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# **PARTNER TOOLKIT**



## ABOUT THIS PACKET



When individuals receive and have access to tailored health messages within their everyday environment, they're more likely to take steps to manage their health. This makes it easier for partners to keep their population healthy, productivity high and costs low. This packet was designed to give partners tested ideas, resources, and guidelines for health promotion programs. Questions about this resource or the **Activate Treasure Valley Program** may be directed to Anjie Knickrehm at 208.344.5502 ext. 225 or [anjie.knickrehm@ymcatvidaho.org](mailto:anjie.knickrehm@ymcatvidaho.org).

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## HEALTH PROMOTION

### What: Designate Campaign Champion(s)

Time/Effort:  -   

Cost: 

Partners should first identify a campaign champion or champions to facilitate the planning and implementation of changes that may impact the culture of health within their individual communities. Campaign champion(s) can take many forms and serve in many different capacities. In some communities, the champion(s) may serve in an advisory capacity and delegate key tasks to subgroups for carrying out changes.

The Campaign Champion(s) will:

- Be a long term resource for partner communication and collaboration
- Work with a diverse team in development of internal programs
- Use the campaigns themes/key messages
- Be an advocate for the campaign through support of community wide messaging and continued collaboration

### Guidelines to consider when identifying campaign champion(s):

- **Appoint.** When leadership or management makes a specific appointment for a Campaign Champion, even if participation is voluntary, this shows commitment to supporting the Activate Treasure Valley campaign, supporting key healthy living messages and implementing change within their environment.
- **Define expectations.** Partner leaders should work with champion(s) to develop expectations about their role and responsibilities. Champion(s) need to clearly understand what they are helping the partner achieve.
- **On the clock, during work hours.** Champion(s) who are chosen to serve in this capacity and are employed by the partner should be paid for time spent in meetings or coordinating activities. The champion(s) should be encouraged to hold/attend meetings during normal work hours, if possible.
- **Diverse membership.** Try to recruit a champion who is a person of influence that can represent different types of individuals within your environment. If there are several buildings, locations or areas you are trying to reach, attempt to include champions from each site.
- **Require progress notes.** Champion meetings should be recorded in notes or minutes. This provides a way for leadership to stay informed of activities and provides a record for review.
- **Regular meetings.** Champion meetings will be held regularly, no less than once per quarter for long-term or more permanent support.

- **Focus on success.** Champions should understand what the ultimate outcome of their effort will be. Projects, programs or activities should be broken down into both short and long term goals. These goals should be realistic, specific to their intended audience, measurable and time oriented.

**Resources:**

Absolute Advantage Magazine – Free Issue

The Wellness Councils of America (WELCOA)

See Free Reports Section: <http://www.welcoa.org/freeresources/>

Centers for Disease Control and Prevention

Wellness Program Design

<http://www.cdc.gov/nccdphp/dnpao/hwi/proqramdesign/index.htm>

Healthy Workforce 2010 and Beyond

See Section IV and Resource List

Partnership for Prevention

<http://www.prevent.org/Publications-and-Resources.aspx>

National Business Group on Health

<http://www.businessgrouphealth.org/benefitstopics/toolkits.cfm>

Northern California Center for Well-Being

<http://www.norcalwellbeing.org/wellness-toolkit.php>

## HEALTH PROMOTION

### What: Partner Health Advisory Group

Time/Effort:  -   Cost: 

Partners should strongly consider using a health advisory group to plan and implement changes that impact the health of their environment. Health advisory workgroups can take many forms. In some places, the Campaign Champion may be used to plan the change, but can delegate key tasks for carrying out changes to other supporters/employees/etc. Communities may benefit from using the advisory group to actually plan the change and coordinate health related programs or activities. Advisory groups can be short-term or more permanent. The group may focus on a specific initiative/health topic or be more general in nature.

### Guidelines to consider when forming an advisory group include:

**Committee** ⇒ **Assessment** ⇒ **Goals** ⇒ **Planning** ⇒ **Implementation** ⇒ **Evaluation**

- **Appoint members.** Recruit and appoint members who share a passion for the campaign key messages and have time to commit to the group. When someone in a leadership or management role makes membership appointments, even if participation is voluntary, this shows commitment to change.
- **Have a clear purpose.** Leadership should work with members to develop shared expectations about the role and responsibilities of the group. Members need to clearly understand what they are helping the champion achieve.
- **On the clock, during work hours.** Members who are appointed to serve on the group should be paid for time spent in meetings or coordinating activities. The group should be encouraged to hold meetings during normal work hours, if possible.
- **Diverse membership.** Try to recruit members for the group that represent different types of individuals within your environment. If there are several buildings, locations or areas you are trying to reach, attempt to also include members from these sites.
- **Require progress notes.** Meetings should be recorded in notes or minutes. This provides a way for leadership to stay informed of activities and provides a record for members to review.
- **Regular meetings.** Meetings should be held regularly, no less than once a month for longer-term or more permanent groups. A regular meeting schedule increases the ability of members and their leaders to plan ahead to allow attendance.
- **Focus on shorter-term success.** Groups should understand what the ultimate outcome of their effort will be, but projects or activities should be broken down to what can be accomplished within 3-6 months. Too often, leaders and groups attempt to implement changes that take more time or effort than they have to give. Setting goals that are reasonable or modest can improve chances of success and show positive steps are being taken.

## HEALTH PROMOTION

### What: Tobacco Prevention and Cessation

Time/Effort:  -  

Cost:  -  

Tobacco use is the most preventable cause of disease and premature death in the United States and costs Americans millions in excess health care costs and lost productivity. Tobacco use is also a leading cause of workers' lost production time - greater than alcohol abuse or family emergencies. Quitting smoking or even just cutting back, improves' productivity both at work and in daily life. Everyone benefits when the air is cleared of secondhand smoke - communities become healthier, healthier individuals miss less work, all are more productive and have lower health care costs.

### Things to consider:

- Become a role model for promoting healthy lifestyles by creating, supporting or promoting policy which prohibits tobacco use in your community.
- Prohibit tobacco use on/within the grounds of your facility, community, neighborhood, etc.
- Post "Tobacco-Free Zone" signs around your community where they are visible to all patrons.
- Employers give hiring preference to non-smokers for equally qualified applicants.
- Plan and promote a "Great American Smokeout" event in your community.
- Offer free or reduced cost Tobacco Cessation programs and support groups.
- Encourage those who use tobacco to quit by offering incentives such as reduced health care premiums.
- Individuals who are non-compliant of the community rules regarding tobacco use will be asked to leave, may be fined and if necessary, removed from the area.

### Resources:

American Cancer Society

<http://www.acsworkplacesolutions.com/freshstart.asp>

American Lung Association, Freedom from Smoking; 1-800-LUNG-USA

<http://www.lungusa.org>

Central District Health Department

<http://www.cdhd.gov/chec/Tobacco/cessation.htm>

Idaho Quit Net; Idaho Quit Line: 1-800-QUIT-NOW

<http://www.idaho.quitnet.com>

Office on Smoking and Health at the Centers for Disease Control and Prevention:

<http://www.cdc.gov/tobacco>

Project Filter

<http://projectfilter.org>

Smokefree Idaho

<http://www.smokefreeidaho.org>

## POLICY DEVELOPMENT

### What: Healthy Policy Development

Time/Effort:  -  

Cost: 

Given that an unhealthy environment is an important contributor to the obesity epidemic, partners should strongly consider using policy to implement long-term changes which will impact the health of their environment. Reversing the obesity trend will require policy action at all levels. Policy level action is necessary to eliminate the barriers to physical activity and healthy eating options, and provide more opportunities for individuals to engage in healthy behaviors. The impact policy can have on a culture includes increased productivity, engaged and empowered individuals, improved health care costs, higher level of community satisfaction and improved quality of life.

