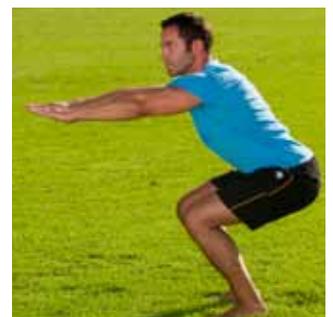
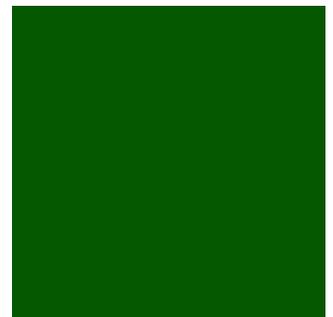
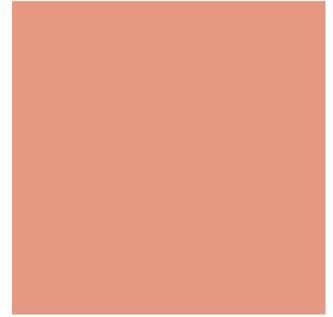
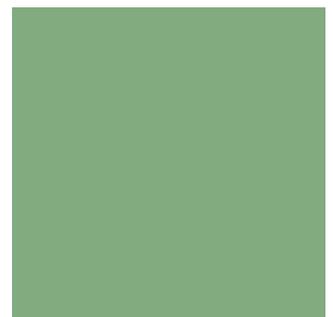


**WORK
WELL
CHALLENGE!**
Make the healthy choice the easy choice

2014-2015



PeHP





Make the healthy choice the easy choice

Governor's Work Well Recommendations

Wellness Council

- Establish or maintain a worksite wellness council to improve the health and well being of employees.

Nutrition

- Offer healthy menu choices at each work meeting, conference, and training where food is served.
- Provide healthy options and post healthy eating messages in cafeterias, vending areas and break rooms.
- Implement a workplace lactation support policy that is supported by management and communicated to all staff.

Physical Activity

- Encourage employees to exercise, including utilization of the existing exercise release policy of 30 minutes, three times per week, with supervisor approval.
- Promote walking at work. Encourage the use of stairs as a way to get more daily physical activity, and provide education about trails and pathways that are safe and close to the worksite.
- Encourage employees to walk, bike, or use public transportation to work and, where circumstances permit, provide showers, lockers, bike racks, discounted transportation passes, and flexible working schedules.

Tobacco

- Develop a plan to implement a Tobacco Free Campus.



Governor's Memo



State of Utah

GARY R. HERBERT
Governor

GREG BELL
Lieutenant Governor

Office of the Governor

To: All Department and Agency Directors
From: Gary R. Herbert, Governor
Date: May 19, 2010
Subject: Work Well Recommendations and Healthy Utah Program

Today, on National Employee Health & Fitness Day, I am writing to urge you to implement the Governor's Work Well Recommendations, which can be found at www.healthyutah.org/wwc/index.php and attached with this message. To those agencies that already have Wellness Councils in place and are working on implementing these recommendations, I applaud your efforts and encourage you to continue working to make your workplace a healthier environment.

These recommendations are designed to create workplace environments that support and encourage healthy behaviors for all of Utah's dedicated state employees. I urge you to form a Wellness Council within your agency to address wellness and to support additional, year-long health promotion programs throughout your department.

I also want to take this opportunity to encourage your support for employees to attend Healthy Utah Assessment and Education workshops, which provide valuable educational opportunities, online support and cash incentives as a reward for healthy behaviors. Healthy Utah, sponsored by the Public Employees Health Program (PEHP), focuses on the major lifestyle risk factors for heart disease, stroke, diabetes and some cancers. These risk factors include: cholesterol, weight, body composition, blood pressure, blood glucose, tobacco use, and other indicators. The program targets employees who are interested in improving their health and fitness level.

Studies demonstrate that worksite health promotion programs can increase employee productivity and morale, decrease absenteeism, lower medical utilization rates and, most importantly, increase our employees' chances of living healthy and productive lives.

Today, let's all reaffirm our commitment to a healthier and more productive workforce in the State of Utah. Please:

- Make sure your management staff are aware of the Work Well recommendations;
- Encourage all department employees to participate in Healthy Utah; and
- Support ongoing wellness efforts within your department.

As administrators, we must support efforts to manage health-care costs by keeping employees healthy. The Healthy Utah program is one of our most useful tools in this endeavor. Healthy Utah information can be accessed at www.healthyutah.org.

Utah Employee Health & Fitness Day



Gary Richard Herbert

Governor
Declaration

Whereas, all Utahns can enjoy the best health possible;

Whereas, unhealthy lifestyles are the primary contributor to the six leading causes of death in Utah - heart disease, cancer, stroke, respiratory diseases, accidents, and diabetes;

Whereas, it is estimated that lifestyle-related chronic diseases account for 70% of the nation's medical care costs;

Whereas, 60% of Utahns are overweight or obese;

Whereas, 45% of Utahns do not get the recommended 2.5 hours per week of moderate physical activity;

Whereas, employees spend 50% of their waking hours at work;

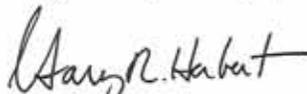
Whereas, research shows the worksite as a logical and effective location to target health-related behaviors;

Whereas, health and fitness promotion is beneficial for employees and the financial well-being of Utah businesses and government agencies;

Whereas, supporting health and fitness is the focus of the Governor's Work Well Recommendations;

Now, Therefore, I, Gary R. Herbert, Governor of the State of Utah, do hereby declare May 19, 2010 as

Utah Employee Health and Fitness Day


Governor



Introduction & Instructions

Welcome to Healthy Utah's **Work Well Challenge**. This challenge will encourage Wellness Councils across the state of Utah to work on all of the **Governor's Work Well recommendations** (*listed on the inside of the front cover*).

