(YEAR) Action Plan

communication schedule | workplace overview (INSERT COMPANY NAME)

address (INSERT ADDRESS) | wellness lead (INSERT NAME)

start date (INSERT DATE) | phone (INSERT PHONE NUMBER) | employees (INSERT # OF EMPOYEES | sites (INSERT # OF SITES)

creating a culture of health

Program Promotion & Employee Education

Develop a comprehensive wellness initiative that promotes employee education and engagement

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| 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. | * [Starting a Wellness Committee](http://o5d7m3sjsee2goyit4eubimr.wpengine.netdna-cdn.com/wp-content/uploads/2015/09/CFBK-StartingWellnessCommittee.pdf) (California Fit Business Kit) * Wellness Program   Announcement email   * Wellness Board Materials (UCSD) * [Sign up for the Live Well @ Work newsletter](http://ucsdcommunityhealth.org/work/worksite-wellness/#ml-signup) * [MyPlate Resources](https://www.choosemyplate.gov/MyPlate) |
| 1. 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. |
| 1. 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 |
| 1. 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

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| 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. | * [Healthy Meetings](http://o5d7m3sjsee2goyit4eubimr.wpengine.netdna-cdn.com/wp-content/uploads/2015/09/CFBK-HealthyMeetings.pdf) (California Fit Business Kit) * [Healthy Meeting Toolkit](https://cspinet.org/resource/healthy-meeting-toolkit) (NANA) * [Under Pressure](http://www.cdc.gov/salt/pdfs/Sodium_Reduction_Worksites.pdf) (CDC) * [Tips for Offering Healthier Options and Physical Activity at Workplace Meetings and Events](http://www.cdc.gov/obesity/downloads/tips-for-offering-healthier-options-and-pa-at-workplace.pdf) (CDC) * Meet Well Pledge (HHSA) |
| 1. Offer healthy snack alternatives at meetings and events such as water or fruits and vegetables. | T2. 2-4 mo. | L2. Wellness Comm. |
| 1. Create a list of preferred healthy food vendors that your business uses for catered meetings. | T3. 2-4 mo. | L3. Wellness Comm. |
| 1. 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 |

creating healthy food environments

Healthy Vending

Develop healthy vending guidelines that promote serving healthy snacks and beverages

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| 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 | * [Healthy Vending Criteria](http://o5d7m3sjsee2goyit4eubimr.wpengine.netdna-cdn.com/wp-content/uploads/2015/09/CFBK-HealthyVendingCriteria.pdf) (California Fit Business Kit) * Eat Well Standards: Beverage & Food Vending Guidelines * Sample Healthy Vending Policies * San Diego’s Healthy Vendor List * Sample Employee Surveys |
| 1. Create a healthy vending plan that outlines timeline, goals, and promotion. | T2. 3-6 mo. | L2. Wellness Comm. |
| 1. 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 |
| 1. Post promotional messaging on and around vending machines that encourage healthy options and nutrition information. | T4. 1-2 mo. | L4. Wellness Comm. |
| 1. 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

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| steps | timeframe | lead | resources |
| 1. Identify what types of clubs and activities are of interest to staff. | T1. 1-2 mo. | L1. Wellness Comm. | * [Physical Activity Clubs](http://o5d7m3sjsee2goyit4eubimr.wpengine.netdna-cdn.com/wp-content/uploads/2015/09/CFBK-PAClubs.pdf) (California Fit Business Kit) * Fitness Activity Survey * Team In Training’s Corporate Wellness @ Work 5K Program * Employee Fitness Surveys |
| 1. 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. |
| 1. 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 |
| 1. Provide incentives to participating employees (i.e. pedometers, water bottles, etc.) | T4. 1-2 mo. | L4. Project Leads |

Employer Background: (INSERT SUMMARY OF ORGANIZATIONS KEY VALUES AND STRENGTHS)



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