### Guidelines to consider when developing or implementing policy:

#### Action Steps:

- Develop policy based on identified environmental needs.
- Inform culture of policy implementation and explain benefits.
- Utilize Advisory Group as Wellness Committee.
- Develop partnerships with local resources to facilitate program goals.

#### Responsibilities:

- Campaign champion may be responsible for implementing the policies and arranging appropriate training.
- All leadership has a responsibility for communicating the policies and ensuring individuals know where they can access the policies.
- Policies should be mentioned and hard copies provided to all individuals involved with the partner.

#### Review and Monitoring:

- Policies should be signed and dated on behalf of the partner responsible for its implementation.
- Policies should be reviewed on an annual basis.

### Resources:

ATV Policy Models; See Appendix

<http://www.activatedtreasurevalley.org>

Centers for Disease Control and Prevention  
Policies/Wellness Committees

<http://www.cdc.gov/nccdphp/dnpao/hwi/policy/index.htm>

<http://www.cdc.gov/nccdphp/dnpao/hwi/index.htm>

Northern California Center for Well-Being

<http://www.norcalwellbeing.org/wellness-program-design.php>



## PHYSICAL ACTIVITY

### What: Active Transportation

Time/Effort:  -  

Cost:  -  

Active Transportation allows people to accumulate physical activity throughout their day. Studies have shown that people who exercise in the morning are more alert when they arrive at work. Promoting active transportation programs can be inexpensive and can help address multiple objectives, such as parking limitations and productivity. Providing adequate shower, locker and/or storage facilities supports all individuals who wish to actively commute. Providing secure bike racks supports those who wish to bike rather than drive.

### Things to consider:

- Provide individuals with information on active commuting choices within the community.
- Incorporate active commuting information into program orientation programs or trainings.
- Research whether local government requires a specific type of bicycle rack or if there are specific locations where bicycle racks must be installed.
- Find a convenient location to place the bike rack(s). Ideal locations are visible, well lit and located near building entrances.
- Provide no-cost or low-cost helmets and/or reflective gear to bicycle commuters.
- Provide storage areas for active commuters and, if possible, on-site shower facilities.
- Recognize those who use active commuting to get to work by promoting and participating in commuteride programs.
- Form or encourage individuals to join an existing walking or biking club.
- Organize walk-to-work/school or bike-to-work/school days.
- Consider establishing an active commuting group that can encourage and coordinate information and training for interested person(s).

### Resources:

Active Commuting, Rideshare, Vanpool/ ACHD Commuteride Programs

<https://www.commuteride.com/>

<https://www.idahorideshare.org>

Boise Bicycle Project

<http://www.boisebicycleproject.org/>

Idaho Smart Growth

<http://www.idahosmartgrowth.org>

League of American Bicyclists

[www.bicyclefriendlybusiness.org](http://www.bicyclefriendlybusiness.org)

Valley Regional Transit

<http://www.valleyregionaltransit.org/>

## PHYSICAL ACTIVITY

### What: Accessible and Inviting Stairwells

Time/Effort:  -  

Cost:  -  

Stairwell initiatives promote using the stairs as a way to incorporate physical activity into daily life. Taking the stairs is encouraged through a variety of physical improvements including paint, lighting and artwork, as well as point-of-decision prompts such as promotional signs. Stairwell initiatives are being adopted by many different types of environments across the state, including hospitals, legislative buildings, malls, airports and are a great way of incorporating physical activity into the day of individuals who patron multi-floor buildings. Taking the stairs is a quick way for people to add physical activity to their day and requires no wardrobe change, minimal effort, and no special skills. Posting signs that cue people to use the stairs has been shown to be a very effective, yet simple change. Some places have gone even further, adding music and artistic designs to their stairwells to make them friendlier for individuals to use. More comprehensive approaches may increase use of the stairs for physical activity breaks.

#### Things to consider:

- Discuss the idea
- Assess the condition
- Brainstorm Improvements (See Characteristics below)
- Develop a proposal
- Prepare a budget
- Contact local Fire Marshal and Building Inspector
- Encourage use through promotion

#### Characteristics of appealing stairwells:

- Pleasant, positive visual appearance
- Posted motivational signs/ informational placards
- Music
- Enhanced lighting and air quality
- Artwork
- Safe and free of obstacles
- Carpet and/or rubber stair tread

#### Resources:

Activate Treasure Valley Stairway Initiative  
Initiative materials included in ATV Toolkit Binder, Posters available for download  
<http://www.activatedtreasurevalley.org>

Center of Disease Control and Prevention  
StairWELL to Better Health  
<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/index.htm>

## PHYSICAL ACTIVITY

### What: Benefits, Incentives and Accessibility

**Time/Effort:**  -   **Cost:**  -  

Providing benefits (i.e. employer-paid benefits) that promote physical activity can be a powerful way to impact health. Subsidizing costs associated with health club/gym membership or negotiating lower fees for individuals or employees can increase interest in physical activity.

This being said, offering reduced-cost or paid club memberships alone is not enough to assure that individuals will engage in regular physical activity. Combining membership benefits with other incentives, encouragement, and a supportive environment can improve participation. Incentives for regular gym use can range from implementing flex-time schedules to paying a higher proportion of monthly membership costs for individuals who go at least twice a week. The availability of membership benefits and associated incentives can easily be promoted within a work environment.

### Things to consider:

- Incorporate information into all New Employee orientations.
- Regularly provide reminders about the benefit/incentive (such as bi-annually).
- Post up-to-date lists of participating health clubs, fitness centers, and gyms in visible, accessible locations.
- Incentives may include: achievement awards, public recognition, entertainment/events, merchandise, monetary awards, time off from work.

### Resources:

Centers for Disease Control and Prevention

Discount Fitness Club Network

<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/fitnessclub/selecting.htm>

National Business Group on Health

On-Site Health Centers

[http://www.businessgrouphealth.org/benefitsttopics/et\\_onsitehealth.cfm](http://www.businessgrouphealth.org/benefitsttopics/et_onsitehealth.cfm)

PacificSource Health Plans

Healthy Life Initiative

<http://www.pacificsource.com/HealthyLife/>

Treasure Valley Family YMCA

Wellness Cup

<http://www.ymcatvidaho.org/programs/healthy-communities/wellness-cup>

Wellness Council of America

<http://www.welcoa.org/freeresources/index.php?category=22>

## PHYSICAL ACTIVITY

### What: Flexible Work Hours

**Time/Effort:**  **Cost:** 

A flex-time approach towards schedules may increase the chances that individuals engage in physical activity before, during or after their workday. Supporting individuals in their pursuit of more active lifestyles may be done through establishing a policy or organizational practice that allows flex-time or flex schedules. If schedules and demands do not allow flexible work hours, consider ways to change the environment so that physical activity can occur on-site or nearby, such as in on-site fitness rooms or on-ground walking trails.

### What: Casual Dress Days

**Time/Effort:**  **Cost:** N/A

Implementing and promoting a casual dress day may increase the chances that individuals engage in physical activity before, during or after their work day. Supporting individuals in their pursuit of a more active lifestyle may be done by establishing a policy or organizational practice that allows a type of dress which may be more accommodating to physical activity. If environment and culture do not allow for casual dress, consider ways to change the environment so that physical activity can occur in a comfortable and accessible atmosphere.

