



2016 Action Plan

COMMUNICATION SCHEDULE | WORKPLACE OVERVIEW San Ysidro Health Center
 ADDRESS 1275 30th Street, San Diego, CA 92154 | WELLNESS LEAD John Doh, HR Manager
 START DATE January 2016 | PHONE 000-000-0000 | EMPLOYEES 1,200 | SITES 16

CREATING A CULTURE OF HEALTH

Program Promotion & Employee Education

Develop a comprehensive wellness initiative that promotes employee education and engagement

STEPS	TIMEFRAME	LEAD	RESOURCES
1. Develop your organization's unique wellness brand by selecting a program name, creating a mission and vision statement, and setting wellness goals.	T1. 3-6 mo.	L1. Wellness Comm.	<ul style="list-style-type: none"> Starting a Wellness Committee (California Fit Business Kit) Wellness Program Announcement email
2. Promote wellness activities and initiatives to employees through communication channels and maintaining a wellness board in employee break rooms.	T2. 1-2 mo.	L2. Wellness Comm.	<ul style="list-style-type: none"> Wellness Board Materials (UCSD)
3. Schedule a series of 4 lunch & learn opportunities on stress management in partnership with Live Well @ Work community partners.	T3. 1-2 mo.	L3. Project Lead	<ul style="list-style-type: none"> Sign up for the Live Well @ Work newsletter MyPlate Resources
4. Evaluate your program through employee surveys and participation rates.	T4. Annually	L4. Wellness Comm.	

CREATING HEALTHY FOOD ENVIRONMENTS

Healthy Meetings

Establish guidelines for meetings and events that encourage the consumption of healthy food and beverages

STEPS	TIMEFRAME	LEAD	RESOURCES
1. Set healthy guidelines for your business. Think of creative ways to integrate the guidelines into employer-sponsored meetings and events.	T1. 3-6 mo.	L1. Wellness Comm.	<ul style="list-style-type: none"> Healthy Meetings (California Fit Business Kit) Healthy Meeting Toolkit (NANA)
2. Offer healthy snack alternatives at meetings and events such as water or fruits and vegetables.	T2. 2-4 mo.	L2. Wellness Comm.	<ul style="list-style-type: none"> Under Pressure (CDC)
3. Create a list of preferred healthy food vendors that your business uses for catered meetings.	T3. 2-4 mo.	L3. Wellness Comm.	<ul style="list-style-type: none"> Tips for Offering Healthier Options and Physical Activity at Workplace Meetings and Events (CDC)
4. Establish a healthy meeting policy with your human resources department that outlines opportunities providing healthy food options for employees.	T4. 6-9 mo.	L4. Wellness Comm. & HR	<ul style="list-style-type: none"> Meet Well Pledge (HHSA)

CREATING HEALTHY FOOD ENVIRONMENTS

Healthy Vending

Develop healthy vending guidelines that promote serving healthy snacks and beverages

STEPS	TIMEFRAME	LEAD	RESOURCES
1. Connect with your fiscal department to find out about your current vending contracts and what changes can be made.	T1. 1-2 mo.	L1. Project Leads	<ul style="list-style-type: none"> • Healthy Vending Criteria (California Fit Business Kit)
2. Create a healthy vending plan that outlines timeline, goals, and promotion.	T2. 3-6 mo.	L2. Wellness Comm.	<ul style="list-style-type: none"> • Eat Well Standards: Beverage & Food Vending Guidelines
3. Conduct employee surveys and taste tests to identify which products they would like offered in the vending machines.	T3. 2-4 mo.	L3. Project Leads	<ul style="list-style-type: none"> • Sample Healthy Vending Policies
4. Post promotional messaging on and around vending machines that encourage healthy options and nutrition information.	T4. 1-2 mo.	L4. Wellness Comm.	<ul style="list-style-type: none"> • San Diego's Healthy Vendor List • Sample Employee Surveys
5. Make the healthy options more appealing by decreasing their price and placing the healthier options at eye level.	T5. 3-6 mo.	L4. Project Leads	

CREATING OPPORTUNITIES FOR PHYSICAL ACTIVITY

Physical Activity Clubs

Create clubs and promote fitness events that allow employees to be active before, during, and after work

STEPS	TIMEFRAME	LEAD	RESOURCES
1. Identify what types of clubs and activities are of interest to staff.	T1. 1-2 mo.	L1. Wellness Comm.	<ul style="list-style-type: none"> • Physical Activity Clubs (California Fit Business Kit)
2. Create a simple activity-tracking log and promote the program to all employees through e-blasts and announcements.	T2. 1-2 mo.	L2. Wellness Comm.	<ul style="list-style-type: none"> • Fitness Activity Survey • Team In Training's Corporate Wellness @ Work 5K Program
3. Host a kick-off event to launch the physical activity program/challenge with Live Well @ Work partner (e.g. Team in Training).	T3. 2-4 mo.	L3. Project Leads	<ul style="list-style-type: none"> • Employee Fitness Surveys
4. Provide incentives to participating employees (i.e. pedometers, water bottles, etc.)	T4. 1-2 mo.	L4. Project Leads	

EMPLOYER BACKGROUND: San Ysidro Health Center (SYHC) is a non-profit organization that is dedicated to providing high quality, accessible and affordable medical, dental, behavioral health and special support services. Their wellness committee was formed in 2015 and meets a monthly-basis with representation from over 20 individuals.

Opportunities:

1. Employee education – offer a series of stress management workshops at 4 SYHC locations (April/May 2016)
2. Healthy meetings – set guidelines for offering healthy food and beverage alternatives at all-staff meetings
3. Healthy vending – standardize and promote healthy options available at all 16 SYHC locations for employees
4. Fitness challenge – schedule a fitness challenge or employee 5k run/walk with Live Well @ Work partner