain and spinal cord

Contains ZERO calories

Use these tips to help you hydrate better with water.

- Carry a water bottle with you
- Drink some water every 30 minutes
- Eat more fruits and vegetables
- Drink water before and during meals
- Add tasty herbs, fruits, and veggies

Go to CutTheSugar.org for more information about sugar drinks and how to drink more water.

Santa Clara County
PUBLIC HEALTH

D. Send Monthly E-mail Reminders

When a policy is passed and implemented, it is important to continue to engage employees to actively participate in fostering the culture of health within the organization. Monthly e-mails are a quick, simple way to remind your employees to drink water, eat healthy, and to be active.

Nutrition and Physical Activity Monthly Themes - February 2019

To: _____
Retention Policy: 02 Year Delete (Default) (2 years)
Expires: 2/2/2021

Message: harves_fb_banner_oranges.png (483 KB) harves_fb_banner_oranges_phd.png (486 KB)
 hotm_fb_post_feb_oranges_phd.png (936 KB) hotm_instagram_feb_oranges.png (849 KB)

Action Items

Santa Clara County Nutrition & Physical Activity Monthly Themes

A monthly newsletter aimed at promoting healthy eating and physical activity for a healthier Santa Clara County

2019 February Themes and Event Updates

Step 4: Plan a Kick-off Event

Celebrate your organization's commitment to employee health with a kick-off event! This is a fun way to get employees engaged and learning about how the new changes will have a positive impact on their health. This will also provide an opportunity for staff to participate in the policy process by sharing concerns and by suggesting implementation strategies. The event can take place at a staff meeting or it can be a larger activity such as an organized health fair for employees. A kick-off event agenda might include an overview of the new policy, a motivational speaker, and interactive stations promoting healthy behaviors.

Example of a Health Fair Kick-off Event

The Wellness Team can coordinate a health fair as a kick-off event. The team may want to set up a table dedicated to education about the wellness policies. Outside health organizations can be invited to table at this event to provide health information, services, and demonstrations. There are community-based organizations that can test for blood pressure, screen for pre-diabetes, and provide food demonstrations. They would be great resources to reinforce the value of good health and to provide some basic tools in health management. To wrap up the event, send an e-mail connecting the health fair information back to the wellness policies and employee health.

Example of a Staff Meeting Kick-off Event

The Wellness Team can put together a PowerPoint presentation with the highlights of the new policies and how the new changes can support healthy behaviors. The staff meeting can be used as a space for people to ask questions and to express any concerns. The Wellness Team can increase buy-in by inviting people to share creative implementation ideas or to share events they would like to participate in. This can be done through an open group discussion or through a suggestion box. The team can coordinate the staff meeting to model the new meeting practices as an introduction to the wellness policies. Fruit, vegetables, and spa water can be served during the meeting and a physical activity break can be added to the agenda.



Health Fair Kick-off Event



Staff Meeting Kick-off Event

Other Kick-off Event Examples

- Launch a physical activity or healthy beverage challenge with prizes. For example, track how many steps you walk or how many glasses of water you drink each day, and hold a competition with your co-workers.
- If you're kicking-off at a staff meeting, you can provide a yogurt parfait bar or part of a CSA (Community Supported Agriculture) fruit and vegetable box for each employee.
- Hold a "Healthy Families" day with games, health information, and a healthy BBQ.
- Introduce "Workout Wednesdays" where colleagues work out together before or after work.
- The summer months are a great time to institute "Farmers' Market Fridays," where coworkers take a field trip to a local farmers' market during their lunch hour.
- Have monthly or quarterly themed potlucks with a healthy spin (e.g. soup and salad potluck, taco potluck, holiday potluck).
- Create an office healthy recipe cookbook.
- Coordinate a basketball tournament for coworkers and significant others during March Madness.
- Have a "spa water" tasting competition at a staff meeting or work event where people taste different flavors of spa water blindfolded and try to guess which fruit, vegetable, or herb is flavoring the water.
- Join a sports league with your coworkers or train for a race together (e.g. Turkey Trot).



Workout Wednesdays

The image is a promotional graphic for the 'rethink YOUR DRINK' campaign. It features a blue and white background with a wavy water pattern. At the top, the campaign logo 'rethink YOUR DRINK' is displayed with the dates 'July 1 - July 31, 2018'. Below the logo, the text 'Week 1 Tips' is written in a stylized font. A pie chart on the right side shows that 47% of added sugar consumed is from Sugary Drinks, while 53% is from Food. Text on the left states: 'Did you know... Americans consume 66 pounds of sugar on average every year?' Below the pie chart, there is a link: 'Click here for some helpful spa water recipes.' Logos for Santa Clara County Public Health and the State of Wellness are at the bottom, along with contact information: 408-885-3620, wellness@scwd.sccgov.org, and www.sccgov.org/wellness.



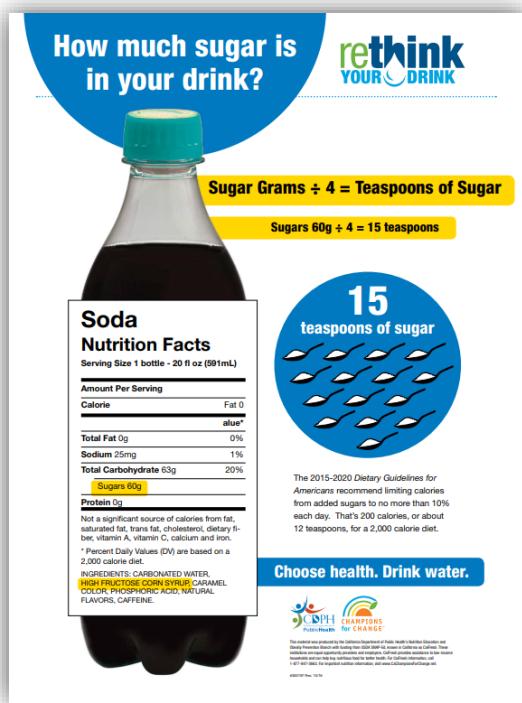
Healthy Potluck

Step 5: Integrate the Wellness Policy

Now it's time to put the policy into effect at a systems level! It is up to each organization to determine whether the implementation will happen all at once or if it will be phased in over time. Some steps you may need to take include: adding the policy to employee orientation and handbooks, changing vending contracts, updating cafeteria menus, and sharing the policy with the community members you serve. Consider environmental supports, social supports, and policy enforcement to ensure your policies are sustainable.

Environmental Supports

Environmental supports are the physical factors that promote and protect health in the workplace. Nutrition-related environmental supports include making healthy foods available in the cafeteria, in vending machines, and during meetings, celebrations, events, and programs. A cafeteria can set up their displays so the healthy options are easy to reach, and they can list calories of food items to encourage healthier decisions. Vending machines can list the nutrition facts of the items, and/or they can have a color coding system indicating which food and beverage items are healthier than others. Worksites can also coordinate with local farmers to deliver fresh produce boxes (or CSA boxes) directly to the office for employees to purchase and take home. Physical activity related environmental supports include hanging posters, developing a campaign to use the stairs, designating an onsite fitness facility, and mapping out safe, walkable routes near the worksite.



Wellness Signage



On-site Fitness Facility

Social Supports

To accompany the policy changes, it is important to have social support systems in place to provide encouragement for healthy behaviors. The Wellness Team can act as role models and develop events that employees can participate in together, so everyone can collectively work on improving their health. Events could include: hosting a monthly potluck salad bar where each employee brings one ingredient for a salad; creating a Walking Club for Walking Wednesdays; joining a sports league with your co-workers; promoting existing events such as a local 5k or 10k run and starting a running club to train for it; and taking a five minute meditation break as a group during meetings longer than 60 minutes.



Softball Team



Walking Club

Policy Enforcement

It is every employee's responsibility to adhere to the wellness policies. Creating a healthy work environment and changing the work culture will take time and encouragement. Utilize the Wellness Team and executive leaders to provide social support, as they play an important role in guiding the organization toward its goals.



Healthy Worksite Awards



The Healthy Worksite Award is a voluntary recognition awards program for organizations that are committed to creating a healthier work environment in any of the seven following areas: Healthy Beverages at Work, Healthy Food at Work, Physical Activity Promotion, Active Transportation, Tobacco-Free Worksite, Breastfeeding Accommodation and Promotion, and/or Diabetes Prevention. An organization can earn up to a Gold medal in each area and, therefore, can earn up to seven Gold medals. Some categories have a Bronze, Silver, and Gold awards because the policy has multiple levels.

In order to qualify for the Healthy Worksite Award, an organization must pass a policy in one of the six policy areas using the minimum standards in the policy templates. Once a policy is passed, submit the final signed policy and an implementation plan on the [Healthy Worksite Award application website](#). Staff from the Santa Clara County Public Health Department will contact you via e-mail with Award details.

On the following pages are policy templates organizations can utilize as a starting point for drafting Healthy Worksite policies. These can be tailored to meet your organization's needs. Preceding each template are the qualifications that outline the medal categories for each award in that section.

The section following the policy templates are sample implementation plans. Implementation plans may vary significantly by organization and can be formal or informal (i.e. bulleted lists). The purpose of the implementation plan is to identify practical steps that your organization can take to successfully implement your healthy policy. The sample implementation plans can be used as a starting point to customize a plan that works best for your organization.

Once the policy and implementation plan have been drafted, they should be submitted to the organization's executive team for review and approval. Upon approval, the organization can begin educating the workforce on the new policy, implementing the plan, and can watch the work environment slowly shift to one that is supportive of healthy behaviors.

Congratulations on taking the first step to create a healthier work environment, where the healthy choice is the easy choice! Once you've had success in one policy area, utilize the *Healthy Worksite Environmental Assessment Tool* to consider adopting policies in other areas.

Policy Templates

Healthy Beverages at Work

Healthy Worksite Award Medal Criteria:



To be eligible for the Healthy Worksite Award Gold medal in this policy area, organizations must adopt policy areas A, B, and C.



To be eligible for the Healthy Worksite Award Silver medal in this policy area, organizations must adopt policy areas A and B.