### Resources:

American Cancer Society

Active for Life

<http://www.acsworkplacesolutions.com/activeforlife.asp>

Centers for Disease Control and Prevention

Alternative Work Schedule

[http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/alt\\_work\\_schedules.pdf](http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/alt_work_schedules.pdf)

Fitness Challenge at Your Desk

<http://www.kidnetic.com/Kore/Fitness.aspx>

National Business Group on Health

<http://www.businessgroupealth.org>

PacificSource Health Plans

Healthy Life Initiative

<http://www.pacificsource.com/HealthyLife/>

## PHYSICAL ACTIVITY

### What: Active Meetings/Breaks

Time/Effort:  -  

Cost: 

Physical activity is associated with many positive health benefits and can prevent or delay the onset of many chronic diseases. Short amounts of physical activity, such as 10 minutes or more, can contribute to positive health benefits. Unfortunately, despite the aforementioned benefits of physical activity many individuals spend the majority of their time at jobs which are not physically active. Some individuals routinely attend meetings where they sit for long periods of time. Encouraging activity breaks, also known as stretch breaks, micro breaks or mini breaks, can help reduce tension caused when muscles remain static or fixed in one position for too long.

Providing short breaks during meetings and encouraging physical activity during breaks can help individuals accumulate daily physical activity, as well as impact productivity by improving their ability to concentrate. Changing the environment and providing incentives, such as establishing an onsite umbrella stand (to encourage walking breaks during rainy season) or flexible break schedules, can also support individuals who wish to engage in activity breaks.

### Things to Consider:

- Provide 10-minute physical activity breaks during the scheduled meeting or event.
- Provide time before and/or after the meeting for physical activity and adjusting the schedule when necessary.
- Choose venues that offer physical activity opportunities for participants.
- Provide encouragement from group leadership for physical activity.

### Resources:

Activity Calculator

[http://www.caloriesperhour.com/index\\_burn.php](http://www.caloriesperhour.com/index_burn.php)

American Cancer Society

Active for Life

<http://www.acsworkplacesolutions.com/activeforlife.asp>

Fit-o-Meter: Exercise Calorie Calculator

[www.webmd.com/diet/healthtool-fitness-calorie-counter](http://www.webmd.com/diet/healthtool-fitness-calorie-counter)

Let's Move

<http://www.letsmove.gov>

National Business Group on Health

<http://www.businessgrouphealth.org>

## PHYSICAL ACTIVITY

### What: Physical Activity Indoors/Outdoors

Time/Effort:  -   

Cost:  -   

Providing or improving places for physical activity indoors and outdoors by adding complete streets, walking paths or enhancing other venues for activity (plazas, malls, airports, neighborhoods, campuses, break rooms, stairways) encourages more physical activity. Increasing access to information about physical activity opportunities and destinations can make physical activity both indoors and outdoors more appealing.

### Things to Consider:

- Do a walkability audit to discover safe and desirable walking routes.
- Get involved with the Safe Routes to School initiative.
- Identify and publicize interesting and safe routes to walk near, on, or within your community.
- Provide walking maps to nearby locations that might be of interest to those who need to run errands or are visiting (such as restaurants, gyms or the post office) your community.
- Make it easy and provide supports (like umbrellas, bicycles and pedometers) for individuals to use.
- Start an ongoing walking/biking club and allow a small amount of time to coordinate and promote the effort.

### Resources:

Be Outside Idaho

<http://www.visitidaho.org>

City of Boise, Department of Parks and Recreation

<http://www.cityofboise.org/Departments/Parks/index.aspx>

Healthy Eating, Active Living (HEAL) Idaho

<http://www.healthandwelfare.idaho.gov/Health/IdahoPhysicalActivityandNutritionIPAN/HEALIdaho/tabid/1586/Default.aspx>

Idaho Smart Growth, Complete Streets/Safe Routes to School (SRTS)

[http://idahosmartgrowth.org/index.php/projects/project/transportation\\_choices/](http://idahosmartgrowth.org/index.php/projects/project/transportation_choices/)

Idaho Transportation Department, Complete Streets

<http://itd.idaho.gov/sr2s/program/program.htm>

Let's Move Boise

<http://www.letsmoveboise.com>

Treasure Valley Family YMCA, SRTS

<http://www.ymcatvidaho.org/programs/healthy-communities/safe-routes-school>

## HEALTHY EATING

### What: Meeting and Event Food

Time/Effort: 

Cost:  -  

Creating a healthier environment can take many forms. Different environments (i.e. workplaces, schools, churches, cities, neighborhoods, etc.) can show their commitment to health by serving healthy food choices at meetings and events. Substituting healthy food and beverages for at least some, if not all, of the items offered can expose participants to tasty alternatives they may not have otherwise considered.

Including fruits or vegetables at gatherings and special celebrations can support individuals in making healthier choices. Exposure to different ways of preparing and serving fruit or vegetables can increase interest in this important source of nutrition. Adding healthy alternatives can reduce temptation or pressure to eat unhealthy foods. The continuous presence of fruit or vegetables at events can demonstrate that your environment values healthy eating.

There are numerous creative and innovative ways to include fruits or vegetables. These can range from:

- Asking individuals to bring fruit/vegetable-related appetizers or salads to potlucks.
- Serving fruit plates or low-calorie smoothies at birthday celebrations.
- Hosting special events at restaurants that offer a high-quality salad bar as an alternative/addition to the lunch or dinner menu choices.
- Implementing guidelines that encourage or require individuals who order event food to include fruit or vegetables as substitutes for less healthy menu options.
- Selecting a catering company experienced with nutrition-conscious workplaces and product lines.

### Things to consider:

- Healthier food/drink options
  - Fruits and/or vegetables—fresh, frozen, canned or dried fruits (such as grapefruit, oranges, apples, raisins or 100% fruit juices), and fresh, frozen, or canned vegetables
  - Low-fat milk and dairy products—skim/non-fat or 1% milk (also lactose free); low-fat and fat-free yogurt; cheese and ice cream; and calcium-fortified soy beverages
  - Foods made from grains (like wheat, rice, and oats), especially whole grains—low-fat whole-wheat crackers, bread and pasta; whole-grain ready-to-eat cereal; low-fat baked tortilla chips; pita bread
  - Water- tap, bottled, spring or sparkling; regular or flavored with no added sugar
- Identifying healthy eating opportunities- identification of restaurants, caterers and farmer's markets, where healthy food choices are readily available.
- Providing encouragement from group leadership to enjoy healthy foods- community promotion of healthy lifestyles, group leadership being role models for healthy food choices.

### Resources:

Albertsons/Supervalu

Healthy Eaters Program

<https://www.albertsons.com/contact/healthy-eaters>

Albertsons/Supervalu

Nutrition iQ

<http://www.albertsons.com/healthy-eating/nutrition-iq.jsp>

American Cancer Society

Meeting Well - A Tool for Planning Healthy Meetings and Events

[www.acsworkplacesolutions.com/meetingwell.asp](http://www.acsworkplacesolutions.com/meetingwell.asp)

Centers for Disease Control and Prevention

Fruit and Veggies Matter Recipes

<http://www.fruitsandveggiesmatter.gov>

Central District Health Department- Boise, Idaho

Action for Healthy Kids Idaho

Promoting Healthy School Parties

[http://www.cdhd.idaho.gov/pdfs/chec/promoting\\_healthy\\_school\\_parties.pdf](http://www.cdhd.idaho.gov/pdfs/chec/promoting_healthy_school_parties.pdf)

Energize Your Meetings (PDF)

Washington State Department of Health

[http://here.doh.wa.gov/materials/energize-your-meetings/13\\_EnergzMtq\\_E11L.pdf](http://here.doh.wa.gov/materials/energize-your-meetings/13_EnergzMtq_E11L.pdf)

Fruits and Veggies More Matters

<http://www.fruitsandveggiesmorematters.org>



## HEALTHY EATING

### What: Accessibility, Brown Bag Meals and Snacks

**Time/Effort:**  -    **Cost:**  -   

Many individuals don't have access to healthy food options or purchase meals and snacks away from home during their work/school hours. Food purchased away from home, whether from a food service establishment or vending machines, is more likely to be unhealthy. Bringing fresh produce to your setting, providing "brown bag" options and educating others about making healthier food choices are all planning and resource tools for anyone who would like to create a healthier food environment. Supporting those who wish to make healthier food choices have access to healthy food options or 'brown bag' (bring their own) beverages, snacks or meals is a very basic, yet critical way to support healthy eating.