The Work Well recommendations are designed to help keep employees healthy while at work. The recommendations focus on creating healthy work environments, making the healthy choice the easy choice for workers.

This challenge will help Wellness Councils implement the ten recommendations with a friendly competition. All of Wellness Councils in Utah are encouraged to participate. The challenge begins on **July 1st, 2014** and will conclude **May 31st, 2015**. Financial incentives will be awarded to the top councils at the end of the year.

Each year, Wellness Councils can earn points by completing a variety of health focused goals. The goals are under the categories of wellness, nutrition, physical activity, mental health, and tobacco. Each goal encourages councils to improve their worksites' environment, policies, and programs with different point levels under each category. Councils can work on any level at anytime throughout the year.

Healthy Utah has provided you with resources to help each council achieve the goals. See the resource pages for further details. Each council will need to choose one person to be the team captain, preferably the Wellness Council chair. The council chair will receive updates from Healthy Utah throughout the course of the year. They will also be responsible for reporting their points online on a quarterly basis (end of September, December, March, and May). Any council who has reported their points online by the end of the quarter will receive **5 extra bonus points**. Each team captain will need to create a user name and password to login and track points. The online tracking system can be found at www.healthyutah.org/wwc You can start recording points after July 1st.

Please share this information with your Wellness Council and let your employees know you are participating. We want everyone to get excited about this challenge. Healthy Utah will be sending out updates, new resources, and program information throughout the challenge. If you have questions, contact **Leanne Geigle** at leanne.geigle@pehp.org.

Remember, this is a competition, so get your game faces on and get to work. Good luck!

The Healthy Utah Team

Wellness Components



Highlighted objectives count toward the Governor's Choose Health Challenge (July 1-Sept. 1, 2014)

5 Points	DONE
1. As a Wellness Council, personally orient new employees at your worksite about PEHP Healthy Utah and your Wellness Council. Help them set up a Healthy Utah account. Educate them about the physical activity, nutrition, and tobacco use policies that are in place at your worksite.	
2. Promote Healthy Utah programs and monthly webinars to all employees by sending out registration reminders, posting signs, sending out emails.	
3. Promote Healthy Utah Testing Sessions at your worksite. If testing sessions aren't held at your worksite, promote those nearby. After the testing session, remind employees to complete the online questionnaire by sending out an email or posting reminders.	
4. Throughout the year, promote Healthy Utah's health improvement rebates. Send out emails or post posters reminding employees to work toward making improvements in their health.	
5. Promote and educate employees about the PEHP Waist Aweigh, our weight management program. Provide brochures, enrollment and contact information. Call 801-366-7300 for more information.	
6. Promote and educate employees about the PEHP Wee Care program. Provide brochures, registration and contact information.	
7. Promote the Clear the Air Challenge during the month July. Create a team among co-workers. Register your team on the Clear the Air Website link (www.cleartheairchallenge.org). Provide support and encouragement throughout the challenge.	
8. Promote the August Emergency Preparedness Health Challenge by creating a team among co-workers. Provide support and encouragement throughout the challenge.	
9. Promote the Maintain Don't Gain Health Challenge by creating a team among co-workers. Provide support and encouragement throughout the challenge.	
10. Promote the Winter Health Challenge (TBA) by creating a team among co-workers. Provide support and encouragement throughout the challenge.	
11. Promote the Spring Health Challenge (TBA) by creating a team among co-workers. Provide support and encouragement throughout the challenge.	
12. Highlight an employee who is making strides to improve their health. Submit their success story on the Success Story form found on the Healthy Utah website. (10 stories total per year) See resources for more details.	
13. Track your Work Well Challenge points and update them online each quarter. At the end of each quarter report to Leanne Geigle that your points have been updated by emailing leanne.geigle@pehp.org . Bonus points will be added for each quarter. Quarterly deadlines are Sept. 30, Dec. 31, March 31, and May 31.	

See Resources page for more information.



Wellness Components

10 Points	DONE
1. Hold and promote a PEHP Healthy Utah seminar to educate employees about the programs offered by PEHP and Healthy Utah. Have 25% or 15 people attend.	
2. Each month, promote the Healthy Utah Webinars that are offered on the first working day of the month. Post flyers or email reminders with the registration link and information.	
3. Promote a different National Health Observance each month. Email information about the health observance to co-workers. Examples: National Wear Red Day in February, Mental Health Month in May. Points can be earned 12 times.	
4. Start an employee activity and/or social club.	
5. Plan an activity to support the Clear the Air Challenge in July.	
6. Plan an activity to support Healthy Utah's Emergency Preparedness challenge.	
7. Plan an activity to support Healthy Utah's Maintain Don't Gain Challenge.	
8. Plan an activity to support Healthy Utah's Winter Health Challenge (TBA)	
9. Plan an activity to support Healthy Utah's Spring Health Challenge (TBA)	
10. Conduct an employee survey to determine the greatest health needs of your co-workers and to determine the effectiveness of your Wellness Council. Using survey results prioritize the health needs and use them to focus the efforts of your wellness program.	
11. Based on the employee survey, plan an activity to target the most important health issues among your co workers	
12. Hold a CPR/AED Class.	
13. Hold a Worksite Safety or First Aid Class.	
14. Provide discounted bus passes to employees. Promote and encourage the use of public transportation and carpooling. Organize a ride share program or create a ride share board.	
15. Plan, promote and implement an activity of your own choosing to promote overall wellness at your worksite.	
16. Each month post the PEHP Wellness Newsletter on your worksite intranet and distribute via email to all employees.	
17. With a method of your choosing, raise awareness of diabetes prevention and management at your worksite. Include risk factors and prevention strategies.	

See Resources page for more information.