To be eligible for the Healthy Worksite Award Bronze medal in this policy area, organizations must adopt policy area A.

Policy or Formal Guideline Template

We _____ [name of organization] are committed to making the healthy choice the easy choice for our employees and want to help prevent chronic diseases, improve the health of our workforce, and create a healthier work environment.

Effective _____ [date], it is the policy of _____ [name of organization] to support healthy beverages at work according to the standards below.

A. General Healthy Beverage Standards

- Access to free, safe drinking water
 - We require that there is access to free, safe drinking water wherever beverages are offered and/or sold. At meetings, for example, it is recommended that safe tap water, rather than individual bottles of water, be offered. If safe tap water is not available, then it is recommended that large jugs of water are utilized.
- Whenever beverages are served at meetings, celebrations, and during programming, **all (100%)** of the beverages must be healthy and can only include the following:
 - Water with no additives, including vitamins, minerals (e.g., electrolytes), stimulants (e.g., caffeine) and sweeteners.
 - Unflavored non-fat or 1% cow's milk with no added sweeteners.

- Unflavored non-dairy milk alternatives with no added sweeteners.
- No more than 2.5 grams of fat per 8 fluid ounces.
- Fruit or vegetable-based juice drinks that have a maximum of 160 calories and 230 mg of sodium per container and no added sweeteners.
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 mg of sodium per container, and no added sweeteners.
- Coffee and tea with no added caloric sweeteners (this does not include cream and sugar – those are considered condiments and do not apply).
- Diet beverages with zero calories and non-caloric sweeteners (e.g., zero-calorie vitamin-enhanced waters).*

*To maximize the healthfulness of beverages served/sold at your organization and to go above and beyond the policy requirements, we encourage you to remove diet beverages from your policy.

- Beverage standards apply to all adults who work and volunteer at our organization and are effective 24 hours a day, year-round.
- *OPTIONAL additional policy language:* We also require funded partners/contractors to follow the 100% healthy beverage standards in section A when purchasing beverages with our organization's funding dollars.
- *OPTIONAL additional policy language:* We also require all (100%) of the beverages served or sold to customers, participants, and clients meet the standards in section A.

B. Healthy Beverage Standards for Events

- **All (100%)** of the beverages served and sold at events must be healthy. Please refer to the healthy beverage list under section A.

C. Healthy Vending Standards: Beverages (Includes vending machines, cafeterias, snack bars, and other purchase points)

- Healthy beverage standards for vending machines
 - **All (100%)** of the beverages sold in vending machines must be healthy. Please refer to the healthy beverage list under section A.
 - *OPTIONAL to consider:* If the organization is not quite ready for 100% healthy beverages in vending machines, start by making **50-75%** of the beverages sold in vending machines healthy and place healthy beverages at eye level. Please refer to the healthy beverage list under section A.
- Healthy beverage standards for cafeterias, snack bars, and other purchase points
 - **At least half (50%)** of the beverages sold in cafeterias, snack bars, and other purchase points must be healthy. Healthy beverages should be placed in prominent (at eye level) and convenient (near the cash register) locations. Please refer to the healthy beverage list under section A.

- *OPTIONAL to consider:* All (100%) of the beverages sold in cafeterias, snack bars, and other purchase points will be healthy. Please refer to the healthy beverage list under section A.

Signature

Title

Date

Name of Organization

Healthy Food at Work

Healthy Worksite Award Medal Criteria:



To be eligible for the Healthy Worksite Award Gold medal in this policy area, organizations must adopt policy areas A, B, and C.



To be eligible for the Healthy Worksite Award Silver medal in this policy area, organizations must adopt policy areas A and B.



To be eligible for the Healthy Worksite Award Bronze medal in this policy area, organizations must adopt policy area A.

Policy or Formal Guideline Template

We _____ [name of organization] are committed to making the healthy choice the easy choice for our employees and want to help prevent chronic diseases, improve the health of our workforce, and create a healthier work environment.

Effective _____ [date], it is the policy of _____ [name of organization] to support healthy food at work according to the standards below.

A. General Healthy Food Standards

- Food standards apply to all adults who work and volunteer at our organization and are effective 24 hours a day, year-round.
- Prepare foods using healthy cooking techniques (i.e. baking steaming grilling limited use of frying).
- Offer foods in moderate serving sizes (i.e. 3-ounce portions of protein foods, cut bagels, sandwiches, and wraps in half; etc.).
- Whenever food is served at meetings, celebrations, and during programming, **at least half (50%)** of the food must be healthy and can include the following:
 - Fruits, vegetables, whole grains, lean proteins, and non-fat or low-fat dairy products.
 - If meat is served, a vegetarian option should also be provided. (Consider a vegan option).
 - Select foods that have no trans fat and are low in saturated fat, sodium, and added sugar.
 - Provide fresh fruit or other healthy options for dessert.

- *OPTIONAL additional policy language:* We also require funded partners/contractors to follow healthy food standards, as listed in section A, when purchasing food with our organization's funding dollars.

B. Healthy Food Standards for Events

- **At least half (50%)** of the food served and sold at events must be healthy. Please refer to the healthy food list under section A.

C. Healthy Vending Standards: Food (includes vending machines, cafeterias, snack bars, and other purchase points)

- Healthy food standards for vending machines
 - **All (100%)** of the food sold in vending machines will meet the following criteria:
 - Contents of the package/container must be a single serving size (the *Nutrition Facts Label* must indicate "Servings per container: 1").
 - No more than 35% calories from fat (with the exception of packages that contain 100% nuts and seeds or nuts and dried fruit only).
 - No more than 10% calories from saturated fat.
 - Zero grams of trans fat.
 - No more than 35% total weight from sugar and caloric sweeteners (with the exception of fruits and vegetables that have NOT been processed with added sweeteners and fats).
 - No more than 360 milligrams (mg) of sodium per package/serving.
 - At least 10% of all snack foods in the vending machine will contain at least two (2) grams of dietary fiber per serving (information is found on the *Nutrition Facts Label*).
 - At least one snack food item in each vending machine will meet the FDA definition of "low sodium" and contain less than or equal to 140mg of sodium per serving.
 - *OPTIONAL to consider:* if the organization is not quite ready for 100% healthy food in vending machines, start by making **50% to 75%** of the food sold in vending machines healthy using the criteria above. Healthy food should be placed at eye-level in the vending machines.
- Healthy food standards for cafeterias, snack bars, and other purchase points
 - **At least half (50%)** of the food sold in cafeterias, snack bars, and other purchase points must be healthy. Please refer to the healthy food list under section A and the healthy snack food parameters under section C.
 - *OPTIONAL to consider:* make **75% to 100%** of the food choices available in cafeterias, snack bars, and other purchase points healthy. Please refer to the healthy food list under section A and the healthy snack food parameters under section C.

Signature

Title

Date

Name of Organization

Physical Activity Promotion

Healthy Worksite Award Medal Criteria:



To be eligible for the Healthy Worksite Award Gold medal in this policy area, organizations must adopt three (3) physical activity promotion strategies from the list below.



To be eligible for the Healthy Worksite Award Silver medal in this policy area, organizations must adopt two (2) physical activity promotion strategies from the list below.



To be eligible for the Healthy Worksite Award Bronze medal in this policy area, organizations must adopt one (1) physical activity promotion strategy from the list below.

Policy or Formal Guideline Template

We _____ [name of organization] are committed to making the healthy choice the easy choice for our employees and want to help prevent chronic diseases, improve the health of our workforce, and create a healthier work environment.

Effective _____ [date], it is the policy of _____ [name of organization] to support physical activity at work according to the standards below.

Physical Activity Promotion Standards

- Physical activity standards apply to all adults who work and volunteer at our organization and are effective 24 hours a day, year-round.
- Organizations can model healthy behaviors and support employees in staying physically active throughout the work day. We support our employees being physically active during the work day in the following ways (choose any of the following strategies to customize your organization's physical activity policy):
 - We create physical activity opportunities for staff and clients throughout the work day by implementing one of the following: schedule at least one 10-minute *Instant Recess* break per day and advertise the time and location to staff, have at least one 10-minute "walking meeting" per day, or schedule at least one 10-minute stretch break per day.
 - We encourage employees to integrate physical activity into their day by implementing and promoting one of the following: post signs in stairwells encouraging employees to

take the stairs instead of the elevator, initiate a walking challenge and have employees track their steps, provide stretching and resistance exercises to all staff that they can do at their desk, or organize walking groups to walk during lunch or scheduled break times by posting sign-up sheets and identifying a leader.

- We schedule a 10-minute physical activity break for every meeting that is longer than two hours in length.
- We promote and display physical activity opportunities within and near the worksite for staff and clients by mapping out walking routes inside and outside the building of different distances and times (e.g. a 0.3 mile walking route around the building will take approximately 10 minutes).
- We promote and practice physical activity at all community meetings and events where the organization is the recognized sponsor or lead by scheduling at least one 10-minute physical activity break.
- We expand opportunities for active transportation, such as walking, biking, and/or using public transit to and from work to increase physical activity levels.
- We encourage employees to take advantage of employer benefits and programs that support physical activity at work and home by advertising one of the following: fitness challenges, employee wellness classes, and reduced gym membership rates, if applicable.

Signature

Title

Date

Name of Organization

Active Transportation

Healthy Worksite Award Medal Criteria:



To be eligible for the Healthy Worksite Award Gold medal in this policy area, organizations must adopt policy area A and at least three (3) other areas.



To be eligible for the Healthy Worksite Award Silver medal in this policy area, organizations must adopt policy area A and two (2) other areas.



To be eligible for the Healthy Worksite Award Bronze medal in this policy area, organizations must adopt policy area A plus one (1) other area.

Policy or formal Guidelines Template

We _____ [name of organization] are committed to making the healthy choice the easy choice for our employees and want to help prevent chronic diseases, improve the health of our workforce, and create a healthier work environment.

Effective _____ [date], it is the policy of _____ [name of organization] to support active transportation, such as walking, bicycling, and public transit, as commute modes to/from work and will follow the standards below.