#### Things to consider:

To assist individuals in "brown bagging" their meals, options need to be available to appropriately store and/or prepare food. Some essential appliances and room features need to be available at no-cost to individuals, ideally, in an easily accessible location. These can include:

- Refrigerator
- Microwave
- Space for food preparation
- Sink for washing food, kitchen utensils and hands

Some private and public environments have justified the expense of equipping an 'on-site' kitchen in numerous ways. Some examples include: microwaves allow employees to stay at the job site, thereby reducing the number who return late from lunch; kitchen appliances are a benefit to the organization because nutrition affects productivity; and refrigerators help individuals with health conditions like hypoglycemia or diabetes store foods/medicine that suit their unique nutritional/medical needs.

#### Things to consider:

There are many options available in a community to bring fruits and vegetables to the places where people live, learn, work and play. Choosing the option that is right for your community or organization will depend on many factors, including your setting, budget, timeline and the farmers/vendors in your community. Some options can include:

- Locally grown produce at your Treasure Valley grocers, such as Albertsons
- Farmers markets
- Mini mobile markets
- Become a host for a local organic produce delivery service
- Community supported agriculture
- Plant a garden in your environment (workplace, school, community, etc.)

#### Things to consider:

In today's world, eating out or away from home has become a way of life for many individuals and families. Eating in restaurants often means eating more fat, sugar and calories, and fewer fruits and

vegetables. Eating away from home can also mean large portion sizes and too many soft drinks. Providing individuals and families with the skills to choose wisely when eating foods away from home is imperative to creating a healthy food environment. It's important to educate your community about how easy, accessible and affordable it is to make a healthy choice. Some options include:

- Try fast food options such as smaller burgers, grilled chicken sandwiches or salads with low-calorie dressings, cups or bags of fresh fruit, oatmeal, low-fat milk, 100% fruit juice and bottled water.
- Look for low sodium options.
- At sandwich shops, ask for leaner cuts and smaller amounts of roast beef, turkey, or ham; extra lettuce and tomato; and whole-wheat, oatmeal, or multigrain bread.
- When dining out, order a light appetizer instead of an entree.

### **Resources:**

Central District Health Department

Good Fit Meals Menu

<http://www.cdhd.idaho.gov/pdfs/chec/McDonalds%20New%20Menu%205-2009.pdf>

Centers for Disease Control and Prevention

Healthy Food Environments

[http://www.cdc.gov/healthyplaces/healthtopics/healthyfood\\_environment.htm](http://www.cdc.gov/healthyplaces/healthtopics/healthyfood_environment.htm)

Health and Human Services

Small Step

[http://www.smallstep.gov/portion\\_control.html](http://www.smallstep.gov/portion_control.html)

Healthy Menu Guidelines

[http://www.sonoma-county.org/scech/wellness/pdf/healthy\\_menu\\_guidelines.pdf](http://www.sonoma-county.org/scech/wellness/pdf/healthy_menu_guidelines.pdf)

Idaho Department of Agriculture

<http://idahopreferred.com/>

USDA's Alternative Farming Systems Information System

Farmers Market Resource Guide

<http://www.nal.usda.gov/afsic/pubs/csa/csa.shtml>

[www.ams.usda.gov/farmersmarkets/Consortium/FMCResourceGuide.pdf](http://www.ams.usda.gov/farmersmarkets/Consortium/FMCResourceGuide.pdf)

Treasure Valley Food Coalition

<http://www.treasurevalleyfoodcoalition.org>

*WebMD*

Brown Bag Lunches and Snacks for Work or School

<http://www.webmd.com/diet/healthy-kitchen-11/brown-bag-lunches>

## HEALTHY EATING

### What: Beverage Alternatives

Time/Effort:  -  

Cost: 

Liquid calories, those coming from the beverages we drink throughout the day, can have a major impact on maintaining a healthy weight. Many people are unaware of the total number of calories they consume daily as a result of what they drink, which in some cases equals the total calories found in an entire meal. Making healthier beverage choices available in your community, in addition to promoting these alternatives can help individuals achieve a healthier body weight.

There are many approaches one can take to promote healthier beverage alternatives within their environment:

- Provide cold or bottled water at no charge on site and at sponsored meetings or events.
- Increase the number of lower calorie beverage options available for purchase within your environment (e.g., unsweetened iced tea or water). Ensure those beverages containing calories have nutritional value (e.g. 100% fruit juice or low-fat milk).
- Consider raising the cost of less healthy beverage options, so that healthier options are viewed as a better deal.
- Conduct an educational campaign about liquid calories to help individuals identify the role beverages play in their daily diet. Post information in areas where individuals congregate so they can learn more about beverages and healthy weight.
- Work with vendors who serve beverages at your site to develop a labeling system to mark the healthiest drink choices, so individuals can easily choose alternatives.

### Things to consider:

- Choose water, diet, or low-calorie beverages instead of sugar-sweetened beverages.
- For a quick, easy, and inexpensive thirst-quencher, carry a water bottle and refill it throughout the day.
- Don't "stock the fridge" with sugar-sweetened beverages. Instead, keep a jug or bottles of cold water in the fridge.
- Make water more exciting by adding slices of lemon, lime, cucumber, or watermelon, or drink sparkling water.
- Add a splash of 100% juice to plain sparkling water for a refreshing, low-calorie drink.
- When you do opt for a sugar-sweetened beverage, go for the small size. Some companies are now selling 8-oz. cans and bottles of soda, which contain about 100 calories.
- Be a role model for your friends and family by choosing healthy, low-calorie beverages.

### Resources:

Centers for Disease Control and Prevention  
Rethink Your Drink

[www.cdc.gov/nccdphp/dnpa/nutrition/nutrition\\_for\\_everyone/healthy\\_weight/drinks.htm](http://www.cdc.gov/nccdphp/dnpa/nutrition/nutrition_for_everyone/healthy_weight/drinks.htm)

## HEALTHY EATING

### What: Portion Control

Time/Effort:  -  

Cost: 

Portion sizes are increasing almost everywhere we turn - at the grocery store, at restaurants, at work, at home and at the movies. Studies show that when faced with larger portions, people inadvertently consume more calories, which can lead to weight gain.

Portion size is the amount of a single food item served in a single eating occasion, normally a meal or a snack. Individuals often confuse portion size with serving size, which is a standard unit of measuring foods (e.g. a cup or an ounce).

There are many ways portion control can help lead individuals toward a healthier lifestyle.