Wellness Components



15 Points	DONE
1. 1. Create a Mission Statement for your worksite wellness program. Post the statement in the drop down box at the time you record your online points.	
2. Plan, promote and implement a worksite picnic or party. Invite family members if possible. Include healthy foods and physical activities or competition.	
3. Create and distribute a monthly health newsletter. Example of things to include: Ten Minutes Health Tip, Upcoming Activities, Sports League Status, Appropriate Humor, Recipe of the Month, etc.	
4. Plan, promote and implement an activity to promote National Employee Health and Fitness Day in May.	
5. Evaluate your wellness program using the CDC Worksite health Score Card. Share your results with Leanne Geigle at PEHP Healthy Utah.	
6. Offer an on-site weight management program. Example: Biggest Loser, Weight Watchers, etc.	
25 Points	DONE
1. Establish a Wellness Council at your worksite that meets at least once a month. If a Wellness Council is established, continue to hold monthly meetings and build capacity to sustain your existing Council.	

See Resources page for more information.



Wellness Components Resources

5 points

1. As a Wellness Council, personally orient new employees at your worksite about PEHP Healthy Utah and your Wellness Council. Help them set up a Healthy Utah account. Educate them about the physical activity, nutrition, and tobacco use policies that are in place at your worksite.
www.fitness.gov/resource-center/facts-and-statistics/
www.tompkins-co.org/wellness/worksite/workwell/
www.cdc.gov/nccdphp/dnpa/hwi/toolkits/tobacco/
2. Promote Healthy Utah programs and monthly webinars to all employees by sending out registration reminders, hanging up signs, sending out emails..
HealthyUtah@pehp.org
3. Promote Healthy Utah Testing Sessions at your worksite. If testing sessions aren't held at your worksite, promote those nearby. After the testing session, remind employees to complete the online questionnaire by sending out an email or hanging up signs.
www.healthyutah.org/programs/testings.php
4. Throughout the year, promote Healthy Utah's health improvement rebates. Send out emails or post posters reminding employees to work toward making improvements in their health.
www.healthyutah.org/programs/rebates.php
5. Promote and educate employees about PEHP Waist Aweigh. Provide brochures, registration and contact information.
www.healthyutah.org/programs/waistaweigh.php
6. Promote and educate employees about the PEHP Wee Care program. Provide brochures, registration and contact information.
<https://www.pehp.org/members/integrated-care-and-wellness/pehp-weecare>
7. Promote the Clear the Air Challenge during the month July. Create a team among co-workers. Register your team on the Clear the Air Website link Website here. Provide support and encouragement throughout the challenge.
www.healthyutah.org/programs/hc.php
8. Promote the August Emergency Preparedness Health Challenge by creating a team among co-workers. Provide support and encouragement throughout the challenge.
www.healthyutah.org/programs/hc.php
9. Promote the Maintain Don't Gain Health Challenge by creating a team among co-workers. Provide support and encouragement throughout the challenge.
www.healthyutah.org/programs/hc.php

5 points (continued)

10. Promote the Winter Health Challenge (TBA) by creating a team among co-workers. Provide support and encouragement throughout the challenge
www.healthyutah.org/programs/hc.php
11. Promote the Spring Health Challenge (TBA) by creating a team among co-workers. Provide support and encouragement throughout the challenge
www.healthyutah.org/programs/hc.php
12. Highlight an employee who is making strides to improve their health. Submit their success story on the Success Story form found on the Healthy Utah Website.
www.healthyutah.org/success_stories/index.php
13. Track your Work Well Challenge points and update them online each quarter. At the end of each quarter report to Leanne Geigle that your points have been updated by emailing her at leanne.geigle@pehp.org. Bonus points will be added for each quarter. Quarterly deadlines are Sept. 30, Dec. 31, March 31, and May 31.

10 points

1. Hold and promote a PEHP Healthy Utah seminar to educate employees about the programs offered by PEHP and Healthy Utah. Have 25% or 15 people attend.
www.healthyutah.org/programs/seminars.php
2. Each month, promote the Healthy Utah Webinars that are offered on the first working day of the month. Post flyers or email reminders with the registration link and information.
www.healthyutah.org/programs/webinars.php
3. Promote a different National Health Observance each month. Email information about the health observance to co-workers. Examples: National Wear Red Day in February, Mental Health Month in May.
www.healthfinder.gov/nho
www.welcoa.org/observances/
www.goredforwomen.org/get-involved/national-wear-red-day/tips-for-organizing-a-wear-red-day-event/

(continued on the next page...)

Wellness Components Resources (continued)



10 points (continued)

4. Start an employee activity and/or social club.
www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-WalkingClubTool.pdf
5. Plan an activity to support the Governor's Clear the Air Challenge.
<http://cleartheairchallenge.org/challenge.php>
6. Plan an activity to support Healthy Utah's Emergency Preparedness Challenge.
www.healthyutah.org/programs/hc.php
7. Plan an activity to support Healthy Utah's Maintain Don't Gain Challenge.
www.healthyutah.org/programs/hc.php
8. Plan an activity to support Healthy Utah's Winter Health Challenge.
www.healthyutah.org/programs/hc.php
9. Plan an activity to support Healthy Utah's Spring Health Challenge.
www.healthyutah.org/programs/hc.php
10. Conduct an employee survey to determine the greatest health needs of your co-workers and to determine the effectiveness of your Wellness Council. Using survey results prioritize the health needs and use them to focus the efforts of your wellness program.
<http://www.surveymonkey.com>
11. Based on the employee survey, plan an activity to target the most important health issues among your co-workers.
12. Hold a CPR/AED Class.
www.redcross.org/support/classes
13. Hold a Worksite Safety or First Aid Class.
www.redcross.org/support/classes
14. Provide discounted bus passes to employees. Promote and encourage the use of public transportation and carpooling. Organize a ride share program or create a ride share board.
www.volunteerguide.org/hours/service-projects/carpool
15. Plan, promote and implement an activity of your own choosing to promote overall wellness at your worksite.
16. Each month post the Healthy Utah/Waist Aweigh Newsletter on your worksite intranet and distribute via email to all employees.
www.healthyutah.org/newsletter/
17. With a method of your choosing, raise awareness of diabetes prevention and management at your worksite. Include risk factors and prevention strategies.
www.diabetes.org/ <http://www.cdc.gov/features/livingwithdiabetes/>