Active Transportation Standards

A. Active Transportation Promotion

- We encourage our employees to participate in community promotional events such as the annual Walk to Work Day (April) and Bike to Work Day (May).

B. Bicycle Amenities

- We will provide secure, on-site weather-resistant bicycle parking on site at no charge to employees (reference the [Association of Pedestrian and Bicycle Professionals webpage](#)).
- We will provide employees an easily accessible bicycle repair station or basic repair tools such as a bicycle stand, tire gauge, air pump, tire patch kit, wrenches and other tools.

C. Emergency Ride Home for Active Transportation Commuters

- We will provide at no fee to employees a Guaranteed Emergency Ride Home up to 4 times per year to employees who walk, bike or take transit to work and need an immediate ride home due to an employee illness or illness of an immediate family member, severe inclement weather, or when unscheduled overtime is required.

D. Facility Amenities

- We will provide employees a shower and changing area (an existing locker room qualifies).
- We will provide employees with a secure storage area for personal belongings such as clothes, shoes, etc.

E. Active Commute Benefits

- We will offer employees public transit such as pre-tax cost deductions, transit passes or subsidies. (i.e. the [511 commuter benefits program](#))
- We will encourage employees to walk or bike to work by offering bicycle incentives (i.e. \$20/month subsidy) or 2 hours of paid time off/month for employees whose active commute days are 50% or greater; a bike share/loaner program, or other benefits.

Signature

Title

Date

Name of Organization

Tobacco-Free Worksite

Healthy Worksit Award Medal Criteria:



There is only one award level for this policy area. Organizations must adopt the entire policy listed below to be eligible for the Healthy Worksit Award gold medal.

Policy or Formal Guideline Template

We _____ [name of organization] are committed to making the healthy choice the easy choice for our employees and want to help prevent chronic diseases, improve the health of our workforce, and create a healthier work environment.

Effective _____ [date], it is the policy of _____ [name of organization] to support a tobacco-free worksite according to the standards below.

Tobacco-Free Worksite Standards

- We prohibit the use of tobacco products, including electronic smoking devices, anywhere on the campus or property of _____ [name of organization or business] at any time.
- *OPTIONAL to consider:* We prohibit smoking within 30 feet of the building or any door or window. If the organization chooses to include this option, un-italicize and delete the bullet above.
 - The decision to provide an outdoor designated smoking area will be at the discretion of management or other decision-making body.
 - Should a designated smoking area be created, the area will be located at least 30 feet from any entrance or operable window to ensure that smoke does not drift into the work environment.
 - The designated smoking area will be clearly marked with signage, notifying employees and visitors that smoking is allowed in this area.
 - All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.
- We will display signs (including "no smoking" or "no vaping" signs) with information about our tobacco-use policy.

- We prohibit the use of tobacco products, including electronic smoking devices, in any company vehicle at any time.
 - There will be no tobacco use, including electronic smoking devices, in personal vehicles when transporting people on authorized business.
 - We will refer tobacco users to a state or other tobacco cessation telephone quit line (1-800-No-BUTTS), which provides [free services to assist people in quitting tobacco use](#). The information will be promoted in employee break rooms or lobby areas, and in employee handbooks.
 - We will provide the free educational materials that are available to worksites/organizations through the [California Smoker's Helpline Website](#).
-

Signature

Title

Date

Name of Organization

Breastfeeding Accommodation and Promotion

Healthy Worksite Award Medal Criteria:



There is only one award level for this policy area. Organizations must adopt the entire policy listed below to be eligible for the Healthy Worksite Award gold medal.

Policy or Formal Guideline Template

We _____ [name of organization] are committed to making the healthy choice the easy choice for our employees and want to help prevent chronic diseases, improve the health of our workforce, and create a healthier work environment.

Effective _____ [date], it is the policy of _____ [name of organization] to support breastfeeding at the worksite according to the standards below.

Breastfeeding Accommodation and Promotion Standards

- **Breaks**
 - A reasonable amount of break time must be provided to employees who want to express breast milk or nurse their infant.
 - If possible, the break time should coincide with the employee's paid break time. If not, the break time will not be paid.
 - OPTIONAL additional policy language: With supervisory approval, the employee may use personal leave, vacation time, sick leave, comp time, or a flexed work schedule to cover any unpaid break time.
- **Space**
 - We will make a reasonable effort to provide employees with a room or other locations in which to express milk or nurse their infant. This space must not be a bathroom and should be private and in close proximity to the employee's work area.
 - Ideally, the space will have a door that locks. If this is not possible, a room can be made private by placing a message on the door that the room is in use, drawing blinds or curtains, covering windows without curtains, or setting up a portable partition. The space should be clean and comfortable, equipped with an easy-to-access electrical outlet, and contain comfortable seating and a table or other flat surface to hold a breast pump. It should also be located near a sink with running water for hand washing and cleaning of equipment.

- For non-traditional worksites, the department and supervisor will work with the employee to create a mutually acceptable solution. This may include a flexible schedule to allow the employee to return home for such activity, a temporary transfer to another facility, or other resolution.

- **Storage**

- A hygienic and secure location will be available for employees to store expressed milk.

- **Notification and Education**

- A copy of this policy will be disseminated to every incoming and current employee.
 - A breastfeeding education packet, including a copy of this policy and breastfeeding support after returning to work, will be provided to employees prior to their maternity leave.
 - *OPTIONAL additional policy language:* Breastfeeding accommodation information will be included in employee orientation materials.
 - *OPTIONAL additional policy language:* Supervisors will be trained on breastfeeding benefits, laws, guidelines, and policies.
 - *OPTIONAL additional policy language:* Materials related to breastfeeding and lactation accommodation will be posted on the organization's website.
 - *OPTIONAL additional policy language:* Information promoting the benefits of breastfeeding and lactation accommodation shall be displayed in break areas and be featured in the organization's e-mail communications at least once per year.

- **Atmosphere of Acceptance**

- Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee or exercise any conduct that creates an intimidating, hostile, or offensive working environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the organization's policies and procedures for discrimination and harassment.

Signature

Title

Date

Name of Organization

Diabetes Prevention

Healthy Worksite Award Medal Criteria:



To be eligible for the Healthy Worksite Award Gold medal in this policy area, organizations must adopt each of the first four (4) diabetes prevention strategies from the list below.



To be eligible for the Healthy Worksite Award Silver medal in this policy area, organizations must adopt each of the first three (3) diabetes prevention strategies from the list below.



To be eligible for the Healthy Worksite Award Bronze medal in this policy area, organizations must adopt each of the first two (2) diabetes prevention strategies from the list below.

Policy or Formal Guideline Template

We _____ [name of organization] are committed to making the healthy choice the easy choice for our employees and want to help prevent chronic diseases, improve the health of our workforce, and create a healthier work environment.

Effective _____ [date], it is the policy of _____ [name of organization] to support diabetes prevention at the worksite according to the standards below.

Diabetes Prevention Standards

- A type 2 diabetes prevention education packet, including a copy of this policy and diabetes prevention resources, will be provided to all incoming and current employees.
 - *OPTIONAL additional policy language:* Supervisors will be trained on diabetes prevention benefits and best practices.
 - *OPTIONAL additional policy language:* Materials related to diabetes prevention will be posted on the organization's website and social media platforms.
 - *OPTIONAL additional policy language:* Information promoting the benefits of diabetes prevention shall be displayed in break areas and be featured in the organization's e-mail communications at least once per year.
- Prediabetes and diabetes screening will be offered to all employees via one or more of the following ways:
 - [An online diabetes risk test](#)

- A blood glucose test as a benefit covered by health insurance
 - Screenings (risk test and/or blood glucose test) at an annual health fair held at our worksite(s)
- We will refer people with prediabetes, or those who are high risk for diabetes, to the Diabetes Prevention Program. DPP courses will be offered in one of the following formats:
 - At the worksite
 - Online or through a mobile app
 - In partnership with a CDC-recognized DPP provider in the community
- Employees will be offered a [Diabetes Prevention Program \(DPP\)](#), which assists people in making the lifestyle changes that will reduce their risk for developing diabetes, at no cost to them. The DPP will be offered through one of the following ways:
 - *Preferred option:* As a covered benefit through our health insurance provider
 - *Other option:* Funded through the employee wellness program
- *OPTIONAL:* We will engage our employees in the American Diabetes Association's (ADA's) Diabetes Alert Day (fourth Tuesday of March each year) and Diabetes Awareness Month (November every year)

Signature

Title

Date

Name of Organization

Sample Implementation Plans

Healthy Beverages at Work

In accordance with our Healthy Beverages at Work policy, we _____ [name of organization] will implement the policy as follows below, effective _____ [date].

A. General Healthy Beverage Standards

1. We will always provide access to free, safe drinking water by _____ (i.e. installing a water filtration system on the faucet, providing a filtered water pitcher in the break room, providing water through a water service, etc.).
2. To ensure that **all (100%)** of the beverages that we serve at meetings, celebrations, and during programming are healthy, we will train our staff on how to follow the Healthy Beverages at Work standards.
 - a. **Beverages Allowed:**
 - Water with no added sweeteners.
 - Unflavored non-fat or 1% cow's milk with no added sweeteners.
 - Unflavored non-dairy milk alternatives (i.e. soy, almond, rice milk) with no added sweeteners.
 - Fruit or vegetable-based juice drinks that have a maximum of 160 calories and 230 mg of sodium per container and no added sweeteners (i.e. diluted 100% juices).
 - 100% fruit or vegetable juices with a maximum of 160 calories, 230 mg of sodium per container and no added sweeteners.
 - Coffee and tea with no added sweeteners (this does not include cream and sugar – those are considered condiments and do not apply).
 - Diet beverages with zero calories and non-caloric sweeteners (e.g., zero-calorie vitamin-enhanced waters).
 - b. **Beverages Not Allowed:**
 - Sugar-sweetened beverages (i.e. drinks with added sugar such as regular soda, fruit drinks, juice pouches, sports drinks, and vitamin waters).
 - Energy drinks.
3. We will enforce our Healthy Beverages at Work policy.
4. To ensure that all adults who work and volunteer at our organization know about our Healthy Beverages at Work standards, we will integrate our policy into new employee orientation, volunteer orientation, and any annual policy reminders.
5. *OPTIONAL:* We will require our funded partners/contractors to follow the 100% healthy beverage standards when purchasing beverages with our agency's dollars by writing it into their contract and training them on the policy during orientation.