- When offering food during a meeting, gathering or event, provide individuals with smaller sized plates and beverage containers. The smaller the container, the smaller the portion consumed.
- When consuming or serving pre-packaged foods, picture the food on a plate. Even better, put it on a plate. It may be surprising how full the plate looks.
- When going out to eat, pay attention to portion sizes. Ask for a "to go" box, scale down your plate and save half for your next meal.
- Encourage individuals who tend to eat or snack while distracted (e.g. during a meeting/lecture, while working or sitting in front of the TV/computer) to put the amount they plan to eat into a bowl or container instead of eating straight from the package. It's easy for individuals to overeat when their attention is focused on something else.
- When serving food for a meeting, gathering or event, pre-cut food portions such as bagels, muffins and sandwiches in half. Individuals are more likely to consume less and less likely to waste if food items are pre-cut into smaller portions.
- Make your environment a "portion friendly zone." Store especially tempting foods, like candy or chips out of immediate eyesight, like on a high shelf or at the back of a cabinet. Individuals tend to consume more when they have easy access to food.

### Resources:

Centers for Disease Control and Prevention  
Healthy Weight

[http://www.cdc.gov/healthyweight/healthy\\_eating/portion\\_size.html](http://www.cdc.gov/healthyweight/healthy_eating/portion_size.html)

Health and Human Services  
Small Step

[http://www.smallstep.gov/portion\\_control.html](http://www.smallstep.gov/portion_control.html)

United States Department of Agriculture  
Choose My Plate

<http://www.choosemyplate.gov>

## HEALTHY EATING

### What: Cold Vending

Time/Effort:  

Cost:  -  

Healthy and not so healthy options can be available in vending machines, but over time the selection should shift toward more healthy options. Cold vending is a promising way to provide new, tasty snack and beverage options for employees. Cold vending machines can provide a way to make yogurt, salads, string cheese, reduced-fat milk, 100% fruit juice and other food items available to anybody.

### Things to consider:

- Gain individuals input/feedback on products stocked.
- Evaluate nutritional content to make sure new options are truly healthier.
- Promote the availability of new healthy options to individuals in your environment.
- Taste test to demonstrate that the new options taste good.
- Replace the not so healthy options over time.
- Take care in selecting a vendor, including product options and whether sales data will be available to monitor efforts.

### What: Healthy Vending Criteria

Time/Effort:  -  

Cost: 

It is not always easy to tell which packaged foods or beverages are healthier than others. Adopting criteria that identifies which options your environment wants placed in vending machines makes healthy choices easier. Criteria can be based on a range of nutritional concerns like portion/serving size, calories, sugar, fat or sodium content. A healthy vending approach can be adopted by developing a list of preferred products, establishing a written guideline or policy, or by contracting with a vendor who offers a healthy product line.

### Resources:

Cold Vending Machine

Nutrition Success Stories, Good Work! Resource Kit

Healthy Maine Partnerships

[www.healthymainepartnerships.org/MCVHP/resource\\_good\\_work\\_manual.aspx](http://www.healthymainepartnerships.org/MCVHP/resource_good_work_manual.aspx)

Healthy Vending Guidelines (PDF)

The Health Collaborative, YMCA of Greater San Antonio

[www.healthcollaborative.net/assets/pdf/vendingcriteria.pdf](http://www.healthcollaborative.net/assets/pdf/vendingcriteria.pdf)

Standards for Vending and Beverage Machines

<http://www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-VendingMachineStandards.pdf>

## Activate Treasure Valley Policy Model: Physical Activity

### Background:

Employees spend on average 35-50% of their waking hours at work. A work environment where employee health is valued, supported and promoted through workplace wellness programs can create good public relations for recruitment, improve productivity, reduce absenteeism/turnover and impact health care costs.

Regular physical activity can lower the risk of coronary artery disease, obesity, diabetes and osteoporosis. In addition active living helps maintain a healthy weight, reduces stress, and improves mental health and well-being. As a company, [COMPANY NAME] supports good health and recognizes the importance of physical activity on people's work performance and morale. [COMPANY NAME] will encourage moderate intensity physical activity in the workplace.

### Policy Option:

[COMPANY NAME] values physical activity as an essential part of personal and corporate well-being, and provides opportunities for employees to incorporate activity into their daily routine.

### Strategy Implementation:

- Develop prompts for use of stairs promotion
- Develop ongoing messaging – bulletin boards/newsletters/emails/lunch and learns
- Develop an active transportation program
- Hold annual, quarterly or monthly events
- Encourage walking groups
- Hold casual dress days
- Support or sponsor community health/ activity events
- Consider incentive programs or health club discounts
- Encourage active breaks instead of coffee breaks
- Encourage walking meetings or stretch breaks
- Implement recognition programs
- Develop partnerships with local resources to facilitate program goals

### Remove Barriers/Create Accessibility:

- Provide flex time or work-time allowance for physical activity
- Provide access to facilities, changing rooms, showers, etc.
- Provide bike racks
- Provide meeting free times in work week
- Provide resources in line with national guidelines that are updated regularly
- Involve families as much as possible

Policy approved by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

## Activate Treasure Valley Nutrition Policy Model: Healthier Foods and Beverages at Worksite Meetings

### Background:

Healthy eating, which includes a low-fat diet with whole grains, fruits, vegetables, low-fat dairy products, and water can lower risk of heart disease, high blood pressure, stroke, and diabetes. As a company, [COMPANY NAME] supports good health and recognizes the importance of proper nutrition on people's work performance and morale. [COMPANY NAME] will encourage healthier food and beverage choices at worksite meetings.

### Policy Option:

Food and beverage choices offered at [COMPANY NAME] meetings will meet nutritional standards outlined in the *Dietary Guidelines for Americans*.

### Strategy Implementation:

- Develop a guideline or adopt one listed at suggested links below
- Consider serving water and no food at meetings
- General Guidelines for healthy meeting options:
  - Serve low-calorie and low fat foods and beverages
  - Serve fresh fruits and vegetables whenever possible
  - Serve small food portions
  - Provide pitchers and/or bottles of water
- Utilize food safety methods to keep cold food cold and hot food hot
- Offer small plates and beverage containers

### Food and Beverage Suggestions:

- Cut fresh fruit or dried fruit; trail mix; 100% fruit juice
- Cut vegetables served with non-fat or low-fat dressings
- Half portions whole grain breads, bagels, crackers, muffins with low fat cream cheese or hummus
- Lightly seasoned popcorn
- 1% or non-fat dairy products including milk, yogurt, cheese.
- Unsweetened ice tea or water rather than soft drinks
- Coffee, regular and herbal teas; skim or 1% milk rather than cream; have sugar substitute and lemon available.

Policy approved by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

## Activate Treasure Valley Nutrition Policy Model: Workplace Cafeteria

### Background:

Healthy eating, which includes a low-fat diet with whole grains, fruits, vegetables, low-fat dairy products, and water can lower risk of heart disease, high blood pressure, stroke, and diabetes. As a company, [COMPANY NAME] supports good health and recognizes the importance of proper nutrition on people's work performance and morale. [COMPANY NAME] will encourage healthier food and beverage choices in workplace cafeterias.

### Policy Option:

Meals offered in [COMPANY NAME] cafeteria will meet nutritional standards outlined in the *Dietary Guidelines for Americans*.