15 points

1. Create a Mission Statement for your worksite wellness program.
<http://blog.hubspot.com/marketing/fluff-free-mission-statements>
2. Plan, promote and implement a worksite picnic or party. Invite family members if possible. Include healthy foods and physical activities or competition.
3. Create and distribute a monthly health newsletter. Example of things to include: Ten Minutes Health Tip, Upcoming Activities, Sports League Status, Appropriate Humor, Recipe of the Month, etc.
www.healthyutah.org/newsletter/
4. Plan, promote and implement an activity to promote National Employee Health and Fitness Day in May.
www.hap.org/employers/worksite/docs/wellness/05/fitness.pdf
5. Evaluate your wellness program using the CDC Worksite health Score Card. Share your results with Leanne Geigle at PEHP Healthy Utah.
www.cdc.gov/dhdsp/pubs/worksite_scorecard.htm
6. Offer an on-site weight management program. Example: Biggest Loser, Weight Watchers, etc.
www.weightwatchers.com/about/cpp/index.aspx

25 points

1. Establish a Wellness Council at your worksite that meets at least once a month. If a Wellness Council is established, continue to hold monthly meetings and build capacity to sustain your existing Council.
www.healthyutah.org/downloads/councils/wellnessCouncil_Toolkit_2011.pdf



Physical Activity

Highlighted objectives count toward the Governor's Choose Health Challenge (July 1-Sept. 1, 2014)

5 Points	DONE
1. Post motivational signs at elevators to encourage stair use.	
2. Promote a webinar relating to Physical Activity.	
3. Promote the 5 for 5 challenges twice a year. (five flights of stairs, five times a day) (x2)	
4. Promote walking breaks at work. Provide information with the areas available for employees to walk.	
5. Promote stretching breaks at work. Provide information about the benefits of stretching and cubicle yoga.	
6. Promote a frugal fitness activity. Example: Parking further away, gardening, stair use.	
7. Promote the current physical activity recommendation of 2.5 hours of moderate physical activity a week. Do this through email, flyers or posters.	
8. Promote the worksite exercise release policy of 30 minutes three times a week as recommended by Governor's Work Well Recommendations.	
9. Partner with a local gym, health club or YMCA. See if they will provide discounted memberships to your employees.	
10. Promote and encourage participation in Healthy Utah's monthly physical activity challenge, Workout Warriors. Provide information and links for employees to register and report their steps.	
11. Promote health and fitness apps for smart phones and computers.	
12. Promote participation in a local physical activity event by posting posters and providing registration information.	

10 Points	POL*
1. Offer a one-time on-site fitness class. (x5)	
2. Sponsor a seminar or brown bag presentation addressing a physical activity topic. Have a least 25% or 15 employees attend.	
3. Hold a weight room or exercise room orientation for proper education on equipment use.	
4. Hold at least one agency hike with employees. Invite families if applicable.	
5. Organize a walking or exercise group. Set a consistent time and place.	

See Resources page for more information.

Physical Activity



10 Points (continued)	DONE
6. Map out a mile long walking route nearby and make the information available to employees.	
7. Post a least four different posters about safe walking trails and paths that are near the worksite.	
8. Search out biking trails in your area. Make information available to employees and encourage biking to work.	
9. Create a team to participate in a local physical activity event or organize your own event as a council. (i.e. 5K, 10K, volleyball tournament)	
10. Host a walking staff meeting with co-workers.	
11. Create a team to participate in at least one recreation league (on-site or in the community). Examples: Soccer, basketball, softball, volleyball). (x2)	
12. Plan an activity to promote Bike to Work Week in May.	
13. Participate as a team in a community sponsored 5K or physical activity for charity (i.e. Race for a Cure, Arthritis Run, Huntsman 140).	
14. Plan and implement an activity of your choosing to promote physical activity at your worksite.	

15 Points	DONE
1. Offer at least 4 weeks of an on-site fitness class. Example: Yoga, Zumba, Pilates. (x2)	
2. Provide an on-site fitness center or exercise room.	
3. Provide or enhance shower or changing facilities on-site. If they are already in place, make sure they are clean and working properly.	
4. Provide bike racks and/or bike lockers at the worksite.	
5. Plan, promote, and implement a pedometer walking challenge. Include employees' families where possible.	
6. Plan, promote and implement an activity for National Employee Health and Fitness Day in May.	
7. Plan, promote, and implement an activity to support the Governor's Choose Health Challenge.	

See Resources page for more information.



Physical Activity Resources

5 points

1. Post motivational signs at elevators to encourage stair use.
www.eatsmartmovemorenc.com/StairwellGuide/Texts/stairwell_hirez.pdf
2. Promote a webinar relating to Physical Activity.
www.healthyyutah.org/programs/webinars.php
3. Promote the 5 for 5 challenges twice a year. (five flights of stairs, five times a day) (x2)
www.welcoa.org/freesources/pdf/stairwell.pdf
Guide to creating a stairwell program:
www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/index.htm
Information Canada's stairway to health program:
www.phac-aspc.gc.ca/sth-evs/english/index-eng.php
4. Promote walking breaks at work. Provide information with the areas available for employees to walk.
www.trails.com/trails.aspx
www.startwalkingnow.org
Healthy Utah's basic stretching routine:
www.healthyyutah.org/downloads/pa/stretching.pdf
A walkability audit from the Centers for Disease Control and Prevention to determine the safety and attractiveness of the walking environment at your agency:
www.cdc.gov/nccdphp/dnpao/hwi/toolkits/walkability/index.htm
Ideas to get employees moving at work:
www.pbs.org/americaswalking/action/actiongetting.html
5. Promote stretching breaks at work. Provide information about the benefits of stretching and cubicle yoga.
6. Promote a frugal fitness activity. Example: Parking further away, gardening, stair use.
www.trails.com/trails.aspx
Fit facts for various types of exercise:
www.acefitness.org/acefit/fitness-facts/
7. Promote the current physical activity recommendation of 2.5 hours of moderate physical activity a week. Do this through email, flyers or posters.
www.health.gov/paguidelines/blog/