6. *OPTIONAL:* We want to model healthy behaviors to the customers, participants, and clients we serve; therefore, we will only serve healthy beverages to them as well.

B. Healthy Beverage Standards for Events

7. To ensure that all (100%) of the beverages that we serve and sell at events are healthy, we will train our staff who order beverages for events on how to follow the Healthy Beverages at Work standards. We will also inform any caterers and vendors about our policy to ensure it is followed.

C. Healthy Vending Standards: Beverages (includes vending machines, cafeterias, snack bars, and other purchase points)

8. Healthy beverage standards for vending machines
 - a. To ensure **all (100%)** of the beverages sold in vending machines are healthy, we will work with our vending machine vendor to inform them of our policy and ensure compliance. When the vendor contract is renewed, the healthy beverage policy requirements will be included in the contract.
9. Healthy beverage standards for cafeterias, snack bars, and other purchase points
 - a. To ensure at least **half (50%)** of the beverages sold in cafeterias, snack bars, and other purchase points are healthy, we will work with our vendors and food service managers to inform them of our policy and ensure compliance. When the vendor contract is renewed, the healthy beverage policy requirements will be included in the contract.

Signature

Title

Date

Name of Organization

Healthy Food at Work

In accordance with our Healthy Food at Work policy, we _____ [name of organization] will implement the policy as follows below, effective _____ [date].

A. General Healthy Food Standards

1. To ensure that **at least half (50%)** of the food that we serve at meetings, celebrations, and during programming is healthy, we will train our staff on how to follow the Healthy Food at Work standards.
 - a. **Food Recommended:**
 - Fruit, vegetables, whole grains, lean proteins, and non-fat or low-fat dairy products.
 - If meat is served, a vegetarian option should also be provided. (Consider a vegan option).
 - Select foods with no trans fat and are low in saturated fat, sodium, and added sugar.
 - Use healthy cooking techniques when preparing food (i.e. grilling, baking, or sautéing with healthy fats).
 - Provide fresh fruit or other healthy options for dessert.
 - Serve appropriately sized portions for all foods (i.e. cut bagels in half, use smaller serving utensils, 3 ounce protein portions).
2. We will enforce our Healthy Food at Work policy.
3. To ensure that all adults who work and volunteer at our organization know about our Healthy Food at Work standards, we will integrate our policy into new employee orientation, volunteer orientation, and any annual policy reminders.
4. *OPTIONAL:* We will require our funded partners/contractors to follow the healthy food standards when purchasing food with our agency's dollars by writing it into their contract and training them on the policy during orientation.
5. *OPTIONAL:* We want to model healthy behaviors to the customers, participants, and clients we serve; therefore, we will only serve healthy food to them as well.
6. *OPTIONAL:* We will display the nutrition information (i.e. calories, fat, sodium, sugar, protein, carbohydrates, and fiber) next to the food served.

B. Healthy Food Standards for Events

7. To ensure that **at least half (50%)** of the food that we serve and sell at events is healthy, we will train our staff that order food for events on how to follow the Healthy Food at Work standards. We will also inform any caterers and vendors about our policy to ensure it is followed.

C. Healthy Vending Standards: Food (includes vending machines, cafeterias, snack bars, and other purchase points)

8. Healthy food standards for vending machines

- a. To ensure that **all (100%)** of the food sold in vending machines are healthy, we will work with our vending machine vendor to inform them of our policy and ensure compliance. When the vendor contract is renewed, the healthy vending food policy requirements will be included in the contract. Healthy food standards for cafeterias, snack bars, and other purchase points
- Contents of the package/container must be a single serving size (The Nutrition Facts Label must indicate “Servings per container: 1”).
 - No more than 35% calories from fat (with the exception of packages that contain 100% nuts and seeds or nuts and dried fruit only).
 - No more than 10% calories from saturated fat.
 - Zero grams of trans fat.
 - No more than 35% total weight from sugar and caloric sweeteners (with the exception of fruits and vegetables that have NOT been processed with added sweeteners and fats).
 - No more than 360 milligrams (mg) of sodium per package/serving.
 - At least 10% of all snack foods in the vending machine will contain at least two (2) grams of dietary fiber per serving (information is found on the Nutrition Facts Label).
 - At least one snack food item in each vending machine will meet the FDA definition of “low sodium” and contain less than or equal to 140 mg of sodium per serving.

9. Healthy food standards for cafeterias, snack bars, and other purchase points

- a. To ensure that **at least half (50%)** of the food sold in cafeterias, snack bars, and other purchase points are healthy, we will work with our vendors and food service managers to inform them of our policy and ensure compliance. When the vendor contract is renewed, the healthy food policy requirements will be included in the contract.

Signature

Title

Date

Name of Organization

Physical Activity Promotion

In accordance with our Physical Activity Promotion policy, we _____ [name of organization] will implement the policy as follows below, effective _____ [date].

1. To ensure all of our current staff know about our Physical Activity Promotion policy, we will train our staff on how to follow the policy and provide them with ideas on how they can incorporate physical activity into their work day.
2. We will enforce our Physical Activity Promotion policy.
3. To ensure new employees and all adults who volunteer at our organization know about our Physical Activity Promotion policy, we will integrate our policy into new employee orientation, volunteer orientation, and any annual policy reminders.
4. The physical activity promotion strategies our organization chose to implement are _____.

We will implement these strategies in the following ways:

- a. A group of enthusiast staff will take turns leading daily 10-minute physical activity breaks or walking meetings.
- b. The administrative staff will take the lead in printing physical activity promotion signs and posting them in the stairwells and around the office and building. They will also coordinate the physical activity challenges and walking groups.
- c. We will schedule a 10-minute physical activity break for every meeting or training longer than two hours in length.
- d. The administrative staff will take the lead in mapping out and printing walking routes inside and outside the building of different distances and times (e.g. a 0.3 mile walking route around the building will take approximately 10 minutes). Then they will share the walking routes with staff via e-mail and present them at a staff meeting.
- e. We will schedule a 10-minute physical activity break for every community meeting or event where we are the sponsor or lead organization.
- f. We will inform staff of the benefits of walking, biking, and/or using public transit to and from work and will promote the use of active transportation opportunities near the worksite.
- g. We will encourage employees to take advantage of employer benefits and programs that support physical activity at work and home by advertising fitness challenges, employee wellness classes, and/or reduced gym membership rates, if applicable.

Signature

Title

Date

Name of Organization

Active Transportation

In accordance with our Active Transportation policy, we _____ [name of organization] will implement the policy as follows below, effective _____ [date].

1. To ensure all our current employees know about our Active Transportation policy, we will educate our staff on the policy and role active transportation plays in employee health and well-being through employee orientations, meetings, memos, and inclusion in the employee handbook.
2. We will promote Walk and Bike to Work Days and safety resources such as those provided by the [County of Santa Clara Public Health Department](#), [Silicon Valley Bicycle Coalition](#), and [California Walks](#) through presentations, posters, employee announcements, and/or hosting an energizer station on Bike to Work Day.
3. We will identify the location and use of secure bicycle parking at no cost to employees.
4. We will provide written instructions on basic bicycle repairs (i.e., fixing a flat tire) and use of repair station tools.
5. The protocol for obtaining an emergency ride home will be shared with staff through employee orientations, staff meetings, annual updates, and the employee handbook.
6. All employees will be provided access to shower and changing facilities plus secure storage for personal belongings (i.e., change of clothes or backpack).
7. The organization will select and implement a commuter benefits option that supports employees' use of active transportation.

Signature

Title

Date

Name of Organization

Tobacco-Free Worksite

In accordance with our Tobacco-Free Worksite policy, we _____ [name of organization] will implement the policy as follows below, effective _____ [date].

1. We will inform our staff about our Tobacco-Free Worksite policy by writing a memo and sending it to all staff along with the benefits of having a tobacco-free environment.
2. We will enforce our Tobacco-Free Worksite policy by displaying “no smoking” or “no vaping” signs with information about our policy and encouraging staff to report anyone breaking the policy.
3. To ensure that all adults who work and volunteer at our organization know about our Tobacco-Free Worksite policy, we will integrate our policy into new employee orientation, volunteer orientation, and any annual policy reminders.
4. We will refer tobacco users to a state or other tobacco cessation telephone quit line (1-800-No-BUTTS), which provides [free services to assist people in quitting tobacco use](#). The information will be promoted in employee break rooms, lobby areas, and in employee handbooks.
5. We will provide the free educational materials that are available to worksites/organizations through the [California Smoker’s Helpline Website](#) to employees at the annual health fair.

Signature

Title

Date

Name of Organization

Breastfeeding Accommodation and Promotion

In accordance with our Breastfeeding Accommodation and Promotion policy, we

_____ [name of organization] will implement the policy as follows below,
effective _____ [date].

1. We will allow breastfeeding employees a reasonable amount of break time to express breast milk or nurse their infant.
2. We will designate a private and clean room with a lock on the door for mothers to nurse their infant or express milk. The room will have an electrical outlet, a comfortable chair, a table or other flat surface to hold a breast pump, and it will also be located near a sink with running water for hand washing and cleaning of equipment.
3. The breastfeeding mother will be allowed to store her expressed milk in a cooler bag in the employee refrigerator or in a locker or other secure location.
4. We will inform our staff about our Breastfeeding Accommodation and Promotion policy by writing a memo to accompany the policy and e-mailing it to all staff.
5. We will provide all employees with a breastfeeding education packet, including a copy of this policy and breastfeeding support after returning to work, prior to their maternity leave.
6. We will promote an atmosphere of acceptance for breastfeeding mothers at the worksite by posting breastfeeding friendly signage outside the lactation room and by providing educational materials on the benefits of breastfeeding.
7. We will not tolerate any type of harassment or unacceptable behavior towards a breastfeeding mother.
8. *OPTIONAL:* To ensure that all adults who work and volunteer at our organization know about our Breastfeeding Accommodation and Promotion policy, we will integrate our policy into new employee orientation, volunteer orientation, and any annual policy reminders.