### Strategy Implementation:

- Post nutritional information for lunch and snack items
- Identify healthy menu options (e.g., sticker or symbol)
- General Guidelines for healthy menu options:
  - contain no more than 30% calories as fat, no more than 10% saturated fat, no more than 400mg of sodium
  - emphasize 1 serving of fruits and vegetables (approximately 1 cup)
  - emphasize whole wheat
  - emphasize lean protein
  - provide water as a beverage option
- Offer grab and go items that meet the healthy menu specifications

### Food Suggestions:

- 1% or non-fat dairy products including milk, yogurt, cheese.
- Lean protein, such as turkey, chicken, fish, tofu, legumes, and beans
- Whole or cut fresh fruit and vegetables
- Salad bar, premade salads, or cut vegetables served with non-fat or low-fat dressings
- Whole grain breads and cereals

Policy approved by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_



## Activate Treasure Valley Nutrition Policy Model: Healthy Vending

### Background:

Healthy eating, which includes a low-fat diet with whole grains, fruits, vegetables, low-fat dairy products, and water can lower risk of heart disease, high blood pressure, stroke, and diabetes. As a company, [COMPANY NAME] supports good health and recognizes the importance of proper nutrition on people's work performance and morale. [COMPANY NAME] will encourage healthier vending choices in the workplace.

### Policy Option:

Items offered in [COMPANY NAME] vending machines will meet nutritional standards outlined in the *Dietary Guidelines for Americans*.

### Strategy Implementation:

- Devote 20% as healthy choices in vending machine
- Identify healthy vending choices with sticker or symbol
- General Guidelines for healthy vending choices:
  - no more than 30% calories from fat
  - no more than 10% calories from saturated fat
  - no more than 400 mg. sodium per serving
  - ≤ 200 calories per serving
  - zero tolerance for trans-fat indicated by no partially hydrogenated oil in ingredient list
  - sugar not listed as the first ingredient
  - organic ingredients are used when possible
  - provide water as an option
- Offer healthy choices at similar prices as unhealthy choices

### Food Suggestions:

- Granola bars with oats as first ingredient
- Dried fruit without added sugar
- Nuts without added oils
- Trail mix
- Whole grain crackers
- Baked chips
- 70% dark chocolate

Policy approved by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

## Activate Treasure Valley Nutrition Policy Model: Healthy Foods Access in the Workplace

### Background:

Healthy eating, which includes a low-fat diet with whole grains, fruits, vegetables, low-fat dairy products, and water can lower risk of heart disease, high blood pressure, stroke, and diabetes. As a company, [COMPANY NAME] supports good health and recognizes the importance of proper nutrition on people's work performance and morale. [COMPANY NAME] will encourage access to healthy foods in the workplace.

### Strategy Implementation:

- Expand the availability of farmers markets or farm stands at worksites
  - o Contact your local growers association, County Extension Office Agents, or the Department of Agriculture for resources
- Promote local growers who have Community Supported Agriculture (CSA) memberships to promote the program to employees.
  - o A CSA is a partnership between the grower and the individual consumer, who buys a share of the farmer's crop. In return, the consumer receives a fresh supply of seasonal produce throughout the growing season.
- Set up a weekly or monthly market day at your workplace
  - o Encourage employees to bring extra garden crops from home to exchange and share
  - o Invite local growers and producers to the event to sell their produce
  - o Encourage recipe sharing and taste-tests, using seasonal, fresh produce
  - o Set up a workplace garden managed by employees, with management permission

Policy approved by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

## Activate Treasure Valley Policy Model: Smoking and Tobacco Use

### Background:

Tobacco use has been cited as the chief avoidable cause of illness and death in the United States. Smoking is a known cause of multiple cancers, heart disease, stroke, complications of pregnancy, chronic obstructive pulmonary disease (COPD), and many other diseases. In addition, recent research has documented the substantial health dangers of involuntary exposure to tobacco smoke.

In addition, tobacco use is linked to lost productivity and higher health care costs. For more information about how tobacco policies save employers money while improving employees' health, go to [www.cdc.gov/tobacco](http://www.cdc.gov/tobacco).

[COMPANY NAME] acknowledges these health hazards and costs by adopting the following policy.

### Policy Option:

As a courtesy to [COMPANY NAME] patrons and as a role model for promoting a healthy lifestyle, smoking or tobacco use, including the use of an e-cigarette shall not be permitted inside facilities, any place on the grounds, nor in company vehicles.

### Strategy Implementation:

- This policy applies to all individuals while on the grounds including visitors, employees, contractors, and vendors.
- For equally qualified applicants, hiring preference will be given to non-smokers. This practice is currently being implemented by employers such as Ada County Sheriff's Office, Central District Health Department and St. Luke's.
- The sale of cigarettes or any tobacco products is not permitted within [COMPANY NAME] facilities.
- As a reminder, "Tobacco-Free Zone" signs should be visibly posted. Contact your local Health District office for information on free signage.
- Anyone observed smoking or using tobacco products would be reminded in a courteous and professional manner of the organization's policy.
- Visitors that continue to be non-compliant will be asked to leave the grounds. If necessary, additional assistance should be sought through supervisory, administrative staff, or Security.
- Consider offering lower health plan premiums for non-tobacco users. This practice is currently being implemented by employers such as Blue Cross, Simplot and St. Luke's.
- Provide information about tobacco cessation programs in the community on the company intranet site and/or in break rooms. If you are interested in hosting a class at the worksite, contact your local Health District office or the American Lung Association.

**Suggested Links:**

Project Filter: <http://projectfilter.org>

Idaho Quit Net: <http://www.idaho.quitnet.com> or Idaho Quit Line: 1-800-QUIT-NOW (1-800-784-8669)

American Lung Association: <http://www.lungusa.org>

American Cancer Society: <http://www.cancer.org>

National Cancer Institute: <http://www.nci.nih.gov>

National Heart, Lung and Blood Institute: <http://www.nhlbi.nih.gov>

Office on Smoking and Health at the Centers for Disease Control and Prevention: <http://www.cdc.gov/tobacco>

Surgeon General: <http://www.surgeongeneral.gov/tobacco/>

Policy approved by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

## Activate Treasure Valley Wellness Survey

### Tips for Completing the Wellness Survey

**Accuracy counts.** Please answer all questions as accurately as possible. The Wellness Survey is your self-assessment and planning tool.

**The focus is on health promotion.** The Wellness Survey was designed to assess implementation of wellness and health promotion activities. It does not address basic administration duties such as bookkeeping.

**There is no passing grade.** The Wellness Survey is not intended to be used to compare one wellness program with another. You should only use your Survey scores to help you understand your environments strengths and weaknesses and to develop an action plan for improving your wellness and health promotion efforts. It is realistic to expect low scores in certain areas; low scores can help you build awareness of areas needing improvement.

**Some actions are easier than others.** Use of the Wellness Survey 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 team together.** The purpose of completing the Wellness Survey is to start a path or improve your wellness program. Once you have started, you can keep the team together and use the Index to monitor your progress. Establish a schedule for annual assessments, so that the Index can serve as a tool for continuous improvement and accountability over time.

## Activate Treasure Valley Partner Wellness Survey

### Part A. Leadership Policies and Environment Questionnaire

#### 1. Wellness Program Policy

*Does the environment have a current policy outlining the requirements and functions of a comprehensive wellness program?*

A "comprehensive" wellness program promotes healthy lifestyle choices through defined policies about the environment and health promotion programs/activities that are conducive to healthy behaviors.

- Yes
- There is a policy, but it needs modification to meet the needs of the environment
- There is no policy, but there are plans to form one
- No

#### 2. Representative Committee Oversees Wellness Program

*Does the environment have a campaign champion or representative committee that meets regularly throughout the year to oversee wellness programs, including physical activity and nutrition programs?*

"Representative" means that it includes relevant members of the environment, such as community members, faith leaders, employees, supervisors, administration, human resources/benefits, occupational health/safety, etc.