5 points (continued)

8. Promote the worksite exercise release policy of 30 minutes three times a week as recommended by Governors Work Well Recommendations.
www.hearthighway.org/pdfs/ExcerciseRelease.pdf
9. Partner with a local gym, health club or YMCA to see if they will provide discounted memberships to your employees.
10. Promote and encourage participation in healthy Utah's monthly physical activity challenge, Workout Warriors. Provide information and links for employees to register and report their steps.
www.healthyyutah.org/warriors/
11. Promote health and fitness apps for smart phones and computers.
www.myfitnesspal.com
www.mapmyrun.com
www.runkeeper.com
12. Promote participation in a local physical activity event by posting posters and providing registration information.
www.colormerad.com/race.i?raceid=59&t=Salt_Lake_City&gclid=CO_jwvut5LcCFUfhQgodO2wASg

10 points

1. Offer a one time on- site fitness class – five times.
www.acefitness.org/findanacepro/default.aspx
2. Sponsor a seminar or brownbag presentation addressing a physical activity topic. Have a least 25% or 15 employees attend.
HealthyUtah@pehp.org
3. Hold a weight room or exercise room orientation for proper education on equipment use.
4. Hold at least one agency hike with employees. Invite families if applicable.
www.utah.com/hike/
5. Organize a walking or exercise group. Set a consistent time and place.

(continued on the next page...)

Physical Activity Resources (continued)



10 points (continued)

6. Map out a mile long walking route nearby and make the information available to employees.
www.trails.com/trails.aspx
www.sparkpeople.com
7. Post at least four different posters about safe walking trails and paths that are near the worksite.
www.health.gov
8. Search out biking trails in your area. Make information available to employees and encourage biking to work.
<http://schools.utah.gov/humanresources/Policies/EmployeeExercisePolicy.aspx>
9. Create a team to participate in a local physical activity event or organize your own event as a council. (i.e. 5K, 10K, volleyball tournament) May complete one time.
www.colormerad.com/race.i?raceid=59&t=Salt_Lake_City&gclid=CO_jvvut5LcCFUfhQgodO2wASg
10. Host a walking staff meeting with co-workers.
www.teachingexpertise.com/articles/walkingmeetings-627
11. Create a team to participate in at least one recreation league (on-site or in the community). Examples: Soccer, basketball, softball, volleyball). (x2)
<http://slco.org/recreation/admin/adultSports/adultSports.html>
12. Plan an activity to promote Bike to Work Week in May.
www.bikeleague.org/programs/bikemonth/
13. Participate as a team in a community sponsored 5K or physical activity for charity (i.e. Race for a Cure, Arthritis Run, Huntsman 140).

 The Susan G. Komen Breast Cancer Foundation's Race for the Cure: www.komen.org/

 The March of Dimes' Walk America: www.marchforbabies.org/
14. Plan and implement an activity of your choosing to promote physical activity at your worksite.

15 points

1. Offer at least 4 weeks of an on-site fitness class. Example: Yoga, Zumba, Pilates.
www.acefitness.org/findanacepro/default.aspx
2. Provide an on-site fitness center or exercise room.
<http://wellness.nifs.org/corporate-fitness-programming-copy/incentive-programs/>
3. Provide or enhance shower or changing facilities on-site. If they are already in place, make sure they are clean and working properly.
www.bfw.org/uploads/media/Showers,_Lockers,_Changing_Facilities.pdf
4. Provide bike racks and/or bike lockers at the worksite.
www.outdoorbikeracks.net/
5. Organize and promote a pedometer walking challenge. Include employees' families where possible.

 Information on buying and using a pedometer:
<http://walking.about.com/cs/measure/bb/bybpedometer.htm>

 Walk Smart web based walking program:
www.walk4life.com/ws/ws_home.aspx
6. Plan, promote and implement an activity for National Employee Health and Fitness Day in May.
www.physicalfitness.org/nehf.php
7. Plan, promote, and implement an activity to support the Governor's Choose Health Challenge.
www.healthyutah.org/wwc/index.php

Nutrition



Highlighted objectives count toward the Governor's Choose Health Challenge (July 1-Sept. 1, 2014)

5 Points	DONE
1. Post at least 4 different healthy eating messages in cafeteria, break rooms, or vending areas.	
2. Research the dates, times and addresses of your local farmer's market. Promote them by sharing the information at your worksite.	
3. Spotlight a fruit or vegetable. Provide tips on storage, preparation, or a simple recipe.	
4. Raise awareness about healthy eating initiatives by promoting American Heart Month, National Nutrition Month, Fruits and Veggies More Matters Month at your worksite.	
5. Place table tents with a nutritional message in break areas or eating areas.	
6. Provide information about nearby restaurants and their healthy alternatives for those wishing to dine out.	
7. Promote a Healthy Utah webinar or seminar on a Nutrition topic. This can be either live or archived. Provide the link for co-workers to view the webinar.	
8. Share a food safety tip in the break rooms or eating areas. Post the Fight BAC info graphic for employees to view.	
9. Provide information on mindful and/or intuitive eating. Resources could include the books: <i>Eating, Savor, Mindless Eating</i> .	
10. Provide information to employees on the benefits of breast feeding.	