Signature

Title

Date

Name of Organization

Diabetes Prevention

In accordance with Diabetes Prevention policy, we _____ [name of organization] will implement the policy as follows below, effective _____ [date].

1. We will reach out to the Santa Clara Public Health Department as needed for training and/or technical assistance on implementing diabetes prevention strategies. (Here's one resource to help us get started: [CDC Diabetes Prevention Implementation Guide](#)).
2. We will inform our staff about our Diabetes Prevention policy by writing a memo and e-mailing it to all staff along with the benefits of screening for prediabetes and diabetes.
3. We will provide all employees with a diabetes prevention education packet, including a copy of this policy and resources to prevent diabetes.
4. To ensure that all adults who work and volunteer at our organization know about our Diabetes Prevention Policy, we will integrate our policy into new employee orientation, volunteer orientation, and any annual policy reminders.
5. We will either provide pre-diabetes and diabetes screening onsite or as a medical benefit so all employees have access to screening.
6. We will work with our health insurance plan to confirm or include the Diabetes Prevention Program (DPP) as a covered medical benefit.
7. We will refer employees who are pre-diabetic to the Diabetes Prevention Program, which supports people in making lifestyle changes that drastically reduce their risk of developing diabetes.
8. Information about the DPP will be promoted in employee break rooms, lobby areas, and in employee handbooks.
9. *OPTIONAL:* Organize an annual health fair to provide employees with diabetes prevention materials, and pre-diabetes and diabetes screening.
10. *OPTIONAL:* We will engage our employees in the American Diabetes Association's (ADA's) Diabetes Alert Day (fourth Tuesday of March each year) and Diabetes Awareness Month (November every year)

Signature

Title

Date

Name of Organization

Appendix A: Healthy Worksite Environmental Assessment Tool

About the Environmental Assessment Tool

Introduction

The health of an organization is contingent upon the health of its workforce. Heart disease is the leading cause of death in the United States and the 2nd leading cause of death in Santa Clara County. Recent research indicates that nearly 50% of Santa Clara County residents have one or more risk factors for diabetes. Most 21st century jobs call for long hours sitting at a computer or in meetings, which can contribute to workers becoming overweight or obese and can increase the risk for certain health conditions such as cardiovascular disease and type 2 diabetes. Evidence shows excess weight, limited physical activity, and diets high in saturated fats and sugars are at the root of most common health problems and expenditures. We need workplace strategies to address this modern reality.

Although chronic diseases such as cardiovascular disease and diabetes are among the most common and costly of all health problems, adopting healthy lifestyles can help prevent them. The worksite can play a leading role in creating healthier work environments where healthy lifestyle choices are the easy choices through a comprehensive health promotion program. Many employers are turning to comprehensive health promotion programs to make changes in the worksite culture and environment, help employees adopt healthier lifestyles, and reduce employees' risk factors for chronic disease.

Successful comprehensive health promotion programs that worksites can implement include organizational policies and environmental supports to encourage healthy behaviors coupled with individual risk reduction programs and other wellness activities. An organizational policy could be a healthy beverage policy where the worksite only serves and promotes healthy beverages. An environmental support could be a refillable water bottle station at the worksite so employees could easily access free, clean water throughout the day. Programs and activities that would support a healthy beverage policy might include a Rethink Your Drink educational campaign with posters around the worksite, a 30-day Healthy Beverage Challenge, or a spa water taste test. More examples of organizational policies can be found earlier in this toolkit.

What can the Environmental Assessment Tool tell you?

The *Healthy Worksite Environmental Assessment Tool* contains 86 questions that assess evidence-based comprehensive health promotion strategies to encourage healthy behaviors at your worksite. The questions are quick and easy to answer. Comprehensive health promotion strategies include

policies, environmental supports, operational standards, and procurement practices designed to reduce the risk of heart disease, diabetes, and related health conditions. Please note that this tool is part of the larger Healthy Worksite Program process. To find out when this tool should be utilized in the process, please reference the list on pages 46 and 47.

Employers can use this tool to assess how their current work environment and health promotion strategies aligns with a comprehensive health promotion program model, to help identify gaps and to assess progress in implementing their health promotion program. The tool allows organizations to prioritize efforts across the following seven areas:

- Administrative and Organizational Supports (7 questions)
- Health Promotion Activities (8 questions)
- Healthy Beverages at Work (16 questions)
- Healthy Food at Work (16 questions)
- Breastfeeding Accommodation and Promotion (7 questions)
- Physical Activity Promotion (13 questions)
- Active Transportation (8 questions)
- Tobacco-Free Worksite (6 questions)
- Diabetes Prevention (5 questions)

What will the Environmental Assessment Tool NOT tell you?

It is important to note that **this tool does not assess individual behavior change or health outcomes**. To assess the intermediate- and long-term impact of any health promotion program on individual behaviors and health outcomes, we recommend working with an insurance provider, healthcare provider, or consultant to encourage employees to complete an annual Health Risk Assessment (or Appraisal).

Who can use the Environmental Assessment Tool?

Employers, human resource managers, health benefit managers, health education staff, occupational nurses, medical directors, wellness directors, or others responsible for worksite health promotion in an organization can use the *Healthy Worksite Environmental Assessment Tool* to establish benchmarks and track improvements over time.

What are the benefits of completing the Environmental Assessment Tool?

By completing the *Healthy Worksite Environmental Assessment Tool*, the Santa Clara County Public Health Department can help you develop a customized policy and implementation plan so your work environment will support healthy behaviors. After completing the tool and passing at least one policy, which contains the required elements that can be found in the Santa Clara County Healthy Worksite

Toolkit, your organization will be recognized publicly for your efforts. [Apply for the Healthy Worksite Award](#) online, and you will be invited to an annual awards ceremony hosted by the Santa Clara County Public Health Department.

Tips for completing the Environmental Assessment Tool

- **Complete the entire Healthy Worksite Program process.** *The Healthy Worksite Environmental Assessment Tool* is part of the larger Healthy Worksite Program process. To find out when this tool should be utilized in the process and to ensure that healthy changes are made to your work environment, please reference the list on page 4 of this toolkit.
- **Accuracy counts.** Please answer all questions as accurately as possible. This is a self-assessment and planning tool.
- **The focus is on organizational wellness.** Use the *Healthy Worksite Environmental Assessment Tool* to identify the policies, environmental supports, operational standards, and procurement practices present or absent within your worksite necessary to create a culture of wellness.
- **There is no passing grade.** The *Healthy Worksite Environmental Assessment Tool* was designed to be a self-assessment and planning tool for internal use by the organization. The intent of the tool is not to compare one worksite to another. You should only use your scores to help you understand your worksite's strengths and opportunities for improvement and develop an action plan to hone your wellness and health promotion efforts. It is realistic to expect low scores in some areas; low scores can help you build awareness of areas needing improvement.
- **Some actions are easier than others.** Use of the *Healthy Worksite Environmental Assessment Tool* might lead your team to recommend actions that require additional resources. However, you might find that many of the recommended actions simply involve more efficient use of existing resources.
- **Keep the wellness team together.** The purpose of completing the *Healthy Worksite Environmental Assessment Tool* is to start the process or to improve your worksite's culture of wellness. Once you have started, you can keep the team together and use the tool to monitor your progress. Establish a schedule for annual assessments so that the tool can be used for continuous improvement and accountability over time.
- **Strive for policies and practices that are marked with an asterisk (*) after them.** If you answer "yes" to all the questions marked with an asterisk (*) in each section, your worksite qualifies for the Healthy Worksite Award Gold medal. However, don't be discouraged if you can't answer "yes" to the asterisked questions because these are opportunities for improvement.

Steps for completing the Environmental Assessment Tool

1. One person, or a team, from each worksite, should take the lead to complete the entire *Healthy Worksite Environmental Assessment Tool*. You can [complete the assessment using Survey](#)

[Monkey](#), or you can print a paper version of this tool starting on page 49 and ending on page 67.

2. Each question you answer “yes” to is worth 1 point and each question you answer “no” to is worth 0 points. If the question does not apply to your organization, write “N/A” in the column and subtract the number of “N/A” questions from the section total and the overall tool’s total.
3. If you complete a paper version, tally up your worksite’s scores from each section and record your section totals on the last page of the tool.
4. If your organization is located within Santa Clara County and you complete the tool online, e-mail Suellen Haggerty at Suellen.Haggerty@phd.sccgov.org to access your full results. If you complete it on paper, e-mail Suellen Haggerty a scanned copy of the completed assessment. She will contact you and provide technical assistance. Health Departments can be valuable resources for offering additional tools and resources as well as for providing technical guidance around program design, performance, and evaluation.
5. Review your *Healthy Worksite Environmental Assessment Tool* scores and use them for planning purposes on how to improve your worksite environment. Your scores are intended to assist you in prioritizing strategies as you set near- and long-term goals for developing your worksite’s comprehensive health promotion program. Evaluate your scores to identify potential gaps in your worksite’s comprehensive health promotion program (topic areas where your organization currently has few strategies in place).
6. Use the *Worksite Policies and Environment Priority Worksheet* and your scores to prioritize future strategies that are relevant, feasible, and consistent with your organization and employee needs, health issues, and health promotion budget. The *Worksite Policies and Environment Priority Worksheet* includes planning questions and an action plan grid.
 - a. Identify the strengths and opportunities for improvement within your worksite’s policies and environment.
 - b. Select two key areas you would like to improve and identify action steps for each area.
 - c. Fill out the Action Plan table for each area you want to improve.
7. The *Healthy Worksite Environmental Assessment Tool* is designed to align with the *Santa Clara County Healthy Worksite Toolkit*. Reference the Toolkit for examples of policy language and implementation tips for each policy area.
8. Inform and educate employees and management about your worksite’s score and action plan.
9. Pass and implement at least one healthy worksite policy. The Santa Clara County Public Health Department can provide technical assistance to help you accomplish this.
10. [Apply for the Healthy Worksite Award](#) and submit a copy of your new policy and implementation plan. Please note that you will see an asterisk (*) next to the questions that will qualify your worksite for the Healthy Worksite Award Gold medal in each policy area. Strive for “yes” responses to the questions with an asterisk.
11. Complete the *Healthy Worksite Environmental Assessment Tool* again in a year to document and track progress.