- Yes
- There is a committee, but it is not representative or it meets infrequently
- There is no committee, but there are plans to form one
- No

#### 3. Senior Level Support

*Does the environment have the support of leadership (i.e. CEO, city representative, board, advisor, senior level management)*

"Support" means that leadership values wellness, has communicated the importance of wellness to all, allocated resources for wellness, and both leadership and management regularly participate in activities.

- Yes
- There is senior level support, but it is not communicated to all and they do not participate
- There is no senior level support, but mid level management is supportive
- No

#### 4. Wellness Operating Plan

*Does the environment have a wellness operating plan that addresses the purpose, nature, duration, resources required, target audience, goals and objectives, marketing strategies, timelines, expected results and methods to evaluate program success?*

- Yes
- There is a plan, but it needs modification to meet the needs of the environment
- There is no plan, but development is underway
- No

#### 5. Environmental Supports

*Are there environmental supports for wellness programs in place such as childcare, bike racks, locker rooms, showers, break rooms, refrigerators, microwaves, etc.?*

- Yes
- Some supports are in place, but some have not been addressed
- There are plans to put supports in place
- No

#### 6. Flextime

*Are individuals provided flextime to participate in physical fitness and/or health promotion activities in your environment?*

- Yes
- Flextime is provided, but individuals are not encouraged to be active or participate
- Flextime is provided, but individuals are restricted to the restroom, break room or immediate area
- No

#### 7. Written Policies on Physical Activity

*Does the environment have written policies on physical activity that commit to the following?*

- Supporting physical activity
  - Providing incentives or opportunities for engaging in physical activity
  - Offering sponsored fitness oriented programs for individuals, other than an exercise facility
  - Providing a broad range of competitive and non-competitive physical activities that help develop the skills needed to participate in lifetime physical activities (i.e. swimming, walking, running, biking, sports, dancing, etc.)
  - Providing exercise/physical activity messages and information to individuals
  - Providing prompts to promote physical activity near each stairwell or elevator
- Yes for five or six areas listed above. (Please check which areas)
  - For three or four areas. (Please check which areas)
  - For one or two areas. (Please check which areas)
  - No

## 8. Physical Activity Facilities

*Does the environment provide a facility/designated space or related support system on-site for physical activity?*

- On-site exercise facility
- Outdoor exercise areas, playing fields, or walking trails for individual use
- Free, discounted, or subsidized memberships to fitness centers
- On-site physical activity classes such as aerobics, kick-boxing, dancing, etc.
- On-site bike racks or stairwells
- Provide showers and/or changing facilities

- Yes for five or six areas listed above. (Please check which areas)
- For three or four areas. (Please check which areas)
- For one or two areas. (Please check which areas)
- No

## 9. Written Policies on Nutrition

*Does the environment have written policies on nutrition that commit to the following?*

- On-site cafeterias following healthy food preparation guidelines and practices (i.e. steaming, low-fat, low calorie, salt substitutes, limited frying, etc.)
- Healthy food options for any meetings, conferences, or training offered by the environment
- Vending machines and/or onsite cafeteria offer nutritious food options as 25% of the total choices
- Healthy eating messages to the population (delivered via e-mail messages, payroll stuffers, bulletin boards, etc.)
- Supporting participation in nutrition-related activities
- Providing prompts to promote and identify healthy food/snack/drink choices near vending machine(s) or on-site cafeteria

- Yes for five or six areas listed above. (Please check which areas)
- For three or four areas. (Please check which areas)
- For one or two areas. (Please check which areas)
- No

## 10. Written Policies on Tobacco Use

*Does the environment have written policies on tobacco use that commit to the following?*

- Prohibiting tobacco use anywhere on property
- Providing signage and prompts to support no tobacco use on property
- Supporting participation in smoking cessation activities
- Providing incentives to encourage tobacco users to stop

- Yes. (Please check which areas)
- Yes, but tobacco use is allowed in designated area(s)
- Yes, but cessation activities and/or incentives not provided
- No



## 11. Individuals Oriented to Policies

*Are individuals within the environment oriented to, and given copies of, the physical activity, nutrition and tobacco use policies?*

- Yes
- Yes, oriented to or given copies, but not both
- No, but there are plans to
- No

## Activate Treasure Valley Partner Wellness Survey

### Part B. Leadership Health Promotion Questionnaire

#### 1. Health Care Coverage

*Does the environment offer or provide adequate healthcare coverage for individuals and their families for the treatment and prevention of disease?*

- Yes
- Offers or provides access to adequate health healthcare coverage, but coverage for prevention is limited
- No, but there are plans to do so
- No

#### 2. Health Screening

*Does the environment offer or provide easy access to free or reasonably priced health screenings?*

“Provide access to” means that the environment has a special arrangement for individuals to receive either on- or off site health screening.

Examples of items that are part of a “health screening” include:

- height and weight measurements
- blood pressure checks
- cholesterol screening
- diabetes/blood sugar screening
- individual health risk appraisal

- Yes
- Offers or provides access to health screening, but is not reasonably priced or not easily accessible
- No, but there are plans to do so
- No

#### 3. Physical Activity/Fitness Programs

*Does the environment offer or provide easy access to free or reasonably priced physical activity/fitness opportunities or programs?*

- Educational information
- Organized opportunities (active transportation, stairwell use, incentives, accessibility, flexible work hours, casual dress days, active meetings/breaks, physical activity indoors/outdoors)
- Classes
- Workshops
- Facilities
- Special events

- Yes. (Please check which areas)
- Offers or provides access to physical activity/fitness programs, but they are not reasonably priced or not easily accessible
- No, but there are plans to do so
- No

#### 4. Nutrition Education/ Weight Management

*Does the environment offer or provide easy access to free or reasonably priced nutrition education/weight management programs or opportunities?*

- Educational information
- Organized opportunities (meeting and event food, brown bag meals and snacks, beverage alternatives, portion control, cold vending, healthy vending criteria)
- Classes
- Workshops
- Special events

- Yes. (Please check which areas)
- Offers or provides access to nutrition education/weight management programs, but they are not reasonably priced or not easily accessible
- No, but there are plans to do so
- No

#### 5. Tobacco Cessation

*Does the environment offer or provide easy access to free or reasonably priced tobacco cessation programs?*

- Yes
- Offers or provides access to tobacco cessation programs, but they are not reasonably priced or not easily accessible
- No, but there are plans to do so
- No

#### 6. Stairwell Use

*Does the environment encourage and/or provide stairwell use information to individuals including point of decision prompts, stairwell improvements, posters and/or signage?*

- Yes
- Encourages, but there are no resources such as prompts, improvements, posters and/or signage
- No, but there are plans to do so
- No

## 7. Promote and Encourage Participation

*Does the environment promote and encourage individual participation in its wellness programs?*

Examples of ways to "promote and encourage individual participation" include:

- Information at new employee orientation
- Information on programs provided with paychecks
- Flyers on wall or bulletin boards
- Letters mailed directly to individuals
- Announcements at meetings or gatherings
- Newsletter articles
- Incentive/reward programs
- Public recognition
- Health insurance discounts
- Provide showers and changing facilities
- Sponsor individuals' sports teams

- Yes, through four or more ways listed above
- Through one to three of the ways listed above
- No, but there are plans to do so
- No

## 8. Awareness and Education Messages

*Does the environment provide awareness and education messages/information on the following?*

- Chronic disease prevention including risk factors such as high blood pressure, cholesterol, diabetes, obesity, etc.
- Healthy nutrition/eating habits
- Fruit and Vegetable consumption
- Physical activity
- Stairwell use
- Tobacco prevention/control

- Yes. (Please check which areas)
- No, but there are plans to do so
- No

## 9. Budget for Wellness Program

*Is there a budget for health promotion that includes a salary for a coordinator?*

"Coordinator" means a full or part-time employee who is responsible for planning, designing, implementing, and evaluating health promotion activities.