10 Points	DONE
1. Choose one work related training or staff meeting to serve healthy foods such as whole grain bread, fruits, vegetables, low fat yogurt, nuts, etc.	
2. Plan and implement an activity to support one of the healthy eating initiatives. Highlight something employees can do to be involved. If possible, have them choose a goal and stick with it for that month. Example: Eat fish twice a week, drink water instead of soda, take two 15 minute walk breaks each day).	
3. Provide a display on how many teaspoons of sugar are in at least three foods such as soft drinks, slurpee, breakfast cereal, salad dressing, spaghetti sauce, granola bars, or food of your choosing.	
4. Hold a seminar on a nutrition related topic. Have 25% or 15 employees in attendance.	
5. Sponsor a Healthy Recipe Challenge. Have employees create a healthy recipe along with a recipe card. Have a "tasting" event to showcase the recipes.	
6. Using the recipes from the Healthy Recipe Challenge compile the recipes and create an online or printed cookbook.	
7. Organize a healthy lunch club. Meet at least once a month. Practice eating "mindfully." Share healthy lunch ideas with each other.	
8. Plan and implement a nutrition activity of your own choosing.	
9. Provide education (including visuals) to help employees assess portion size. Post in break room or cafeteria.	
10. Provide an inside window or herb garden at your worksite.	

See Resources page for more information.



Nutrition

15 Points	DONE
1. Have a written policy or formal communication which makes healthier food and beverage choices available during meetings when food is served.	
2. Establish a worksite Farmer's Market or a Bountiful Baskets site at your agency.	
3. Provide an onsite garden at your worksite.	
4. Highlight a healthy food on a quarterly basis, preferably a seasonal food item. Promote its health benefits and provide healthy recipes for the highlighted food.	
5. Plan and implement a water challenge to encourage water consumption. Have employees track their water intake with a goal of at least eight 8-oz glasses per day. If possible, provide an incentive for participants.	
6. Survey employees to find out what healthy vending items they would be interested in purchasing from office vending machines. Work with the vendor to implement healthier choices in the machines.	
7. Send out a monthly email that contains a link to a healthy cooking video.	
8. Create a healthy snack station for employees. Offer appealing, low-cost healthful food options such as fruits, vegetables, nuts, low-fat dairy products, bottled water, etc.	
9. Identify healthy eateries near your workplace. Collect menus and display in a key location for employees to view or invite the restaurants to prepare distribute a healthy meal or menu item.	
10. Provide employees with food preparation and storage facilities. If you already have this on site, do a quarterly check on the appliances to make sure they are clean and in working order.	

See Resources page for more information.

Nutrition Resources



5 points

1. Post at least 4 different healthy eating messages in cafeteria, break rooms, or vending areas.
www.pbhcatalog.org/ixxocart/catalog/posters-13-1.html
2. Research the dates, times and addresses of your local farmer's market. Promote them by sharing the information at your worksite.
www.utahsown.utah.gov/farmersmarkets
3. Spotlight a fruit or vegetable. Provide tips on storage, preparation, or a simple recipe.
4. Raise awareness about healthy eating initiatives by promoting the American Heart Month, National Nutrition Month, Fruits and Veggies More Matters Month at your worksite.
www.fruitsandveggiesmorematters.org
5. Place table tents with a nutritional message in break areas or eating areas.
www.nal.usda.gov/fnic/foodcomp/search/
www.eatright.org
6. Provide information about nearby restaurants and their healthy alternatives for those wishing to dine out.
7. Promote a Healthy Utah webinar or seminar on a Nutrition topic. This can be either live or archived. Provide the link for co-workers to view the webinar.
www.healthyutah.org/programs/webinars.php
8. Share a food safety tip in the break rooms or eating areas. Post the Fight BAC info graphic for employees to view.
www.fightbac.com
9. Provide information on mindful and/or intuitive eating. Some resources could include the books: *Eating, Savor, Mindless Eating*.
www.intuitiveeating.org/
10. Provide information to employees on the importance benefits of breast feeding.
www.Illi.org/?gclid=CJD_8Na05LcCFYYWMgodeloA-w

10 points

1. Choose one work related training or staff meeting and serve healthy foods such as whole grain bread, fruits, vegetables, low fat yogurt, nuts, etc.

Guidelines for offering healthy foods and beverages at meetings, gatherings, and events from Eat Smart North Carolina:
www.eatsmartmovemorenc.com/
2. Plan and implement an activity to support one of the healthy eating initiatives. Highlight something employees can do to be involved. Possibly have them choose a goal and stick with it for that month. Example: Eat fish twice a week, drink water instead of soda, take two 15 minute walk breaks each day).
www.fruitsandveggiesmorematters.org
www.healthyutah.org/programs/webinars.php
3. Provide a display on how many teaspoons of sugar are in at least three foods such as soft drinks, slurpee, breakfast cereal, salad dressing, spaghetti sauce, granola bars, or food of your choosing.
www.epicurious.com/articlesguides/healthy/nutritiousdishes/
4. Hold a seminar on a nutrition related topic. Have 25% or 15 employees in attendance.
www.healthyutah.org/programs/seminars.php
5. Sponsor a Healthy Recipe Challenge. Have employees create a healthy recipe along with a recipe card. Have a "tasting" event to showcase the recipes.
www.ehow.com/how_7778538_bringwellness-organization.html

List of recipes assorted by type of meal and ingredients:
www.fruitsandveggiesmatter.gov/

Additional healthy recipe resources:
www.deliciousdecisions.org
www.eatingwell.com
www.cookinglight.org

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Nutrition Resources (continued)

6. Using the recipes from the Healthy Recipe Challenge compile the recipes and create an online or printed cookbook. Email healthyutah@pehp.org for assistance.
7. Organize a healthy lunch club. Meet at least once a month. Practice eating “mindfully.” Share healthy lunch ideas with each other.
www.intuitiveeating.org/
8. Plan and implement a nutrition activity of your own choosing.
9. Provide education (including visuals) to help employees assess portion size. Post in break room or cafeteria.
10. Provide an inside window or herb garden at your worksite.
www.extension.usu.edu