Acknowledgements

Much of the content in this document comes directly from the *CDC Worksite Health Scorecard: An Assessment Tool for Employers to Prevent Heart Disease, Stroke, and Related Health Conditions*. Other components have been incorporated from: the YMCA Community Health Living Index (CHLI); the California Department of Public Health California Fit Business Kit's Check for Health Scorecard; the Texas Department of State Health Services Worksite Wellness Index; and the Arkansas Department of Health and Human Services Worksite Wellness Toolkit.

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Healthy Worksite Environmental Assessment Paper Tool

Note: This tool can also be completed online through Survey Monkey. Upon completion of the online Assessment Tool, please contact Suellen Haggerty at Suellen.Haggerty@phd.sccgov.org to access and review your organization's full results. If you complete a paper version of this tool, please scan an e-mail a copy to Suellen Haggerty.

Background Information

Organization Name: _____

Assessment Date: _____

Person Completing Assessment: _____

Title: _____

Address: _____

Telephone: _____

E-mail: _____

Type of employer:

- Private/for-profit
- Public/government
- Not-for-profit

Worksite zip code: _____

Worksite setting:

- Urban
- Suburban
- Rural

Number of employees at your worksite: _____

Administrative and Organizational Supports (7 questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>1. Set annual organizational objectives for wellness and health promotion?</p> <p>Answer “yes” if, for example, your organization sets annual goals to support and facilitate healthy decisions or provides up-to-date information and best practices to enhance employee wellness.</p>		
<p>2. Demonstrate organizational commitment and support of worksite health promotion at all levels of management?</p> <p>Answer “yes” if, for example, all levels of management participate in activities, communications are sent to employees from senior leaders, the worksite supports performance objectives related to healthy workforce, or program ownership is shared with all staff levels.</p>		
<p>3. Have an annual budget or dedicated funding for health promotion programs?</p> <p>Answer “yes” even if the budget amount dedicated to health promotion is limited to small incentives or printed resources.</p>		
<p>4. Have a paid health promotion coordinator whose job (either part-time or full-time) is to implement a worksite health promotion program and to monitor compliance with adopted healthy worksite policies?</p> <p>Answer “yes” if implementing the employee health promotion program(s) at your worksite is included in a paid staff member’s job description or performance expectations.</p>		
<p>5. Have an active health promotion committee?</p> <p>Answer “yes” if your health promotion committee exists, meets at least quarterly and has been involved in planning and implementing programs.</p>		
<p>6. Orient staff and give them copies of organizational wellness policies if policies exist?</p> <p>Answer “yes” if your worksite provides a staff orientation and copies of organizational wellness policies such as nutrition, physical activity, breastfeeding accommodation, and tobacco use policies.</p>		

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
7. Provide employees with food preparation and storage facilities? Answer “yes” if your worksite provides a microwave oven, sink, refrigerator, and/or kitchen.		
Your worksite’s total score for the Administrative and Organizational Supports section		
Maximum score for the Administrative and Organizational Supports section	7	

Health Promotion Activities (8 questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
1. Conduct an employee needs and interests assessment for planning health promotion activities? Answer “yes” if, for example, your organization administers focus groups or employee satisfaction surveys to assess your employee health promotion program(s). Answer “no” if your organization administers no surveys or general surveys that do not assess your employee health promotion program(s).		
2. Conduct employee health risk appraisals/assessments (HRA) through vendors, on-site staff, or health plans and provide individual feedback plus health education? Answer “yes” if, for example, your organization provides individual feedback on health risk appraisals/assessments (HRA) through written reports, letters, or one-on-one counseling. A typical HRA instrument obtains information on demographic characteristics (e.g., sex, age), lifestyle (e.g., smoking, exercise, alcohol consumption, diet), personal medical history, and family medical history.		
3. Regularly provides awareness and educational messages that promote healthy living through posters or brochures, promotional campaigns, health fairs, videos, paycheck stuffers, fliers, newsletter articles, and/or routine communication? Answer “yes” if, for example, your worksite has healthy eating and physical activity posters in the break room, sends out e-mails with healthy living tips, promotes healthy living on paystubs, or has a bulletin board dedicated to promoting healthy behaviors.		

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
4. Regularly promote and market health promotion programs to employees? Answer “yes” if, for example, your worksite’s health promotion program has a brand name or logo, uses multiple channels of communication to promote classes and activities, or sends frequent messages to promote health promotion programs.		
5. Provide or promote educational seminars, workshops, peer-to-peer learning, guest speakers, or classes on healthy living? Answer “yes” if these sessions address nutrition, physical activity, being tobacco-free, or the importance of breastfeeding. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.		
6. Use incentives to increase participation in health promotion programs? Answer “yes” if, for example, your organization offers incentives such as gift certificates, cash, paid time off, product or service discounts, reduced health insurance premiums, employee recognition, or prizes.		
7. Use competitions to support employees making behavior changes? Answer “yes” if, for example, your organization offers walking or weight loss competitions.		
8. Offer or promote an on-site or nearby farmers’ market where fresh fruits and vegetables are sold?		
Your worksite’s total score for the Health Promotion Activities section		
Maximum score for the Health Promotion Activities section	8	

Healthy Beverages at Work

A. General: Healthy Beverages (6 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
1. Make safe drinking water available free to employees throughout the day?*		
2. Have a written policy or formal guideline that makes free, safe drinking water available whenever beverages are served or sold?* Answer “yes” if, for example, your worksite provides water in a pitcher during meetings when coffee is also served or if your worksite provides free water in a dispenser during events when beverages are sold.		
3. Have a written healthy beverage policy or formal guideline that applies to all adults who work at your organization?* Answer “yes” if the healthy beverage policy applies to ALL adults within the organization.		
4. Have a written healthy beverage policy or formal guideline that requires healthier beverage standards to be in effect 24 hours a day, year round?* Answer “yes” if your organization’s healthy beverage policy is in effect 24 hours a day, year round.		
5. Require funded partners/ contractors to follow healthy beverage standards when purchasing beverages with the funding agency’s dollars? Answer “yes” if your organization requires contractors to purchase healthy beverages if they purchase beverages with funding organization’s dollars. Healthy beverages include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice. Answer “N/A” if your organization does not have any funded partners or contractors.		

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>6. Have a written policy or formal guideline that makes all (100%) of the beverages served/sold to customers, participants, and clients healthier items?</p> <p>Answer “yes” if the ONLY beverages served/sold to customers, participants, and clients in all venues (e.g. vending machines, cafeterias, snack bars) include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</p>		
Your worksite’s total score for the General: Healthy Beverages section		
Maximum score for the General: Healthy Beverages section	6	

*If you responded “yes” to all the questions with an asterisk in the Healthy Beverages at Work section, your worksite qualifies for the Healthy Worksite Award Gold Medal.

B. Healthy Beverages at Meetings, Events, and Celebrations (2 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>1. Have a written policy or formal guideline that makes all (100%) of the beverage choices available at meetings, celebrations, and during programming healthier items?*</p> <p>Answer “yes” if the ONLY beverages served at meetings, celebrations, and during programming include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</p>		
<p>2. Have a written policy or formal guideline that makes all (100%) of the beverage choices available at events healthier items?*</p> <p>Answer “yes” if the ONLY beverages served at events include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</p>		
Your worksite’s total score for the Healthy Beverages at Meetings, Events, and Celebrations section		
Maximum score for the General: Healthy Beverages at Meetings, Events, and Celebrations section	2	

*If you responded “yes” to all the questions with an asterisk in the Healthy Beverages at Work section, your worksite qualifies for the Healthy Worksite Award Gold Medal.

C. Healthy Vending: Beverages (includes vending machines, cafeterias, snack bars, and other purchase points) (8 questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
1. Provide places to purchase beverages? Answer “yes” if, for example, your worksite provides vending machines, cafeterias, snack bars, or other purchase points. IF NO, PLEASE SKIP THIS SECTION.		
2. Have a written policy or formal guideline that makes most (50-75%) of the beverage choices available in vending machines healthier items? Answer “yes” if 50-75% of beverages sold in vending machines include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea/coffee drinks, diet drinks, or 100% fruit juice.		
3. Have a written policy or formal guideline that makes all (100%) of the beverage choices available in vending machines healthier items?* Answer “yes” if the ONLY beverages sold in vending machines include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea/coffee drinks, diet drinks, or 100% fruit juice.		
4. Have a written policy or formal guideline that makes most (50-75%) of the beverage choices available in worksite cafeterias and snack bars healthier items?* Answer “yes” if 50-75% of beverages sold in worksite cafeterias and snack bars include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea/coffee drinks, diet drinks, or 100% fruit juice.		
5. Have a written policy or formal guideline that makes at least half (50%) of the beverage choices available in worksite cafeterias and snack bars healthier items? Answer “yes” if at least half (50%) of beverages sold in worksite cafeterias and snack bars are healthy and include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea/coffee drinks, diet drinks, or 100% fruit juice.		

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
6. Have a written policy or formal guideline that makes all (100%) of the beverage choices sold for fundraising purposes healthier items? Answer “yes” if the ONLY beverages sold for fundraising purposes include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea/coffee drinks, diet drinks, or 100% fruit juice. Answer “N/A” if your organization does not have beverage fundraisers.		
7. Display nutritional information for beverages such as calories, total sugar, and fats at point of purchase when sold in worksite cafeterias, snack bars, vending machines or other purchase points? Answer “yes” if, for example, your worksite displays a chart of all the beverages sold and the nutrition information corresponding to the beverages near vending machines, cafeterias, snack bars, or other purchase points.		
8. Place healthy beverage items in prominent and convenient locations in cafeterias and snack bars (for example, at eye level at or near cash registers)?*		
Your worksite’s total score for the Healthy Vending: Beverages section		
Maximum score for the Healthy Vending: Beverages section	8	

*If you responded “yes” to all the questions with an asterisk in the Healthy Beverages at Work section, your worksite qualifies for the Healthy Worksite Award Gold Medal.