- Yes
- There is a budget, but it does not include a salary for a full or part-time coordinator (although, the environment may have a volunteer coordinator)
- No, but there are plans to create a budget
- No

## 10. Incentives for Participation

*Does the environment provide incentives to individuals to increase participation in wellness programs and initiatives?*

"Incentives" can include but are not limited to premium discounts, wellness bank, cash, gift cards, merchandise, coupons for the cafeteria, etc.

- Yes
- Yes, but the incentives are too small or not meaningful to individuals
- No, but there are plans to include incentives next year
- No

## Activate Treasure Valley Partner Wellness Survey

### Part C. Individual Wellness Questions

#### 1. Demographics

##### a. Gender

- Male
- Female

##### b. Age

- < 20
- 20-29
- 30-39
- 40-49
- 50-59
- 60+

#### 2. Current Physical Activity Level

*Please read the statements below. Select the number of the statement that best describes your current level of physical activity. When considering time spent being active, count any time you are active for at least 10 minutes at a time. In other words, if you have three 10 minute bouts of activity in a day, record that as 30 minutes in a day. "Vigorous" exercise includes activities like jogging, running, cycling, aerobics classes, swimming laps and various sporting activities. These types of activities make you sweat and feel out of breath. "Moderate" exercise includes activities such as brisk walking, stair walking, gardening, slow cycling, dancing, or hard work around the house.*

- I don't exercise or walk regularly now, and don't plan to start in the near future.
- I don't exercise or walk regularly, but I've been thinking about starting.
- I'm doing moderate or vigorous physical activities for at least 30 minutes on some days, but fewer than 5 days a week.
- I've been doing moderate or vigorous physical activities for at least 30 minutes in a day, on 5 or more days a week, and have been doing it for the last 1 to 6 months.
- I've been doing moderate or vigorous physical activities for at least 30 minutes in a day, on 5 or more days a week, and have been doing it for 7 months or more.

#### 3. Time of Physical Activity

- In the morning or before work
- During work hours on break and lunch times
- In the evening or after work
- I am only physically active on the weekends
- None of the above or I am not physically active

#### 4. Stairwell Use

*Please read the statements below. Select the statement that best describes your current stairwell use.*

- I don't use the stairs, and I don't plan to start in the near future
- I want to start using the stairs and would be more likely to use them if prompted to do so
- I use the stairs sometimes (one or more times per week) for the last 0 to 6 months
- I use the stairs frequently (4 or more times per week) for the last 0 to 6 months
- I've been using the stairs every day, for 7 months or longer

#### 5. Fruits and Vegetables

*Please read the statements below. Select the statement that best describes your current intake of 100% juices and fresh, frozen and/or dried fruits and vegetables. A serving is ½ cup or 1 medium piece of most fresh or frozen fruits and vegetables, 6 oz. of 100% juice and ¼ cup of dried fruits or vegetables.*

- I don't eat fruits and vegetables regularly now, and I don't plan to start in the near future
- I don't eat fruits and vegetables regularly now, but I've been thinking about starting
- I'm eating some fruits and vegetables a day (total of 2 or more servings) for the last 0 to 6 months
- I've been eating fruits and vegetables every day (total of 3 or more servings), for the last 0 to 6 months
- I've been eating 5 or more servings of fruits and vegetables every day, for 7 months or longer

#### 6. Tobacco Use

*Please read the statements below. Select the statement that best describes your current tobacco use.*

- I don't smoke
- I'm not thinking about quitting, at least not in the next 6 months
- I'm thinking about quitting someday, but not right now
- I want to quit within the next month or two, and I want to know more about how to do it
- I have just quit and I am going through withdrawal
- I have quit smoking and I want to know more about how to never smoke again

## Activate Treasure Valley Partner Wellness Survey Scorecard

### Part A. Policies and Environment

**Instructions:** To complete this Score Card, first carefully read and discuss the completed Partner Survey. Transfer your answers to the specific questions and follow the scoring descriptions.

		Fully in Place	Partially in Place	Under Development	No	Comments
1	Wellness Program Policy	3	2	1	0	
2	Representative Committee Oversees Wellness Programs	3	2	1	0	
3	Senior Level Support	3	2	1	0	
4	Wellness Operating Plan	3	2	1	0	
5	Environmental Supports	3	2	1	0	
6	Flextime	3	2	1	0	
7	Written Policies on Physical Activity	3	2	1	0	
8	Physical Activity Facilities	3	2	1	0	
9	Written Policies on Nutrition	3	2	1	0	
10	Written Policies on Tobacco Use	3	2	1	0	
11	Individuals Oriented to Policies	3	2	1	0	
<b>Total the Number of circled responses in each column</b>						
<b>Multiply by the Point Value</b>		X 3	X 2	X 1	X 0	
<b>Subtotals</b>						
<b>Total Points Earned</b>		<b>Add All Subtotals</b>				
<b>Total Possible Points</b>					33	
<b>Percentage (total points earned/33) x 100</b>					%	



## Activate Treasure Valley Partner Wellness Survey Scorecard

**Part B. Health Promotion**

**Instructions:** To complete this Score Card, first carefully read and discuss the completed Partner Survey. Transfer your answers to the specific questions and follow the scoring descriptions.

		Fully in Place	Partially in Place	Under Development	No	Comments
1	Healthcare Coverage	3	2	1	0	
2	Health Screening	3	2	1	0	
3	Physical Activity/Fitness Programs	3	2	1	0	
4	Nutrition Education/Weight Management Programs	3	2	1	0	
5	Tobacco Cessation	3	2	1	0	
6	Stairwell Use	3	2	1	0	
7	Promote and Encourage Participation	3	2	1	0	
8	Awareness and Education Messages	3	2	1	0	
9	Budget for Wellness Program	3	2	1	0	
10	Incentives for Participation	3	2	1	0	
<b>Total the Number of circled responses in each column</b>						
<b>Multiply by the Point Value</b>		X 3	X 2	X 1	X 0	
<b>Subtotals</b>						
<b>Total Points Earned</b>		<b>Add All Subtotals</b>				
<b>Total Possible Points</b>					30	
<b>Percentage (total points earned/30) x 100</b>					%	



## Activate Treasure Valley Partner Wellness Action Plan Worksheet

### Part A. Policies and Environment Action Plan Worksheet

<b>Recommendations</b>	Describe the recommendations from the Recommendations Table		
<b>Activities</b>	List the activities required to meet the recommendation		
<b>Materials, Resources and Personnel</b>	List the individuals who will do the work and the resources and tools they need to get the job done.		
<b>Time Frame</b>	When will implementation begin? How long will it take to finish?		
<b>Recommendations</b>	<b>Activities</b>	<b>Materials, Resources and Personnel</b>	<b>Time Frame</b>
1.			
2.			
3.			
4.			
5.			



## Activate Treasure Valley Partner Wellness Action Plan Worksheet

### Part B. Health Promotion Action Plan Worksheet

<b>Recommendations</b>	Describe the recommendations from the Recommendations Table		
<b>Activities</b>	List the activities required to meet the recommendation		
<b>Materials, Resources and Personnel</b>	List the individuals who will do the work and the resources and tools they need to get the job done.		
<b>Time Frame</b>	When will implementation begin? How long will it take to finish?		
<b>Recommendations</b>	<b>Activities</b>	<b>Materials, Resources and Personnel</b>	<b>Time Frame</b>
1.			
2.			
3.			
4.			
5.			