15 points

1. Have a written policy or formal communication which makes healthier food and beverage choices available during meetings when food is served.
www.tompkins-co.org/wellness/worksite/workwell/
Utah Department of Health sample food policy:
www.healthytah.org/downloads/UDOH_Healthy_Food_Policy.pdf
2. Establish 2. Establish a Worksite Farmer’s market or a Bountiful Baskets site at your agency.
www.cdc.gov/nccdphp/dnpao/hwi/toolkits/gardenmarket/index.htm
3. Provide an on-site garden at your worksite.
www.extension.usu.edu
4. Highlight a healthy food on a quarterly basis, preferably a seasonal food item. Promote its health benefits and provide healthy recipes for the highlighted food.
www.fruitsandveggiesmatter.gov/

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5. Plan and implement a water challenge to encourage water consumption. Have employees track their water intake with a goal of at least eight 8-oz glasses per day. If possible, provide an incentive for participants.

Importance of water at work:

www.cdc.gov/nutrition/everyone/basics/water.html

6. Survey employees to find out what healthy vending items they would be interested in purchasing from vending machines. Contact your vendor, share the results of the survey discuss healthier vending options.

Guidelines for offering healthy foods and beverages at meetings, gatherings, and events from Eat Smart North Carolina:

<http://www.eatsmartmovemorenc.com/>

7. Send a monthly e-mail that contains a link to a healthy cooking video.

Resources include:

www.cookinglight.com

www.foodnetwork.com

www.epicurious.com

8. Create a healthy snack station for employees. Offer appealing, low-cost healthful food options such as fruits, vegetables, nuts, low-fat dairy products, bottled water.

Smart snack ideas for adults and teenagers from the American Dietetic Association:

www.eatright.org/Public/content.aspx?id=206

A guide to starting a healthy snacks program at your worksite:

www.tompkins-co.org/wellness/worksite/workwell/snackbowl.html

9. Identify healthy eateries near your workplace. Collect menus and display in a key location for employees to view. Or invite the restaurants to prepare distribute a healthy meal or menu item.

10. Provide employees with food preparation and storage facilities. If you already have this on site, do a quarterly check on the appliances to make sure they are clean and in working order.

www.elinonet.com/human-resources/Make-refrigerators-available-for-employeesfood-storage/

Mental Health



Highlighted objectives count toward the Governor's Choose Health Challenge (July 1-Sept. 1, 2014)

5 Points	DONE
1. Find out what mental health resources are available to your employees. Promote these resources through posters, emails, paycheck stuffers, etc.	
2. Each month send out an appropriate joke or positive thought/quote of the week via email to employees.	
3. Encourage employees to show appreciation for other workers by sending a kind email, or through verbal affirmation.	
4. Promote Sleep Awareness Month in March. Raise awareness about the importance of sleep through email, flyers, posters, or newsletter.	
5. Provide a laughter board where employees can post appropriate jokes and cartoons.	
6. Find out what financial planning resources are available to employees from URS (Utah Retirement Systems).	

10 Points	DONE
1. Host a seminar addressing a mental health-related topic. (i.e. Change the Brain, Time Management, Depression.)	
2. Provide brochures, videos, posters, pamphlets, newsletters or other written online information that address depression.	
3. Improve the atmosphere of your workplace by adding things such as plants, music, soothing light, color, etc.	
4. Participate in a corporate service project. This can be done twice a year. (x2)	
5. Host a seminar on financial management and planning. Have 25% or 15 employees participate.	

15 Points	DONE
1. Provide a dedicated space or quiet room at your worksite where employees can engage in relaxation activities.	
2. Provide an onsite or off-site Employee Assistance Program (EAP).	
3. Provide a outside area for employees to eat and relax.	
4. Plan, promote and implement an activity to Pay It Forward. Promote doing good to feel good through random acts of kindness.	
5. Assess needs within your department. Determine a departmental goal to address those needs. Host an appreciation event when the goal has been met.	

See Resources page for more information.



Mental Health Resources

5 points

1. Find out what mental health resources are available to your employees. Promote these resources through posters, emails, paycheck stuffers, etc.
www.nami.org/
2. Each month send out an appropriate joke or positive thought/quote of the week via email to employees.
Jokes archives A to J from About.com:
http://humor.about.com/od/jokesarchivesa/Jokes_Archives_A_to_J.htm.
3. Encourage employees to show appreciation for other workers by sending a kind email, or through verbal affirmation.
www.teambuildingtips.com/team-buildingarticles/team-motivation/10-no-cost-ways-to-recognize-employees.html
4. Promote Sleep Awareness Month in March. Raise awareness about the importance of sleep through email, flyers, posters, or newsletter.
Information on sleep from the Sleep Foundation.
www.sleepfoundation.org/articles/sleep-topics
5. Provide a laughter board where employees can post appropriate jokes and cartoons.
Information on the benefits of laughter.
http://helpguide.org/life/humor_laughter_health.htm
6. Find out what financial planning resources are available to employees from URS (Utah Retirement Systems).
www.urs.org

10 points

1. Host a seminar addressing a mental health-related topic. (i.e. Change the Brain, Time Management, Depression)
www.healthyutah.org/programs/seminars.php
2. Provide brochures, videos, posters, pamphlets, newsletters or other written online information that addresses depression.
www.nami.org
3. Improve the atmosphere your workplace by adding things such as plants, music, soothing light, color.
www.teambuildingtips.com/team-buildingarticles/team-communication/how-to-have-ahappier-workforce.html
4. Participate in a corporate service project. This can be done twice a year. Can be done twice a year.
Toolkits to help create a service project:
www.serve.gov/toolkits.asp
366 community service ideas:
<http://lancaster.unl.edu/4h/serviceideas.shtml>
5. Hold a seminar on financial management and planning. Have 25% or 15 employees participate.
www.healthyutah.org/programs/seminars.php

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Mental Health Resources (continued)



15 points

1. Provide a dedicated space or quiet room at your worksite where employees can engage in relaxation activities.

An article on developing a stress management and relaxation center for the worksite.

www.joergo.de/tank/randolfi.htm

2. Provide an onsite or off-site Employee Assistance Program (EAP).

Information and links for employee assistance programs:

www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/

3. Provide a outside area for employees to eat and relax.

Guide to developing a worksite relaxation center:

www.joergo.de/tank/randolfi.htm

4. Plan, promote and implement an activity to Pay It Forward. When you do good, you feel good through random acts of kindness.