Healthy Food at Work

A. General: Healthy Food (4 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
1. Adopt or maintain a written policy or formal guideline that encourages healthy food preparation (steaming or grilling, limited use of frying)?*		
2. Adopt or maintain a written policy or formal guidelines which supports moderate serving sizes?*		
3. Require that nutrition information accompany food when it's served? Answer "yes" if, for example, your worksite displays nutrition information corresponding to the food served including calories, fat, sodium, sugar, protein, carbohydrates, etc.		
4. Require funded partners/ contractors to follow healthy food standards when purchasing food with the funding agency's dollars? Answer "yes" if your organization requires funded partners/contractors to purchase healthy food if they purchase food with funding organization's dollars. Healthy food includes: vegetables, fruits, lean protein foods, whole grain items and trans fat-free or low-sodium snacks. Answer "N/A" if your organization does not have any funded partners or contractors.		
Your worksite's total score for the General: Healthy Food section		
Maximum score for the General: Healthy Food section	4	

*If you responded "yes" to all the questions with an asterisk in the Healthy Food at Work section, your worksite qualifies for the Healthy Worksite Award Gold medal.

B. Healthy Food at Meetings, Events, and Celebrations (2 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>1. Have a written policy or formal guideline that requires at least half (50%) of the food choices that are available during organization (and organization sponsored) meetings, celebrations, and during programming be healthier items?*</p> <p>Answer “yes” if, for example, the policy or formal guideline makes at least half of the food choices available during meetings, celebrations, and during programming healthier. Healthier foods include: vegetables, fruits, whole grain items, vegetarian options, or trans-fat free/low-sodium/no-added-sugar snacks.</p>		
<p>2. Have a written policy or formal guideline that requires at least half (50%) of the food choices that are available during organization (and organization sponsored) events be healthier items?*</p> <p>Answer “yes” if, for example, the policy or formal guideline makes at least half of the food choices available during events healthier. Healthier foods include: vegetables, fruits, whole grain items, vegetarian options, or trans-fat free/low-sodium/no-added-sugar snacks.</p>		
Your worksite’s total score for the Healthy Food at Meetings, Events, and Celebrations section		
Maximum score for the General: Healthy Food at Meetings, Events, and Celebrations section	2	

*If you responded “yes” to all the questions with an asterisk in the Healthy Food at Work section, your worksite qualifies for the Healthy Worksite Award Gold medal.

C. Healthy Vending: Food (includes vending machines, cafeterias, snack bars, and other purchase points) (10 questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
1. Provide places to purchase food? Answer “yes” if, for example, your worksite provides vending machines, cafeterias, snack bars, or other purchase points. IF NO, PLEASE SKIP THIS SECTION.		
2. Have a written policy or formal guideline that makes most (50-75%) of the food choices available in vending machines healthier items? Answer “yes” if, for example, the policy or formal guideline makes only 50-75% of the food items in vending machines healthier including: vegetables, fruits, whole grain items, and trans fat-free/low-sodium snacks.		
3. Have a written policy or formal guideline that makes all (100%) of the food choices available in vending machines healthier items?* Answer “yes” if, for example, the policy or formal guideline makes all items in vending machines healthier including: vegetables, fruits, whole grain items, and trans fat-free/low-sodium snacks.		
4. Have a written policy or formal guideline that makes more than 50% of food choices available in cafeterias, snack bars, and other purchase points healthier items?* Answer “yes” if, for example, the policy or formal guideline makes more than 50% of the items in cafeterias, snack bars, or other purchase points healthier including: vegetables, fruits, lean protein foods, whole grain items, and trans fat-free or low-sodium snacks.		
5. Have a written policy or formal guideline that makes all (100%) of the food choices available in cafeterias, snack bars, and other purchase points healthier items?* Answer “yes” if, for example, the policy or formal guideline makes all of the items in cafeterias, snack bars, or other purchase points healthier including: vegetables, fruits, lean protein foods, whole grain items, and trans fat-free or low-sodium snacks.		
6. Place healthy food items in prominent and convenient locations in cafeterias and snack bars (for example, at eye level at or near cash registers)?*		

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>7. Display nutritional information for food such as calories, fat, sugar, sodium, and protein at point of purchase when sold in worksite cafeterias, snack bars, vending machines or other purchase points? Answer “yes” if, for example, your worksite displays a chart of the nutrition information of all the food sold near vending machines, cafeterias, snack bars, or other purchase points.</p>		
<p>8. Identify healthier food choices with signs or symbols? Answer “yes” if, for example, your worksite puts a heart next to a healthy food item in vending machines, cafeterias, snack bars, or other purchase points.</p>		
<p>9. Subsidize or provide discounts on healthier foods offered in vending machines, cafeterias, snack bars, or other purchase points?</p>		
<p>10. Offer healthy food options through a mobile food cart or truck that are allowed at your worksite? Answer “N/A” if a mobile food cart or truck does not come to your worksite.</p>		
Your worksite’s total score for the Healthy Vending: Food section		
Maximum score for the Healthy Vending: Food section	10	

*If you responded “yes” to all the questions with an asterisk in the Healthy Food at Work section, your worksite qualifies for the Healthy Worksite Award Gold medal.

Breastfeeding Accommodation and Promotion (7 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
1. Have a written policy on breastfeeding accommodation for employees?* Answer “yes” if the policy is included as a component of other employee policies or is a separate policy related to breastfeeding.		
2. Provide a private and convenient space (other than a restroom) that may be used by an employee to breastfeed or express breast milk?*		
3. Provide reasonable flexible paid or unpaid break times to allow mothers to express breast milk or nurse their infant?* Answer “yes” if your employer allows mothers to use paid break times to express breast milk or nurse their infant, and, if additional time is needed outside of paid breaks, mothers are allowed to take unpaid time to nurse or express breast milk.		
4. Provide space to securely and hygienically store expressed milk?*		
5. Provide employees leaving on maternity leave with a breastfeeding accommodation education packet that includes a copy of the worksite’s breastfeeding policy and breastfeeding support resources?*		
6. Provide an atmosphere of acceptance for breastfeeding mothers at the worksite?* Answer “yes” if your organization has a procedure in place for dealing with harassment of breastfeeding mothers.		
7. Provide referrals to breastfeeding support groups or educational classes? Answer “yes” if your organization provides a resource list to local health plan or community breastfeeding support groups and classes.		
Your worksite’s total score for the Breastfeeding Accommodation and Promotion section		
Maximum score for the Breastfeeding Accommodation and Promotion section	7	

*If you responded “yes” to all the questions with an asterisk in the Breastfeeding Accommodation and Promotion section, your worksite qualifies for the Healthy Worksite Award Gold medal.

Physical Activity Promotion (13 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>1. Have a written policy or formal guideline to support routine physical activity opportunities throughout the work day that applies to all adults who work at your organization?*</p> <p>Answer “yes” if, for example, the policy allows for all employees to take “Instant Recess” breaks, encourages stretching exercises at workstations, or allows walking meetings when feasible.</p>		
<p>2. Have a written policy or formal guideline to include a 10-minute physical activity break during meetings lasting 2 hours or longer?*</p>		
<p>3. Provide facilities or spaces for physical activity?</p> <p>Answer “yes” if, for example, your worksite provides an exercise facility on-site, has a track or basketball court, has trails nearby for walking/jogging, provides walking maps around the building, or has an open space designated for recreation or exercise.</p>		
<p>4. Provide facilities that promote physical activity, including showers or changing rooms accessible to all employees?</p>		
<p>5. Subsidize or discount the cost of offsite exercise facilities?</p> <p>Answer “yes” if, for example, your organization offers discounted gym memberships.</p>		
<p>6. Post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs or integrate physical activity into their day?*</p>		
<p>7. Provide access to clean and safe stairwells?</p> <p>Answer “N/A” if your worksite is located in a one-story building.</p>		
<p>8. Provide organized individual or group physical activity programs for employees (other than the use of an exercise facility) or sponsor events or sports clubs to encourage physical activity?*</p> <p>Answer “yes” if, for example, your worksite provides walking or stretching programs, group exercise classes, or organized sports like softball and basketball “leagues.”</p>		

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>9. Promote and display physical activity opportunities within and near the worksite for staff and clients?</p> <p>Answer “yes” if, for example, your worksite maps and provides walking routes inside and outside the building of different distances and times (e.g. a 0.3-mile walking route around the building will take approximately 10 minutes) for staff and clients.</p>		
<p>10. Promote and practice physical activity at all community meetings and events where the organization is the recognized sponsor or lead?*</p> <p>Answer “yes” if, for example, your organization schedules at least one 10-minute physical activity break for all community meetings and events where the organization is the recognized sponsor or lead agency.</p>		
<p>11. Promote active transportation, or use of non-motorized transit options to commute to work (i.e. walking, biking, public transportation)?</p> <p>Answer “yes” if, for example, your worksite provides discounted Clipper cards to use public transportation or if your organization promotes Bike to Work Day.</p>		
12. Provide secure bicycle parking?		
13. Allow for flexible work/ break time to encourage staff to engage in physical activity?		
Your worksite’s total score for the Physical Activity Promotion section		
Maximum score for the Physical Activity Promotion section	13	

*If you responded “yes” to all the questions with an asterisk in the Physical Activity Promotion section, your worksite qualifies for the Healthy Worksite Award Gold medal.

Active Transportation (8 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>1. Promote local, state, or national activities such as Walk to Work and/or Bike to Work Days? Answer “yes” if, for example, your worksite notifies employees of events through flyers, paystub notices, e-mails, or other channels of communication.</p>		
<p>2. Provide free secure, weather resistant bicycle parking? Answer “yes” if, for example, your worksite offers bicycle lockers or other secure weather resistant locations for employees to store their bikes.</p>		
<p>3. Provide a bicycle repair area and tools? Answer “yes” if, for example, your worksite offers a bicycle repair station and/or basic tools such as a bicycle stand, tire gauge, air pump, tire patch kit, and wrenches.</p>		
<p>4. Offer active commuters (employees who walk, bike, or take transit to work) a free guaranteed ride home in the event of an emergency, severe inclement weather, or unscheduled overtime? Answer “yes” if, for example, your worksite offers a ride via taxi, ride sharing service, or use of a company vehicle at no charge to the employee.</p>		
<p>5. Provide facilities that promote walking or bicycling to work, including showers and changing rooms? Answer “yes”, if the shower and changing facilities are accessible to all staff.</p>		
<p>6. Provide secure storage for personal belongings, such as change of clothes. Answer “yes”, if for example, staff have a locker or other secure location for clothes, backpack, etc. to be stored.</p>		
<p>7. Offer commuter benefits for those who take public transit? Answer “yes” if, for example, your organization provides free or reduced transit passes or pre-tax benefits.</p>		

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>8. Promote the use of non-motorized commute modes by offering monetary or other incentives for employees to walk or bicycle to work.</p> <p>Answer “yes” if, for example, your organization provides monetary incentives, paid time off, a bike share/loaner program or other benefits to encourage employees to bike or walk to work.</p>		
Your worksite's total score for the Active Transportation section		
Maximum score for the Active Transportation section	8	

*If you responded “yes” to at least 4 of the questions in the Active Transportation section, your worksite may qualify for the Healthy Worksite Award Gold medal.

Tobacco-Free Worksite (6 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
<p>1. Have a written policy banning tobacco and e-cigarette use at your worksite and within 30 feet of building doors and windows?* Answer “yes” if your worksite adheres to a statewide, countywide, or citywide policy banning tobacco use in the workplace.</p>		
<p>2. Actively enforce a written policy banning tobacco and e-cigarette use at your worksite and within 30 feet of the building, doors and windows?* Answer “yes” if, for example, your worksite posts signs, does not have ashtrays, or communicates this written policy banning tobacco use through various channels at your worksite.</p>		
<p>3. Have a written policy banning tobacco and e-cigarette use in any company vehicle at any time?*</p>		
<p>4. Display signs (including “no smoking or no vaping” signs) with information about your tobacco-use policy?*</p>		
<p>5. Promote and refer tobacco and e-cigarette users to a state or other tobacco cessation telephone quit line?* Answer “yes” if, for example, your worksite refers tobacco users to 1-800-NO-BUTTS, 1-800-QUIT NOW or smokefree.gov.</p>		
<p>6. Inform employees about health insurance coverage or programs that include tobacco cessation medication and counseling?</p>		
Your worksite's total score for the Tobacco-Free Worksite section		
Maximum score for the Tobacco-Free Worksite section	6	

*If you responded “yes” to all the questions with an asterisk in the Tobacco-Free Worksite section, your worksite qualifies for the Healthy Worksite Award Gold medal.

Diabetes Prevention (5 Questions)

During the past 12 months, did your worksite:	Yes (1 point)	No (0 points)
1. Have a written policy about diabetes prevention at your worksite?*		
2. Provide all employees with diabetes prevention educational material, including resources to prevent diabetes?*		
3. Provide pre-diabetes and diabetes screening onsite or as a medical benefit?*		
4. Refer employees with pre-diabetes to the Diabetes Prevention Program?*		
5. Provide access to the Diabetes Prevention Program as a medical or employee wellness benefit?*		
Your worksite's total score for the Diabetes Prevention section		
Maximum score for the Diabetes Prevention section	5	

*If you responded “yes” to all the asterisked questions in the Diabetes Prevention section, your worksite qualifies for the Healthy Worksite Award Gold medal.

Scorecard Totals

Section	Total Points Possible	Your Worksites Score
Administrative and Organizational Supports	7	
Health Promotion Activities	8	
Healthy Beverages at Work		
General	6	
Healthy Meetings, Events, and Celebrations	2	
Healthy Vending	8	
Healthy Food at Work		
General	4	
Healthy meetings, Events, and Celebrations	2	
Healthy Vending	10	
Breastfeeding Accommodation and Promotion	7	
Physical activity Promotion	13	
Active Transportation	8	
Tobacco-Free Worksite	6	
Diabetes Prevention	5	
Total		

Congratulations on completing the *Healthy Worksite Environmental Assessment Tool!*

Depending on your scores in each section, your worksite may want to consider adopting a policy or changing a practice to improve the health of your work force. The *Worksite Policies and Environment Priority Worksheet* on the following page can help you get started. We encourage you to look at sample policies and implementation plans in the *Santa Clara County Healthy Worksite Toolkit* and then e-mail Suellen Haggerty at Suellen.Haggerty@phd.sccgov.org for assistance.

Worksite Policies and Environment Priority Worksheet

The planning questions below will help you use your Healthy Worksite Environmental Assessment Tool results to identify and prioritize changes needed to improve your comprehensive health promotion program. The answers to these questions should be reviewed when completing the Action Plan Table.

1. Based on your worksite's scores earned in each section of the Healthy Worksite Environmental Assessment Tool, what are the strengths and opportunities for improvement related to creating a healthy work environment?
 2. Select two areas you would like to improve at your worksite and identify action steps for each area. Complete the Action Plan Table on the next page. An example has been given, but be sure to tailor the action steps to your worksite.

Example Action Plan Table

Recommendation for the area that needs improvement	Steps to make the improvement	Materials, resources, and personnel (list the individuals who will do the work and the resources they will need to get the job done)	Time Frame (when will implementation begin and how long will it take to finish?)
<p>1. Example: <i>Recommend we pass a Healthy Beverages at Work policy</i></p>	<ol style="list-style-type: none"> 1. Ask management to pass a Healthy Beverages at Work policy. 2. Draft policy and get management to approve it. 3. Write implementation plan for the policy and execute the plan. 4. Educate employees about the detrimental health effects sugar sweetened beverages have on the body. 5. Provide taste tests of healthier beverages to replace sugar sweetened ones. 6. Make sure free and clean water is always available at the worksite. 	<p><i>Materials- Educational posters and handouts provided by Santa Clara County Public Health Department and supplies for taste testing.</i></p> <p><i>Resources- Free and clean water supply in the form of a filtered water fountain, a filter on the faucet of a sink, or a water dispenser.</i></p> <p><i>Personnel- management and Champion within the worksite leading these efforts.</i></p>	<i>January – June 2016</i>

Blank Action Plan Table

Recommendation for the area that needs improvement	Steps to make the improvement	Materials, resources, and personnel (list the individuals who will do the work and the resources they will need to get the job done)	Time Frame (when will implementation begin and how long will it take to finish?)

Glossary of Terms for the Healthy Worksite Environmental Assessment Tool

CDC Worksite Health ScoreCard (HSC): A tool designed to help employers assess whether they have implemented evidence-based health promotion interventions or strategies at their worksites to prevent heart disease, stroke, and related conditions such as high blood pressure, diabetes, and obesity. It provides guidance on key evidence-based strategies that employers can put in place to promote a healthy workforce, increase productivity, and reduce the risk and associated costs of poor employee health. The [HSC is available as an online tool](#).

Comprehensive Worksite Health Promotion Programs: A coordinated and comprehensive set of strategies designed to meet the health and safety needs of all employees. These strategies include policies, environmental supports, programs, and links to the surrounding community. The five elements of comprehensive worksite health promotion programs, as defined by *Healthy People* are: (1) health education, (2) supportive social and physical environments, (3) integration of worksite wellness programs into organizational structure, (4) links to related programs (e.g., Employee Assistance Programs), and (5) screening programs. The Partnership for Prevention added two additional components: (1) some process for supporting individual behavior change with follow-up interventions and (2) an evaluation and improvement process to help enhance the program's effectiveness and efficiency.

Electronic Cigarette (e-cigarette): A battery-operated device, often designed to resemble a cigarette or a pen that delivers and emits a nicotine-containing aerosol, which is then inhaled. E-cigarettes are considered electronic nicotine delivery devices (ENDS) and have many names. They are frequently referred to as e-cigs, e-hookahs, hookah pens, vapes, vape pens, vape pipes, or mods. There are disposable and rechargeable e-cigarettes as well as refillable “tank systems” that hold e-cigarette liquid (e-liquid), which is heated at high temperatures.

Evidence-Based Intervention or Strategy: An intervention or strategy that has the potential to effect employee behavior and this effect has been substantiated by evaluation, and the results of this evaluation have been published in a peer-reviewed journal.

Health Promotion Program: A combination of environmental supports, policies, services, and programs designed to help employees improve their health and maintain healthy lifestyles.

Health Risk Assessment/Appraisal (HRA): A health questionnaire used to provide individuals with an evaluation of their health risks and quality of life.

Healthier beverages: The only beverages that can be served when an organization has a “Healthy Beverages at Work” policy. Examples of healthier beverages include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.

Healthier foods: Foods that provide beneficial nutrients for one’s body and that should be served when an organization has a healthy food policy. Examples of healthier foods include: vegetables, fruits, lean protein foods, whole grain items and trans fat-free/low-sodium snacks.

Incentives: A tangible commodity or service that is given to an employee for completing a predetermined action or that is based on achievement of a goal or desired outcome.

Intervention: A generic term used in public health to describe a program or policy that is designed to have an effect on a health problem.

One-on-one or group lifestyle counseling: A communication process between a trained health professional and an individual or group. A patient education approach offers information and technical skills. The stages of counseling include: 1) building a relationship, 2) making an informed assessment, 3) establishing agreed upon goals and objectives, and 4) developing an implementation plan.

Quitlines: Telephone-based tobacco cessation services that are usually accessed through a toll-free telephone number. They provide callers with several services, such as educational materials, referral to local programs, and individualized telephone counseling (including a personalized plan for quitting).

Seminars, workshops, classes: A one-time or limited set of educational offerings, typically provided in a group setting.

Strategy: See the definition for Intervention

Worksite: A building, unique location, or business unit within an organization where work occurs. A worksite can include a campus of multiple buildings if all buildings are in close proximity (walking distance) and defined as part of the organization.

Vaping: The act of inhaling and exhaling the vapor produced by an electronic cigarette or similar device.