<http://payitforwardday.com/>

5. Assess needs within your department. Determine a departmental goal to address those needs. Host an appreciation event when the goal has been met.

Tobacco Cessation



Highlighted objectives count toward the Governor's Choose Health Challenge (July 1-Sept. 1, 2014)

5 Points	DONE
1. Post information about the PEHP Tobacco Free Resource Quit Line (855-366-7500) at your worksite.	
2. Post at least 4 posters about the harms of tobacco use around the worksite. Include posters about smoking while pregnant, and the harms of second hand smoke.	
3. Promote "Through with Chew" week in February. Educate employees about harmful new smokeless tobacco products.	
4. Review the Utah Tobacco-Free Workplace Toolkit at one of your Wellness Council Meetings.	

10 Points	DONE
1. Conduct an employee survey to determine current attitudes toward tobacco use and policies.	
2. Promote Tobacco-Free Awareness Week in January. Examples: Hand out New Year's quite kits, advertise hotlines and resources to assist in quitting, have a competition between departments for pledges to quit smoking or feature a cold turkey special in the cafeteria for the week.	
3. Participate in the Great American Smoke-Out in November. For employees that do not smoke, encourage them to give up something else.	
4. Review the Utah Indoor Clean Air Act Compliance Checklist and confirm that your worksite is in compliance with the Act.	
5. Celebrate World No Tobacco Day on May 31. Have employees adopt a fellow employee to help them stop smoking.	
6. Promote the Healthy Utah Smoking Cessation Rebate. Educate employees through email or poster regarding the criteria for receiving the \$100 smoking cessation rebate.	
7. Promote your existing Tobacco Free Campus.	

15 Points	DONE
1. Provide a tobacco cessation class for employees at your worksite who are interested in quitting tobacco use.	
2. Implement a tobacco-free campus initiative that includes a policy and comprehensive cessation services for employees.	

See Resources page for more information.



Tobacco Resources

5 points

1. Post information about the Tobacco Free Resource Line (855-366-7500) at your worksite. It is a statewide, toll-free telephone based resource available to all Utahns seeking information about tobacco. This service provides information about health effects, secondhand smoke, statistics, tobacco laws, teaching materials, tobacco cessation self-help materials, etc. It is also a toll-free link to the Tobacco Prevention & Control Program staff. Hours of operation are Mon – Fri, 8 a.m.-6 p.m.
2. Post at least 4 posters about the harms of tobacco use around the worksite. Include posters about smoking while pregnant, and the harms of second hand smoke.
www.lungusa.org/stop-smoking/
3. Promote “Through with Chew” week in February. Educate employees about harmful new smokeless tobacco products.
www.throughwithchew.com/
4. Review the Utah Tobacco-Free Workplace Toolkit at one of your Wellness Council Meetings.
www.tobaccofreeutah.org/pdfs/shsworksitakit.pdf

10 points

1. Conduct an employee survey to determine current attitudes toward tobacco use and policies.
Employee tobacco survey available on page 29:
www.tobaccofreeutah.org/pdfs/shsworksitakit.pdf
2. Promote Tobacco-Free Awareness Week in January. Examples: Hand out New Year’s quite kits, advertise hotlines and resources to assist in quitting, have a completion between departments for pledges to quit smoking or feature a cold turkey special in the cafeteria for the week.
www.cdc.gov/tobacco/
Information on tobacco use and nicotine addiction, as well as tips for quitting smoking:
www.cancer.org/Healthy/StayAwayfromTobacco/
The American Cancer Society website includes information about smoking prevention and cessation programs:
www.cancer.org/Healthy/StayAwayfromTobacco/

10 points (continued)

3. Participate in the Great American Smoke-out in November. For employees that do not smoke, encourage them to give up something else.
Utah’s Tobacco Prevention and Control Program:
www.tobaccofreeutah.org/
Salt Lake Valley Tobacco resource directory:
www.slvhealth.org/programs/tobaccoPrevention/resourceDirectory.html
American Cancer Society information and resources regarding the Great American Smokeout:
www.cancer.org/Healthy/StayAwayfromTobacco/GreatAmericanSmokeout
4. Review the Utah Indoor Clean Air Act Compliance Checklist and confirm that your worksite is in compliance with the Act.
Utah Indoor Clean Air Act Compliance Checklist, page 21:
www.tobaccofreeutah.org/pdfs/shsworksitakit.pdf
5. Celebrate World No Tobacco Day on May 31st. Have employees adopt a fellow employee to help them stop smoking.
www.who.int/tobacco/wntd/2011/announcement/en/
6. Promote the Healthy Utah Smoking Cessation Rebate. Educate employees through email or poster regarding the criteria for receiving the \$100 smoking cessation rebate.
www.healthyutah.org/programs/rebates.php
7. Promote existing Tobacco Free Campus.
Steps for developing and maintaining a successful tobacco-free policy:
www.tobaccofreeutah.org/pdfs/shsworksitakit.pdf

15 points

1. Provide a tobacco cessation class for employees at your worksite who are interested in quitting tobacco use.
www.healthyutah.org
2. Implement a tobacco-free campus initiative that includes a policy and comprehensive cessation services for employees.
www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm

