

# Worksite Wellness Tool Kit



**Healthy  
Arkansas**

*For a Better  
State of Health*

# Healthy Arkansas Worksite Wellness Tool Kit

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Recipes and tips for getting more fruits and vegetables in your diet	
<a href="http://www.healthyarkansas.com/services/services_5aday.html">http://www.healthyarkansas.com/services/services_5aday.html</a>	
Dietary Guidelines for Americans	
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General recommendations	
<a href="http://www.cdc.gov/nccdphp/dnpa/physical/recommendations/index.htm">http://www.cdc.gov/nccdphp/dnpa/physical/recommendations/index.htm</a>	
Components of physical activity	
<a href="http://www.cdc.gov/nccdphp/dnpa/physical/components/index.htm">http://www.cdc.gov/nccdphp/dnpa/physical/components/index.htm</a>	
Physical activity for people with disabilities	
<a href="http://www.health.state.ny.us/nysdoh/fun/0954.htm">www.health.state.ny.us/nysdoh/fun/0954.htm</a>	

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## Healthy Arkansas

*For a Better  
State of Health*

Arkansas Department of Health and Human Services  
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Little Rock, AR 72205  
1-800-235-0002  
[www.arkansas.gov/ha](http://www.arkansas.gov/ha)

# Elements of a Comprehensive Worksite Health Promotion Program

1. **Health education** focuses on skill development and lifestyle behavior change along with information dissemination and awareness building, preferably tailored to employee's interests and needs.
2. **Supportive social and physical environments** include an organization's expectations regarding healthy behaviors and implementation of policies that promote health and reduce risk of disease.
3. **Integration of the worksite program** into the organization's structure.
4. **Linkage to related programs** like employee assistance programs (EAPs) and programs to help employees balance work and family.
5. Worksite **screening programs**, ideally linked to medical care to ensure follow-up and appropriate treatment as necessary.
6. Some process for **supporting individual behavior** and change with **follow-up interventions**.
7. A means of determining **how the program is working, and how it can be improved**.



# Assessment

## Types of Assessments and Sources

Different assessment tools can provide different types of important information. Therefore, a worksite wellness program may benefit most from using each of the following types of assessments.

### Worksite Wellness Individual Interest Survey

Since worksite wellness programs are for employees, it's a good idea to find out from them what approaches have the greatest chance of success. A simple survey made up of 10 or 12 questions (see survey in this chapter) can provide valuable information. For example:

- Discover how employees want to receive program information (e.g. electronically, strategically-placed bulletin boards, memos, etc.).
- What health components (nutrition, physical activity, tobacco) are they most interested in addressing and how?
- What types of groups might employees be most inclined to join (e.g. walking, yoga, cooking, biking, weight-loss, dance, martial arts, nutrition, etc.)?
- Which employees have expertise that may be useful to the program?

A sample survey has been included in this section for your use. Feel free to use it as is, modify it for your purposes or just review it for ideas to create your own.



### Organizational Health Survey

The organizational surveys are geared to obtain information on your organization's environmental indicators from both managers and the general workforce. The surveys are comprised of questions that reveal the extent to which opportunities exist in the workplace to pursue and maintain a healthy lifestyle. A sample survey has been provided in this section.

### Health Risk Assessment (HRA)

The health risk assessment is central to health promotion programs. It can help companies of all sizes identify their workforce's problems and establish targets for improvement. Using the HRA, you can discover risk levels, determine appropriate interventions and measure results. Assessments help employees manage their health care and allow companies to control their health care costs. Tools that can accurately measure risk levels and that can proactively channel individuals to appropriate, cost-effective interventions are invaluable.

### Assessment Sources

The following are just a few resources for finding additional assessment tools:

TRALE, Inc. at [www.trale.com](http://www.trale.com)  
Partnership for Prevention at [www.prevent.org](http://www.prevent.org)  
WELCOA (Wellness Councils of America) at <http://healthstrategies.welcoa.org/strategy1.php>  
Tompkins County Worksite Wellness at [www.tompkins-co.org/wellness/worksite/survey/](http://www.tompkins-co.org/wellness/worksite/survey/)  
Gordian at [www.gordian-health.com](http://www.gordian-health.com)  
Kersh Wellness at [www.kershwellness.com](http://www.kershwellness.com)

## Employee Interest Surveys

Surveys introduce employees to worksite wellness, solicit their involvement and approval, and overall play a big role in helping to launch a successful wellness program. Use them as a starting point for polling your co-workers. Feel free to adapt and revise the surveys provided in this section to best fit your needs.

Once you get your survey questions finalized and survey dates set, you'll need to promote the survey to assure a good response.

Consider these guidelines for response rates:

- Surveys at worksites with 40 - 100 employees should have at least 25 responses and aim for 50 - 75 percent of all employees.
- At sites with 100 - 200 employees aim for 35 - 50 percent as your minimum.

## Sample Correspondence for Survey Promotion

Dear Employees,

Our company is starting a Worksite Wellness program and your input is needed! You can help by going to the following web page: [http://www.\\_\\_\\_\\_\\_](http://www._____).

There you'll find an introductory letter with more information and a short survey for you to complete. The survey is completely anonymous and it should only take you a few minutes. Paper surveys are also available.

It's very important that we hear from everyone in order to make our new wellness program successful. So, please complete your survey today and urge your co-workers to do the same! Please submit your survey no later than \_\_\_\_\_.

Go to the web page listed above for more information and to take the survey.

Thank you very much!  
The Wellness Committee

# Worksite Wellness Individual Interest Survey

(Sample)

Large businesses may prefer to do this, or similar, surveys by computer to reduce data entry and analysis time. Businesses with few employees can easily compile the information by hand.

This short survey is designed to get a feel for where employee interests lie, while at the same time giving employees a chance to better understand the concept of a wellness program. All responses will be kept anonymous.

Select one number for each question:

- 4 = Very likely
- 3 = Somewhat likely
- 2 = Not very likely
- 1 = Not at all likely

1. I buy heart-healthy snacks when they are available (for example, pretzels, cereals, yogurt, one percent or skim milk, fresh fruit, 100 percent juice, raisins or other dried fruit. NOT candy, chips, pastry, etc.).	4	3	2	1
2. If I had a five-minute break I would use it for a personal activity like stretching, yoga or a walk if there were a place to do it.	4	3	2	1
3. I would eat fruit if available at our staff meetings.	4	3	2	1
4. I would participate in group activities encouraging healthy eating or physical activity if they were offered to staff.	4	3	2	1
5. I am satisfied with my current state of health.	4	3	2	1
6. I make time for 30 minutes of physical activity most days of the week.	4	3	2	1
7. I don't think about health when deciding what to eat.	4	3	2	1
8. It's hard for me to get as much exercise as I should.	4	3	2	1
9. I try to look for healthier foods, but usually eat whatever is available.	4	3	2	1
10. I don't know what is meant by "worksite wellness."	4	3	2	1
11. Healthier people are more productive at work.	4	3	3	1
12. Paying attention to healthy eating and exercising is a lot of trouble.	4	3	2	1
13. I know what it takes to lead a healthy lifestyle.	4	3	2	1
14. Whether or not to live a healthy lifestyle is completely up to the individual.	4	3	2	1

Additional comments are welcome. Please write them on a separate sheet of paper. If you want to know more about this program and how you can help, please contact your supervisor.



# Work-Site Organizational Health Survey

(Sample)

Name of Work Group: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_ Title/Function: \_\_\_\_\_

Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## A. Physical Activity

What types of facilities or resources does your organization provide for employees to engage in physical activity? Please tell us if your organization offers the following resources by placing an 'X' in the "Yes" or "No" box.

		Yes	No
1. Does your worksite have a place for employees to go for a walk?		<input type="checkbox"/>	<input type="checkbox"/>
a. If yes, can employees walk:	Indoors	<input type="checkbox"/>	<input type="checkbox"/>
	Outdoors	<input type="checkbox"/>	<input type="checkbox"/>
b. If yes, is this place: ('X' all that apply)	Well lit	<input type="checkbox"/>	<input type="checkbox"/>
	Safe from traffic, cars and machinery	<input type="checkbox"/>	<input type="checkbox"/>
	Secure from intruders	<input type="checkbox"/>	<input type="checkbox"/>
	Well ventilated	<input type="checkbox"/>	<input type="checkbox"/>
	Attractive	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your organization have organized physical activities for employees?		<input type="checkbox"/>	<input type="checkbox"/>
3. Does your organization have access to physical activity facilities for employees (such as basketball courts, walking trail)?		<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization have access to an indoor exercise facility?		<input type="checkbox"/>	<input type="checkbox"/>
a. If yes, what equipment does it provide: ('X' all that apply)	Aerobic equipment (e.g. bikes, stair climbers, treadmills)	<input type="checkbox"/>	<input type="checkbox"/>
	Running track	<input type="checkbox"/>	<input type="checkbox"/>
	Swimming pool	<input type="checkbox"/>	<input type="checkbox"/>
	Strength training equipment	<input type="checkbox"/>	<input type="checkbox"/>
	Other _____	<input type="checkbox"/>	<input type="checkbox"/>
b. When is the exercise facility open? ('X' all that apply)	Before work hours	<input type="checkbox"/>	<input type="checkbox"/>
	After work hours	<input type="checkbox"/>	<input type="checkbox"/>
	During work hours	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the facility free or discounted to employees?		<input type="checkbox"/>	<input type="checkbox"/>
d. Can family members of employees use the facility?		<input type="checkbox"/>	<input type="checkbox"/>



- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 5. Does your organization subsidize memberships to off-site physical activity facilities?           | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does your organization have stairs that employees can use for physical activity?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does your organization provide any incentives or rewards to employees who are physically active? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does your organization offer a health plan which provides discounts for health club membership?  | <input type="checkbox"/> | <input type="checkbox"/> |

## B. Nutrition

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 9. Can employees in your organization obtain food or snacks at the workplace?<br>If no, please skip to question #12.                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Where are the food or snacks offered? ('X' all that apply)   |                          |                          |
| Cafeteria  | <input type="checkbox"/> | <input type="checkbox"/> |
| Break room or company kitchen  | <input type="checkbox"/> | <input type="checkbox"/> |
| Canteen truck/snack bar  | <input type="checkbox"/> | <input type="checkbox"/> |
| Vending machines   | <input type="checkbox"/> | <input type="checkbox"/> |
| Caterer  | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: (describe) _____  |                          |                          |
| 11. If your organization has vending machines,<br>what types of food are available through the machines? ('X' all that apply)                  |                          |                          |
| Candy, chips, or cookies   | <input type="checkbox"/> | <input type="checkbox"/> |
| Soda   | <input type="checkbox"/> | <input type="checkbox"/> |
| Pretzels   | <input type="checkbox"/> | <input type="checkbox"/> |
| Fresh vegetables   | <input type="checkbox"/> | <input type="checkbox"/> |
| Salads   | <input type="checkbox"/> | <input type="checkbox"/> |
| 100 percent fruit juice  | <input type="checkbox"/> | <input type="checkbox"/> |
| Fresh fruit  | <input type="checkbox"/> | <input type="checkbox"/> |
| Dried fruit  | <input type="checkbox"/> | <input type="checkbox"/> |
| Granola bars or trail mix  | <input type="checkbox"/> | <input type="checkbox"/> |
| Yogurt   | <input type="checkbox"/> | <input type="checkbox"/> |
| One percent or skim milk   | <input type="checkbox"/> | <input type="checkbox"/> |
| Water  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Can your employees obtain any of the following foods in the work place? ('X' all that apply)   |                          |                          |
| Fresh fruit  | <input type="checkbox"/> | <input type="checkbox"/> |
| 100 percent fruit juice  | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooked vegetables  | <input type="checkbox"/> | <input type="checkbox"/> |
| Fresh salads   | <input type="checkbox"/> | <input type="checkbox"/> |
| Fat free or low fat salad dressing   | <input type="checkbox"/> | <input type="checkbox"/> |
| One percent or skim milk   | <input type="checkbox"/> | <input type="checkbox"/> |
| Fat free or low fat yogurt   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Does your organization have written policies or guidelines to ensure that fruit, vegetables<br>and salads are offered at catered meetings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Does your organization have a place where employees can refrigerate and heat meals?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Does your organization offer nutrition education programs to your employees?   | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No
16. Does your organization offer weight control programs?	<input type="checkbox"/>	<input type="checkbox"/>
17. Does your organization offer reimbursement or discounts for dietary counseling, whether through health insurance or direct subsidy?	<input type="checkbox"/>	<input type="checkbox"/>

### C. Smoking

18. Does your organization have a written smoke-free environment policy? If no, go to 22.	<input type="checkbox"/>	<input type="checkbox"/>
19. Are employees who violate the policy penalized in any way?	<input type="checkbox"/>	<input type="checkbox"/>
20. Where is smoking prohibited? ('X' all that apply)		
In offices	<input type="checkbox"/>	<input type="checkbox"/>
Throughout the office buildings	<input type="checkbox"/>	<input type="checkbox"/>
Throughout the grounds	<input type="checkbox"/>	<input type="checkbox"/>
In company vehicles	<input type="checkbox"/>	<input type="checkbox"/>
21. Where is smoking permitted? ('X' all that apply)		
In offices	<input type="checkbox"/>	<input type="checkbox"/>
In designated areas of office buildings	<input type="checkbox"/>	<input type="checkbox"/>
Outside of office buildings	<input type="checkbox"/>	<input type="checkbox"/>
In company vehicles	<input type="checkbox"/>	<input type="checkbox"/>
22. Do you offer programs to help employees quit smoking?	<input type="checkbox"/>	<input type="checkbox"/>
23. Does your organization offer reimbursement or discounts to employees who enroll in programs to quit smoking, whether through health insurance or direct subsidy?	<input type="checkbox"/>	<input type="checkbox"/>

### D. Other Health Programs

24. In the past 12 months, has your organization offered employees any health education classes, workshops, lectures or special events?	<input type="checkbox"/>	<input type="checkbox"/>
25. In the past 12 months, has your company offered any of the following health screening services: ('X' all that apply)		
Blood pressure screening	<input type="checkbox"/>	<input type="checkbox"/>
Cholesterol screening	<input type="checkbox"/>	<input type="checkbox"/>
Blood sugar screening	<input type="checkbox"/>	<input type="checkbox"/>
Other: (describe) _____		
26. Are your employees allowed to use paid work time to participate in health-related activities?	<input type="checkbox"/>	<input type="checkbox"/>
a. If yes, is this for:		
Activities at work?	<input type="checkbox"/>	<input type="checkbox"/>
Time off to participate elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
b. If yes, in which activities are employees allowed to use paid work time for participation? ('X' all that apply)		
Blood pressure screening	<input type="checkbox"/>	<input type="checkbox"/>
Cholesterol or blood sugar screenings	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition classes	<input type="checkbox"/>	<input type="checkbox"/>
Physical activity	<input type="checkbox"/>	<input type="checkbox"/>
Classes to quit smoking	<input type="checkbox"/>	<input type="checkbox"/>
Weight control programs	<input type="checkbox"/>	<input type="checkbox"/>
Stress management	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
27. Does your organization have a written flextime policy?	<input type="checkbox"/>	<input type="checkbox"/>
28. Does your organization participate in an Employee Assistance Program (EAP)?	<input type="checkbox"/>	<input type="checkbox"/>
29. In the past 12 months, has your organization solicited feedback from employees on the types of health programs and services that would be beneficial to them?	<input type="checkbox"/>	<input type="checkbox"/>
30. Does your organization have a budget for colleague health promotion?	<input type="checkbox"/>	<input type="checkbox"/>
31. Is there a designated person, group or committee within your organization who is responsible for employee health promotion?	<input type="checkbox"/>	<input type="checkbox"/>
32. Does your organization offer family leave for employees to care for sick family members?	<input type="checkbox"/>	<input type="checkbox"/>

### E. About Your Organization

33. How would you describe the attitude of your organization's leadership toward the promotion of health among your colleagues?	Strongly supportive	<input type="checkbox"/>	<input type="checkbox"/>
	Somewhat supportive	<input type="checkbox"/>	<input type="checkbox"/>
	Neutral attitude	<input type="checkbox"/>	<input type="checkbox"/>
	Not very supportive	<input type="checkbox"/>	<input type="checkbox"/>
	Not at all supportive	<input type="checkbox"/>	<input type="checkbox"/>
34. Which of the following statements best describes your organization's health insurance benefit?	We do not offer health insurance to employees	<input type="checkbox"/>	<input type="checkbox"/>
	We offer a health insurance plan, but do not contribute a percentage of the premium	<input type="checkbox"/>	<input type="checkbox"/>
	We offer a health insurance plan and contribute a percentage of the premium	<input type="checkbox"/>	<input type="checkbox"/>
35. How many employees work in your business? (include full and part time employees)	Fewer than 50	<input type="checkbox"/>	<input type="checkbox"/>
	50 to 249	<input type="checkbox"/>	<input type="checkbox"/>
	250 or more	<input type="checkbox"/>	<input type="checkbox"/>
36. What percentage of your employees are women?	Percent: _____		
37. What percentage of your employees are disabled?	Percent: _____		
38. What percentage of your employees are:	Percent: _____ Full-time		
	Percent: _____ Part-time		
	Percent: _____ Satellite/off-site employees		

	Yes	No
39. Does your organization work more than one shift per day?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, do employees on all shifts have equal access to the following resources?

Check all that apply.

Physical activity programs	<input type="checkbox"/>	<input type="checkbox"/>
Fresh fruits, vegetables and low fat foods	<input type="checkbox"/>	<input type="checkbox"/>
Health screenings	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition education programs	<input type="checkbox"/>	<input type="checkbox"/>
Weight loss programs	<input type="checkbox"/>	<input type="checkbox"/>
Tobacco cessation programs	<input type="checkbox"/>	<input type="checkbox"/>

Thank you very much for participating.

# Examples of Incentive-Based Programs

Employers may utilize incentive-based programs as part of their worksite wellness program. The following is an example that can be used alone or adapted for various types of programs to encourage people to participate. Feel free to change the types of incentives, log sheets or the behaviors you are rewarding.

## Wellness Incentive Program

### Instructions:

- A. The \_\_\_\_\_ (name of program) \_\_\_\_\_ Incentive Program rewards regular exercise, good nutrition and other healthy lifestyle choices. You earn points for positive lifestyle activities and behaviors indicated below. You will then be able to “purchase” incentives with the points you have earned.
- B. Filling out the Activity Log:  
A paper log is provided to help you keep up with your daily activities. Find the date on the log or enter the date in the computer and record your wellness activities for that day. If you use the paper log, transfer daily activities to the computer log at least monthly. If you do not have access to a computer, your program coordinator will assist you in entering your activities. The coordinator will print what was entered and you will be asked to sign it.

### Explanation of Points

- **Smoking**  
If you do not smoke that day you get five points. You can accumulate up to 155 points if you do not smoke at all that month. Non-smokers also get the points for not smoking.
- **Five to nine fruits and vegetables**  
The number of recommended fruits and vegetables to eat each day depends on your sex and age. See the *How Do Your Portion Sizes Measure Up?* page of the Nutrition Supporting Materials section for your recommended servings and definitions of serving size. Record the number of servings of fruits and vegetables you eat that day. You will receive one point for each fruit or vegetable serving you eat up to seven points per day. You can accumulate up to 217 points per month if you get at least seven fruit and vegetable servings each day.
- **Physical Activity**  
It is recommended that people get at least 30 minutes of cardiovascular physical activity at least five days per week. Approximately 90 minutes daily is recommended for weight loss. Flexibility and strength exercise are

also very important for health and weight management. Go to <http://www.cdc.gov/nccdphp/dnpa/physical/components/index.htm> for descriptions of the types and recommendations for physical activity. Record the number of minutes of physical activity you get each day. You will receive one point for each 10 minutes of physical activity up to seven hours per week. You can accumulate up to 168 points in a month if you get seven hours per week.

- **Additional Wellness Activities**  
Stress management is an essential part of wellness. You can get two points per 10 minutes of additional wellness activities you participate in each day up to 60 minutes per week. Interacting with a loved one (not watching TV), drawing, painting, reading for enjoyment or engaging in a hobby are excellent examples.
- **Education, Cessation or Weight Management Classes**  
Record each class you attend for weight management, smoking cessation or other health-related classes such as a lunch-and-learn class on exercise safety. You will receive 10 points per class up to one class per week. Watch for announcements about upcoming classes.
- **Age/Gender-Appropriate Screening**  
Record the following age-appropriate screenings. You will receive 100 points for getting all age/gender-appropriate screenings each year. You may receive this once per year. See the chart on the following page for screening guidelines.
- **Weight Management**  
If you maintain a healthy weight for the month, BMI between 19 and 24.9, you will receive 100 points per month. If your BMI is above 24.9, you can also get 100 points by losing 10 pounds that month. You will receive 10 points for every pound you lose up to 10 pounds per month. When your BMI reaches the healthy range you will begin earning the 100 points per month. Additional weight loss within the healthy range does not earn points.
- You will receive 100 bonus points for filling out the Health Risk Assessment each year.

## Recommended Screenings

AGE	TEST
20-29	BMI (each regular visit), Blood Pressure (each regular health care visit or at least once every two years if BP is greater than 120/80 HG), Lipid Profile (every five years), Clinical Breast Exam (every three years), Pap Test (yearly)*
30-39	BMI (each regular visit), Blood Pressure (each regular health care visit or at least once every two years if BP is greater than 120/80 HG), Lipid Profile (every five years), Clinical Breast Exam (every three years), Pap Test (every one to three years, depends on type of test and past results)*
40-49	BMI (each regular visit), Blood Pressure (each regular health care visit or at least once every two years if BP is greater than 120/80 HG), Lipid Profile (every five years), Clinical Breast Exam (yearly), Mammography (every one to two years), Pap Test (every one to three years, depends on type of test and past results), Blood Glucose Test (every three years at age 45 and older)**
50+	BMI (each regular visit), Blood Pressure (each regular health care visit or at least once every two years if BP is greater than 120/80 HG), Lipid Profile (every five years), Clinical Breast Exam and Mammography (yearly), Pap Test (every one - three years, depends on type of test and past results), Blood Glucose Test (every three years), Prostate Specific Antigen Test and Digital Rectal Exam (yearly)**
Talk to your doctor about screenings appropriate for you.	

### Incentive Prizes

Each month the Wellness Activity Logs will be totaled. At that time a participant may redeem his/her points for incentive prizes. Points left over will be carried to the next month. Drawings for various prizes also will be held periodically with all colleagues enrolled in the Worksite Wellness program being automatically eligible.

ITEM*	POINTS
Pen	350
Stress ball or flex bands	550
Insulated water bottle or lunch bag	650
T-shirt or pedometer	900

\*Equivalent incentive items may be substituted for listed ones.

It is recommended that merchandise used for incentive prizes have a special logo and that only those who earn the prize through the wellness program receive the item.

### Other Ideas

- Celebrations with healthy snacks
- Motivational messages from supervisors to employees promoting exercise during the day
- Discounts to local gyms
- Certificates, award ceremonies, newsletter “spotlights,” recognition on the website
- Conduct drawings for “Big Prize” for winners of smaller accomplishments
- Offer free or low-cost screenings
- Include exercise time as professional development
- Ergonomic assessment and subsequent work space enhancements
- Participation in organization-sponsored “special” events that employees will be eligible to attend during work hours
- Cash prizes
- Reserved parking places
- Other merchandise such as sweatshirts, etc.

\* Source: American Cancer Society (ACS)

\*\* Source: The Centers for Disease Control and Prevention (CDC)

## Tracking Form

Date	No Smoking	5 - 9 Fruits Vegetables a Day	Cardio-vascular	Flexibility	Strength	Stress Mgmt. Activities	Education Cessation Weight Mgmt.	Age Appropriate Screenings	Total
1-Jan-05									0
2-Jan-05									0
3-Jan-05									0
4-Jan-05									0
5-Jan-05									0
6-Jan-05									0
7-Jan-05									0
8-Jan-05									0
9-Jan-05									0
10-Jan-05									0
11-Jan-05									0
12-Jan-05									0
13-Jan-05									0
14-Jan-05									0
15-Jan-05									0
16-Jan-05									0
17-Jan-05									0
18-Jan-05									0
19-Jan-05									0
20-Jan-05									0
21-Jan-05									0
22-Jan-05									0
23-Jan-05									0
24-Jan-05									0
25-Jan-05									0
26-Jan-05									0
27-Jan-05									0
28-Jan-05									0
29-Jan-05									0
30-Jan-05									0
31-Jan-05									0
*Maintained a healthy weight this month BMI 19 - 25									
Weight loss this month in lbs. (_____ x 10 points)									
TOTAL									0

### Health Risk Assessment

100 points once per year

#### No Smoking

Five points per day

#### Fruits and Vegetables

One point per fruit and vegetable up to seven per day

### Physical Activity

One point per 10 minutes up to one hour per day

#### Stress Management Activities

Two points per 10 minutes up to one hour per week

#### Education/Cessation/Weight Mgmt.

10 points per class up to one per week

### Age/Gender-Appropriate Screenings

100 points per year per  
(See chart in Worksite Wellness Incentive Program Section for screening guidelines)

\*Note: If a healthy weight is reached during the month, the maximum 100 points is awarded.



## Walking Club Motivational Program

The Walking Club is a program that encourages you to walk for exercise with co-workers and earn incentives through the recording of miles walked. The Walking Club incentive program is designed for those who use walking as their main or only mode of exercise. (Employer can decide whether to allow walking on work time. Walking anytime counts toward points.)

I want to participate! How do I get started?

To get involved, you need to begin to keep track of the miles you have walked using your Workout Record Sheet. Each day you walk and engage in safe stretching as part of your workout, record your mileage on the Workout Record Sheet. At the end of each month, send your Workout Record Sheet to the office and we will tally the total number of miles that you walked during the month. After we have calculated your miles for the month, we will send your monthly and grand total to you. Please record only one month on each sheet.

How do I accumulate miles?

Each week you earn miles by walking. For every day that you walk for exercise, you record the number of miles walked during that workout. If you need help in measuring a route, you can borrow a mini-pedometer from us or we will come and measure the walk for you.

How do I earn incentives?

The number of miles you walk each day, week, etc. add up and are treated like a bank account. Each additional month, more miles will be added to your account.

When you purchase an incentive, the corresponding number of miles (that the incentive is "worth") will be withdrawn from your account. You only purchase prizes that interest you. You are not required to purchase any specific incentives. For example, if you would like to purchase a t-shirt, then you must have at least 300 miles recorded in your account. If your balance is 334 miles and you purchase a t-shirt, then your new balance is 34 miles. The mile value for each incentive is as follows:

ITEM*	MILES
Water Bottle	50
Fanny Pack	75
Relaxation Tape	100
Thermal Mug	125
Hat	150
Tank Top	175
Cotton Shorts	225
First Aid Kit	250
Nylon Shorts	275
T-Shirt	300
Gym Bag	350
Sweat Shirt	400

\*Feel free to substitute incentive items. This chart will help you determine how many miles to require for items of various cost/value.

Now are you ready to begin!

### Instructions

Write your name and the month on the lines provided. Each day that you walk for exercise, record the number of miles walked.

For example, if the first day of the month is a Wednesday and you walked for two miles, fill in two in the box in the first column on the third row.

NOTE: Due to lack of space, we are not able to save your workout sheets. If you want to have a record of your workouts, we suggest that you either make a copy of the Workout Record Sheet before you send it to us or write a note on the Workout Record Sheet letting us know you want it back. If there is not a note on the Workout Record Sheet, then it will be thrown away after the miles have been tallied.

### Workout Record Sheet

Name: \_\_\_\_\_ Month: \_\_\_\_\_

Month Total: \_\_\_\_\_ Grand Total: \_\_\_\_\_

	Week 1	Week 2	Week 3	Week 4
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

# Tobacco-Free Workplace Tool Kit

## Why a Tobacco-Free Workplace?

**“If a person maintains a normal body weight, exercises at least three times each week and doesn’t use tobacco, that person will live an average of 13 years longer than he or she would live otherwise.”**

Governor Mike Huckabee, Arkansas (2004)

## Costs to Employers

The costs of employee tobacco use to the employer are significant. Direct costs to the employer include healthcare costs associated with tobacco use. Indirect costs include lost productivity, absenteeism and recruitment and retraining costs resulting from death and disability related to tobacco use.

Tobacco-free workplaces can enhance productivity in two ways: by reducing the effects of secondhand smoke (SHS) on nonsmokers and by reducing excess smoking-related absenteeism among smokers who are motivated to quit as a result of the tobacco-free policy. Especially for small businesses that have employees who handle a variety of tasks, productivity can be greatly increased by reduced absenteeism.

A smoker who quits could save employers an estimated \$960 in excess illness costs each year. Persons who quit smoking before age 65 are estimated to save from 40 percent to 67 percent of the lifetime excess medical costs of persons who continue to smoke.

**Tobacco causes more deaths than AIDS, alcohol abuse, automobile accidents, illegal drugs, fires, homicide and suicide combined.**

Adapted from: *Making Your Workplace Smokefree A Decision Maker’s Guide*, U.S. Department of Health And Human Services, Centers for Disease Control and Prevention, Office on Smoking and Health

## Health Consequences of Tobacco Use and Secondhand Smoke (SHS)

### Mortality and Morbidity

- Result in premature death
- Cause significant disease and disability

### Cardiovascular Effects

- Cause coronary heart disease (heart attack), cerebrovascular disease (stroke), and atherosclerotic peripheral vascular disease (increased risk of amputations)

### Cancer

- Causes lung, laryngeal, esophageal and bladder cancers, as well as cancer of the oral cavity (lip, tongue, mouth and pharynx); smokeless tobacco is also a cause of oral cancer
- A contributing factor for pancreatic and renal cancers
- Associated with gastric cancer

### Lung Diseases

- Cause emphysema and chronic bronchitis

### Women’s Health Effects

- Cause intrauterine growth retardation, leading to low birth weight babies
- Contribute to cervical cancer
- A probable cause of unsuccessful pregnancies

### Other Health Effects

- Addiction to nicotine
- Adverse interactions with occupational hazards that increase the risk of cancer
- Alteration of the actions and effects of prescription and nonprescription medications
- A probable cause of peptic ulcer disease

### Health Consequences of Secondhand Smoke

- Causes lung cancer in adult nonsmokers
- Associated with higher death rates from cardiovascular disease in nonsmokers
- Associated with increased irritant effects, particularly eye irritation, among allergic persons
- Worsens asthma in adults

### In children

- Associated with respiratory tract infections
- Increased prevalence of fluid in the middle ear
- A risk factor for developing asthma and associated with more frequent and severe asthma attacks
- Associated with increased risk of sudden infant death syndrome (SIDS)
- Associated with increased risk of bacterial meningitis

## STEP ONE: Assess the Current Situation

Your first step is to assess the current situation so you know where you are. Review your company's current policies, practices and employee attitudes in regard to tobacco policies.

Use the checklist below.

### Current Smoking/Tobacco Use Policy and Practices Checklist

**Our current smoking policy allows tobacco use by employees and visitors:**

- ☐ In offices
- ☐ In designated smoking rooms
- ☐ Other places inside (list)
- ☐ Just outside the front door
- ☐ In the parking lot
- ☐ In designated smoking areas outside
- ☐ In vehicles
- ☐ Other places outside (list)

**Employees and visitors currently use tobacco:**

- ☐ In offices
- ☐ In designated smoking rooms
- ☐ Other places inside (list)
- ☐ Just outside the front door
- ☐ In the parking lot
- ☐ In designated smoking areas outside
- ☐ In vehicles
- ☐ Other places outside (list)

Also, review any state or local regulations on tobacco use in the workplace and get a sense of how other businesses in your area approach this issue. Gather and use this information to guide the development and implementation of the policy. Although you are not putting the policy "to a vote," most workers do support tobacco-free policies. Allowing employees to express their opinions will facilitate and guide implementation of the policy.

## Support for Employees Who Smoke

The effect of implementing a tobacco-free policy will be most immediate for employees who smoke. You can help them adjust to changes introduced by your smoking policy by communicating the following:

- Inform employees in advance that a new policy is being developed.
- After the policy is implemented, let smokers know that you appreciate their efforts to comply with the policy.
- Offer smoking cessation assistance.
- Ask nonsmoking employees to support and encourage smokers.
- Plan for continuing support of smokers who want to quit.

**Of all current smokers, an estimated 32 million (about 70 percent) report they want to quit smoking completely.**

**Your goal should be a tobacco-free workplace, not to stigmatize employees who use tobacco.** Employees who smoke can be offered varieties of assistance plans, from comprehensive programs to more limited referrals. The table below lists some of these types of programs. To tailor a program to fit your company, you can mix and match from these options:

Level of Support	Pros	Cons
Comprehensive		
Offer and pay for smoking cessation programs for employees and covered dependents.	May enhance health status of employees	More expensive than other options
	May help contain healthcare costs	Requires a significant effort by the employer
	Allows employer to assess impact of smoking program	
Provide communication to all employees about changes in smoking policies and support to be offered.	More likely to yield changes in smoking behavior	
Demonstrates employer’s commitment to helping employees who smoke		
Facilitation		
Work with health care providers (insurers and Health Maintenance Organizations) to provide smoking cessation for employees.	May enhance health status of employees	Requires significant start-up effort
	Takes advantage of existing resources	Health care providers may be unwilling to provide support.
Provide self-help cessation materials.	Does not require continuing effort or monitoring by employer	
Provide communication to all employees about changes in smoking policies and support to be offered.		
Referral		
Provide employees with information on community smoking cessation programs.	Takes advantage of existing resources	Less effect on smoking behavior and healthcare costs
Provide self-help cessation materials.	Less expensive than comprehensive support	
Provide communication to all employees about changes in smoking policy.	Easier to implement than comprehensive support or facilitation	

### Incentives

Incentives are most effective in increasing interest in quitting. Even small rewards or recognition, such as in a company newsletter, can help smokers succeed at cessation by providing a concrete goal.

## STEP TWO: Decide on a New Policy and Develop a Plan to Implement It

Use the information you have gathered to help you decide which policy you will implement. Compare the current situation with the options for workplace policies. Use the model policy as a reference. You should also consider how to handle other tobacco products, such as spit tobacco or snuff, if the employees use these products. It is reasonable and consistent to handle all tobacco products at the same time and in the same manner.

While many possible smoking policies exist, only two are viable in today's social and scientific environment:

(1)**Tobacco-free** environment in company facilities and vehicles; can be extended to include the property or grounds of the employer.

(2)**Separately ventilated areas.** Smoking limited to separately ventilated smoking rooms.

The following table compares the two types of smoking policies:

Policy	Pros	Cons
1. Tobacco Free		
Smoking/tobacco use is not allowed inside any building or company vehicle.	Complies with all laws and ordinances	Requires smokers to modify their behavior
	Greatly reduces SHS exposure for all employees	
Tobacco use occurs only at designated outdoor locations. Policy can be extended to prohibit tobacco use on company grounds.	Provides best health and safety benefits for employees	Some costs may be incurred if outside smoking shelters are constructed.
		Employees smoking directly outside building impact image.
Employees who smoke refrain from smoking throughout the workday or leave company grounds to smoke.	May reduce the number of cigarettes smoked by employees; may encourage employees to quit smoking	Inconvenience to employees who smoke
	Decreases maintenance costs	If not properly managed, smokers may be disproportionately absent from their work stations.
	Sends a clear message to employees	
	Easier to administer and enforce	
	Low cost to implement	
2. Separately Ventilated Areas		
Smoking is allowed only in dedicated smoking rooms. The rooms have separate ventilation systems designed to prevent SHS from leaking into other areas of the building.	Complies with most laws and ordinances	May have adverse effects on smokers' health
	Reduces nonsmokers' exposure to SHS	Requires space
	Allows smokers to stay indoors	Ventilation systems may not adequately protect nonsmokers from SHS.
		Building and maintaining separately ventilated lounges is expensive.

## Key Principles of Successful Tobacco-Free Policy Implementation

- Focus on smoke, not the smoker.
- Focus on health and safety regarding tobacco, not individual rights.
- Obtain management commitment and support. This support can be made visible to employees through the use of paycheck stuffers, posters, newsletters and other company communication channels.
- Provide training for middle managers and supervisors on policy communication and enforcement.
- Provide real and visible opportunities for employee participation in policy planning and implementation.
- Educate the workplace community about the hazards of combining SHS and materials used in work processes.
- Allow four to six months from the time of the announcement to implementation, depending on the size of the organization and the magnitude of the change from the old to the new policy.
- To maximize motivation, plan to implement the policy in conjunction with national events such as the American Cancer Society's Great American Smokeout in November or around New Year's Day (when people are making New Year's resolutions).
- Ensure that restrictions and enforcement are equitable across job categories.
- Offer smoking cessation programs to all employees and their families before and after the policy change.
- Enforce the tobacco policy just as any other policy would be. Provide training in enforcement for supervisors. Do not differentiate between smoking breaks and any other kind of breaks.
- Anticipate unintended effects (e.g., the concentration of smoke in designated areas).
- Continue to provide smoking cessation educational opportunities and programs after the policy has been implemented to support employees in their attempts to quit smoking and to prevent relapse.

### Items that the company's policy should include:

- ☐ Purpose for policy (harmful effects of SHS on health)
- ☐ A tie between the tobacco policy and cessation support and the recognizable corporate values (e.g., performance of employees as an asset)
- ☐ Clear statement of where tobacco use is prohibited
- ☐ Clear statement of where tobacco use is permitted (if anywhere)
- ☐ Clear statement on enforcement and consequences of noncompliance
- ☐ Clear statement of support to be provided for employees who smoke (e.g., cessation assistance)
- ☐ Name and phone number of person who can answer questions about the policy

### Plan how to make the transition smooth and the policy work

This implementation plan will guide the rest of your actions. You may want to tie significant events (such as the effective date of the policy) to existing events, such as the Great American Smokeout (November) or the season (if your smokers will need to go outside to comply, begin during a mild season). The plan should include: when the policy will be announced (at least four months before the effective date; longer for very large organizations); when the policy will become effective; events that will be tied to the transition; supportive activities for smokers; role of contact person listed in policy; role(s) of work groups or task forces; sufficient time for acquiring appropriate signs to communicate the policy; mechanism for allowing employee feedback during the transition period; and time to negotiate and work with labor unions, if needed.

## **STEP THREE: Communicate with Employees and Management**

Once you have composed your plan, you will need to inform your employees about the upcoming changes. Remember to consider the need to involve – or at least communicate with – management and labor unions (if present). It is important that all employees understand the policy changes and the implications of these changes.

Mid-level managers or supervisors need to understand their responsibilities for implementing and enforcing the policies. You may want to hold meetings to familiarize them with their roles. These meetings can be useful in anticipating and preparing for potential problems, such as the abuse of break time or tension between smokers and nonsmokers. The following are questions and suggested talking points or resources about the policy:

### **Will there be a reduction in healthcare costs at the end of year one?**

- It will be difficult to promise savings in healthcare costs within one year.

Note: An accurate assessment of who is using tobacco before the new policy takes effect and a comparison of who is smoking among employees at the end of year can be used to calculate the potential cost benefit of the smoke-free/tobacco-free policy.

### **Does passive smoking really have any adverse health effects on nonsmokers?**

- SHS is a proven health hazard. It has been classified as a Group A (known human) carcinogen, as have asbestos and benzene. Nonsmokers subjected to SHS are exposed to nicotine, carbon monoxide and cancer-causing agents. More people die from SHS than all other regulated occupational substances combined.
- Seek the support of your corporate medical director or a community health professional.

### **Should employees be allowed to take time away from their job to participate in smoking cessation activities?**

- Plan cessation programs at times that are not part of the workday but are convenient for employees (e.g., before work, during lunch or after work).
- Point out that over the long term, time off to attend smoking cessation programs will add up to less time than employees take to smoke.

### **Will a tobacco-free policy result in the loss of smoking employees?**

- Very few employees leave companies because of implementation of smoke-free policies: 3.5 percent of an extensive small business sample and two percent of another sample said employees left due to a smoke-free policy.

### **Will a tobacco-free policy be difficult to enforce?**

- Enforcement procedures are almost never needed because most policies are self-enforcing and compliance is very high. Compliance is high because both management and employees usually support the smoke-free tobacco-free policy.

### **Will tobacco-free policies alienate clients?**

- In most cases, clearly posted signs are enough to alert clients to your smoke-free/tobacco-free policy.
- Some companies hand out a small card explaining the policy.

### **Won't tobacco-free policies cost too much time and money to implement?**

- Experience and limited survey data have demonstrated that developing and implementing a tobacco-free policy does not need to be expensive or time-consuming. Costs and time can be saved with well-thought-out implementation.



## **STEP FOUR: Announce and Manage the Policy**

Formally announce the policy to all employees and prepare for implementation. Suggested actions include the following:

- Announce the policy and cessation support by using your company's standard communication channels. It is important to demonstrate that management fully supports the policy (e.g., the announcement should come from the chief executive officer or appropriate senior officer).
- Announce a timeline for implementing the tobacco policy and cessation activities. The announcement should be made in advance of the policy's effective date to allow tobacco users to prepare for changes and to permit any facility or material changes that might be necessary such as removal of cigarette vending machines, placement of outdoor ashtrays and "Smoke-free Area/Thank You for Not Smoking" signs and necessary ventilation modifications.
- Offer smoking cessation support at the same time as the advance announcement of the pending policy change as well as before and after the effective date. Strong restrictions on smoking may encourage smokers to think about quitting.
- Obtain signs that communicate a positive "smoke-free" message.
- Offer to answer employee questions and invite comment about the policy and cessation activities.
- On the effective date of the policy, you should have signs in place, facility changes complete and smoking cessation and smoker support ready.

Take advantage of the time between the announcement and the policy effective date to anticipate issues that may arise and work to resolve them.

### **Don't stop after the effective date of the policy**

As with other policies, the implementation of the smoke-free policy needs to be monitored for effectiveness. Monitoring allows you to tailor implementation and related cessation support and it allows you to report to management and employees about the impact of the policy.

## **Plan to assess your policy by finding the answers to the following:**

### **Assessment in the short-term (first one to three months)**

- Changes in exposure to SHS in the work environment
- Number of employees attending cessation activities or using self-help materials
- Awareness of the policy
- Employee attitudes toward policy and cessation activities
- Improved employee morale
- Less conflict between smokers and nonsmokers
- Enhanced quality of work
- Improved job satisfaction

### **Assessment in the long-term (three months to a year)**

- Changes in number of employees who use tobacco
- Effect of cessation activities on successful quitting
- Changes in health risks for smokers and nonsmokers
- Enhanced corporate image
- Improved employee attitude toward health
- Reduced absenteeism
- Reduced healthcare costs
- Lower accident rate
- Decline in turnover
- Fewer sick days
- Improved productivity

You also may want to evaluate your policy over the longer term (e.g., one to three years). This step will require more effort and time, but it can provide valuable information, such as awareness of tobacco policy and smoking cessation activities, participation in smoking cessation activities, effectiveness of smoking cessation activities, and management support and tobacco policy enforcement.

## **Assess whether your tobacco policy and cessation support are working**

Here are some other reasons for evaluation of tobacco policies and cessation activities:

- To identify areas for modification
- To tell employees and management what happened
- To provide a structure for the evolution of the policy or activities

All policies and activities need to evolve to meet the changing needs of the organization and employees. Assessment data can help you to justify changes in the policy or activities to meet these changing demands. You will need to tailor the concepts so that they will work in your setting, but these steps have been tested and proven in various environments.

## Tobacco Resources

This page provides information on some of the resources available for use in worksites.

The sources of materials are listed rather than all of the available materials. Included here are non-profit and governmental providers that have developed excellent materials and programs at low or no cost. These sources can provide information to help you develop your policy (such as fact sheets on the risks from secondhand smoke) or smoking cessation support. Ask these sources about materials on policy and cessation at the same time.

### **Arkansas Department of Health and Human Services Tobacco Prevention Program**

P.O. Box 1437, Slot H-3  
Little Rock, AR 72203  
(501) 661-2953  
Stamp Out Smoking Quit Line:  
(1-866-669-7848)  
[www.healthyarkansas.com](http://www.healthyarkansas.com)  
[www.stampoutsmoking.com](http://www.stampoutsmoking.com)

### **The American Cancer Society**

901 N. University Ave.  
Little Rock, AR 72207  
(501) 603-5216  
[www.cancer.org](http://www.cancer.org)

### **The American Heart Association**

909 W. 2nd Street  
Little Rock, AR 72203  
(501) 375-9148  
[www.americanheart.org](http://www.americanheart.org)

### **The Lung Association**

211 Natural Resources Drive  
Little Rock, AR 72205  
(501) 224-5864  
[www.lungark.org](http://www.lungark.org)

### **National Cancer Institute**

9000 Rockville Pike  
Building 31, Room 4A-18  
Bethesda, MD 20892  
(1-800) 4-CANCER  
NCI's Smoking Quit Line  
(1-877-448-7848)  
[www.nci.nih.gov/cancerinfo/tobacco](http://www.nci.nih.gov/cancerinfo/tobacco)

### **National Institute for Occupational Safety and Health Centers for Disease Control and Prevention**

4676 Columbia Parkway  
Cincinnati, OH 45226  
(1-800-356-4674)

### **Office on Smoking and Health Centers for Disease Control and Prevention**

4770 Buford Highway, NE  
Mailstop K-50  
Atlanta, GA 30341-3724  
(770) 488-5705  
[www.cdc.gov/nccdphp/osh/tobacco](http://www.cdc.gov/nccdphp/osh/tobacco)

## Additional Resources

Program:	Promote Quitline/SOS
Contact Info:	Tobacco Prevention and Education, 501-661-2231
Website:	<a href="http://sosquitline.pnms.com/index.asp">http://sosquitline.pnms.com/index.asp</a>
Length:	On-going
Description:	The Quit Line (1-866-NOW QUIT) refers callers to the Fay W. Boozman College of Public Health, which serves as a telephone-based resource to provide screening, counseling, support materials and referral for tobacco cessation assistance based on an individual's readiness to quit. The quit rate for enrollees is 25.5 percent.

Program:	Cessation Classes
Contact Info:	Arkansas Foundation for Medical Care, 501-375-1200
Website:	<a href="http://www.afmc.org/HTML/smokin_cess/pro_sosworks.aspx">http://www.afmc.org/HTML/smokin_cess/pro_sosworks.aspx</a>
Length:	On-going
Description:	AFMC has partnered with the Arkansas Department of Health and Human Services to create tobacco cessation clinics across the state. These clinics use proven research-based methods that can help you to stop smoking or chewing tobacco and they are free of charge.

# Tobacco: Supporting Materials

## Cessation Network Sites

### **CABUN Rural Health Services**

P.O. Box 851  
402 Hwy. 167 South  
Hampton, Arkansas 71744  
870-798-4299  
870-798-2005 Fax  
Phyllis Kordsmeier, Executive Director

### **Jefferson Comprehensive Care Center**

P.O. Box 1285  
1101 Tennessee  
Pine Bluff, Arkansas 71613  
870-543-2380  
870-535-4716 Fax  
Larnell Davis, Executive Director

### **Lee County Cooperative Clinic**

P.O. Box 669  
530 West Atkins Blvd.  
Marianna, Arkansas 72360  
870-295-5225  
870-295-6900 Fax  
Cleola Bursey, Executive Director

### **Mainline Health Care System**

P.O. Box 100  
233 N. Main  
Portland, Arkansas 71633  
870-737-2221  
870-737-4337 Fax  
Betty Shuler, Executive Director

### **Mid-Delta Health System**

401 Midland  
Clarendon, Arkansas 72029  
870-747-3381  
870-747-3631 Fax  
Al Sliger, Executive Director

### **White River Rural Health Initiative**

P.O. Box 497  
623 West 9th Street  
Augusta, Arkansas 72006  
870-347-2534  
870-347-2882 Fax  
Ray Cockrill, Executive Director

## Additional Sites

### **Dr. Rick Hinterthieur, EdD**

AHEC - Northwest in Harrison  
105 East Crandall  
Harrison, Arkansas 72601  
870-391-3366  
[RickH@northark.edu](mailto:RickH@northark.edu)

### **Mr. Frank Wise, Administrator**

Fulton County Hospital  
679 North Main Street  
Salem, Arkansas 72576  
870-895-2939  
[few@centurytel.net](mailto:few@centurytel.net)  
Tobacco Interventionist: Diana Templin

### **Ms. Brenda Harrison, Community Relations**

St. Mary's Regional Medical Center  
1808 West Main Street  
Russellville, Arkansas 72801  
479-964-5687  
[BRENDA.HARRISON@tenethealth.com](mailto:BRENDA.HARRISON@tenethealth.com)  
Tobacco Interventionist: David Bachman, MD

### **Ms. Tammy Gavin, Assistant Administrator**

White River Medical Center  
1710 Harrison Street  
Batesville, Arkansas 7250  
870-793-1450  
[tgavin@wrmc.com](mailto:tgavin@wrmc.com)  
Tobacco Interventionists: Ronda Gaither, RN  
Janet Smart, RN

### **Mr. B. J. Roberts**

Director of Quality and Corporate Compliance  
Conway Regional Medical Center  
2302 College Avenue  
Conway, Arkansas 72032  
501-513-5159  
[bjroberts@conwayregional.org](mailto:bjroberts@conwayregional.org)

# Tobacco Social Marketing Aids

## Benefits of a Tobacco-Free Workplace

### Economic Impact of Tobacco Use in the Workplace

- Estimates of the annual excess illness costs per smoking employee are \$960.
- Smokers are absent from work 50 percent more often than nonsmokers, have twice as many on-the-job accidents, and are 50 percent more likely to be hospitalized than workers who do not smoke.
- Recognizing that employees of smoke-free companies overall may be healthier year-round, many insurers are inclined to give those companies a break on premiums. Some fire and casualty companies, for example, will cut their premiums by 50 percent.
- Smoking-attributable direct healthcare costs in Arkansas equal \$748 million per year.
- Smoking-caused productivity losses in Arkansas equal \$1.24 billion per year.

### Benefits of a Tobacco-Free Workplace

For the Employer:

- A tobacco-free environment helps create a safe and healthy workplace.
- Direct healthcare costs to the company may be reduced.
- It may be possible to negotiate lower health, life, and disability coverage as employee tobacco use is reduced.
- The risk of fires is lower.
- Managers are relieved when a process for dealing with tobacco use in the workplace is clearly defined.
- Absenteeism is lower due to smoking-related illnesses.
- Maintenance costs go down when smoke, matches and cigarette butts are eliminated in facilities.
- Office equipment, carpets and furniture last longer.

For the Employee:

- A tobacco-free environment helps create a safe and healthy workplace.
- A well-planned and carefully implemented effort by the employer to address the effects of tobacco use on employee health and the health of their families shows the company cares.
- Workers who are bothered by second-hand smoke will not be exposed to it at the worksite.
- Smokers appreciate a clear company policy about smoking at work.

To obtain a “Smoke-Free for Your Health” sticker for workplaces, contact the Arkansas Department of Health and Human Services at 1-800-235-0002.



# Nutrition Programs

## 5 A Day Challenge

The 5 A Day Challenge is an activity that encourages participants to eat five or more servings of fruits and vegetables and participate in a total of 30 minutes of physical activity each day. This activity could be done on many different levels, either as a challenge for one section/department/division at a time or as a competition between them. The steps below will help organize a challenge for the entire workplace. Steps could be easily modified for fewer participants such as a department-only activity.

### One Month Ahead

- Get the endorsement of management.
- Designate a 5 A Day Challenge coordinator.
- Develop a planning committee.
- Brainstorm for ideas that focus on 5 A Day, physical activity and incentives for participation.
- Schedule the event.
- Solicit participation from community health organizations such as the American Cancer Society, American Heart Association, YMCA or local hospitals.
- Arrange for prizes. Many local businesses are willing to donate prizes.
- Gather recipes, educational resources and other materials.
- Create slogans, program logo and informational verbiage about the program and its benefits for employees and the organization.
- Promote the Challenge with posters and flyers, newsletter, pay stuffers, etc.
- Elicit family participation by having employees bring their spouses and children to an organizational healthy-food picnic, with games requiring activity (volleyball, badminton, sack races, etc.).



### The Week of the Challenge

- Demonstrate ways to prepare fruits and vegetables that are easy and taste great.
- Set up a taste test and/or other 5 A Day activity in the cafeteria.
- Decorate the hallways, stairwells and bulletin boards with posters of fruits and vegetables and physical activity.
- Copy and distribute the logs and instructions for completion to employees.
- Guide the employees through the log each day.
- Provide reminders to complete the log.

### After the Challenge

- Tally results and recognize employees' efforts.
- Give a certificate to each employee who participated. Consider recognizing the section/department/division that ate the most fruits and vegetables, that did the most minutes of physical activity and that tried the most new fruits and vegetables.

## 5 A Day Challenge

Make a copy of this chart for each person participating in the 5 A Day Challenge and have them fill it out. Track everyone's progress for a week and you'll see that eating five to nine a day is easy!

### Daily Number of Fruit and Vegetable Servings

	Breakfast	Lunch	Snacks	Dinner	Total Goal: 5 A Day	Physical Activity Goal: 30 minutes each day
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

#### What's a Serving?

The 5 A Day for Better Health Program defines one serving as:

- One medium piece of fruit
- ½ cup cut-up fruit
- ½ cup raw or cooked vegetables
- One cup leafy salad greens
- ¼ cup dried fruit
- ½ cup cooked dried peas and beans
- ¾ cup (six oz.) 100 percent fruit/vegetable juice

#### Why eat 5 to 9?

Fruits and vegetables look good, taste good and are good for you. They are:

- Low in fat
- Low in calories
- High in vitamins
- High in minerals
- High in fiber

#### Why 30 minutes a day?

A half hour can make a difference in your health and how you feel. It's easy to get 30 minutes a day:

- Go for a walk with a friend or your pet
- Cleaning is exercise – add some music
- Play with the kids (ride bikes, play a game)
- Park the car further from the door and walk
- Walk to pick up the kids from school or get the newspaper



# Worksite Challenge: Fit with 5

## Introduction

“Health results from a harmony between food and exercise.” Although Hippocrates said this centuries ago, it still holds true today. The “Worksite Challenge: Fit with 5” program is a fun approach to achieving the goals of eating well and staying fit. This program concept is adapted from a Georgia 5 A Day Evaluation Grant to evaluate an incentive-driven behavior change campaign called the “Lifestyle Challenge” and was funded by the National Cancer Institute (NCI) and the Center for Disease Control (CDC) in 1995. The CDC recently developed the “March into May” program based on this concept.

“Worksite Challenge: Fit with 5” is a 10-week program for the workplace that focuses on increasing physical activity and intake of fruits and vegetables. The goal is for workers to do a total of at least 30 minutes of physical activity per day for five days of the week and to eat five servings of fruits and vegetables each day. Having this program at the worksite will create an environment that promotes and supports healthy behaviors.



The “Worksite Challenge: Fit with 5” program adapts key components from the Arkansas Department of Health and Human Services’s March into May worksite wellness program and puts them online for your use. You can use these online materials alone or in combination with other materials. See contents below:

- Information letter to “Fit with 5” participants
- Promotional Activities Guide and Participant Information
- Benefits of Physical Activity; Benefits of Eating “5 A Day”
- Template for your state’s statistics on physical activity and 5 A Day: “Did you know?”
- Rules of the Challenge; Helpful Hints (for Team Captain)
- Team Registration
- Personal Log
- Team Captain Log
- Physical Activity and 5 A Day Surveys (for Team Captain)

In addition, we have included in this site some great inspirational quotes about health, nutrition and physical activity that you can use in your materials.

These materials were obtained with permission from the Arkansas Department of Health and Human Services.





## Worksite Challenge: Fit with 5

Information letter to “Fit with 5” participants; coordinators, please tailor to your state and needs.

To: “Worksite Challenge: Fit with 5” participants  
From: Arkansas Coordinator  
Date: (DATE OF YOUR EVENT)  
Subject: “Worksite Challenge: Fit with 5”

“Worksite Challenge: Fit with 5” is an event developed by the National Cancer Institute and sponsored by the Arkansas Department of Health and Human Services and the Arkansas Governor’s Council on Physical Fitness and Sports. The “Worksite Challenge: Fit with 5” will be (DATES). The goals of this event are to:

- Support and encourage individuals to move toward accumulating 30 minutes or more of moderate to vigorous activity on a daily basis
- Eat at least five servings of fruits and vegetables each day
- Create a worksite/community environment that promotes and supports healthy behaviors
- Create the capacity to disseminate this program to other institutions and communities

“Worksite Challenge: Fit with 5” is a health program for the workplace. The aim of this event is to support and encourage individuals to be physically fit and eat at least five servings of fruits and vegetables a day. Being active and eating correctly is very important for our health and well-being. Everyday, physicians diagnose cancer, heart disease, high blood pressure, diabetes and other health problems, which may be easily prevented by regular exercise and eating healthy. Many Arkansans are overweight and don't get enough physical activity. This challenge event is the perfect way for your colleagues/employees to get involved in physical activity and eating five or more servings of fruits and vegetables a day.

The potential impact of “Worksite Challenge: Fit with 5” on the employees in Arkansas is great. Research has shown that the most successful programs have obtained support from management. For this program to truly be successful, it needs your support and participation.

“Worksite Challenge: Fit with 5” provides an excellent way to spread worksite health into all of Arkansas. The ultimate aim is to disseminate “Worksite Challenge: Fit with 5” in every community and state during (INSERT YEAR). We want the employees of the (YOUR COMPANY NAME) to be aware of the benefits of exercise and good nutrition. This event will help educate participants on the benefits of personal physical fitness and eating at least five servings of fruits and vegetables a day. We hope you will support “Worksite Challenge: Fit with 5” by taking part on a team and encouraging your employees to participate in this voluntary event. If you need any additional information please call (\_\_\_\_)\_\_\_\_\_.

## Worksite Challenge: Fit with 5

### Promotional Activities Guide and Participant Information

From (DATE) to (DATE), employees of (NAME OF BUSINESS/ORGANIZATION) will participate in “Worksite Challenge: Fit with 5” by exercising five days a week and eating at least five servings of fruits and vegetables a day. This event, sponsored by (SPONSORING ENTITY), promotes healthy lifestyles by encouraging physical activity in the workplace and eating five servings of fruits and vegetables a day. The goals of this health-related event are to:

- Support and encourage individuals to move toward accumulating a total of 30 minutes or more of moderate to vigorous activity every day of the week.
- Eat at least five servings of fruits and vegetables each day.
- Create a worksite/community environment that promotes and supports healthy behaviors.
- Create the capacity to disseminate this program to other institutions and communities.

Studies show that too many Arkansans are overweight, inactive and don’t eat enough servings of fruits and vegetables daily, causing them to be at risk for health problems. The “Worksite Challenge: Fit with 5” event will help to encourage us to be physically active and eat fruits and vegetables on a regular basis.

Regular physical activity and eating five or more servings of fruits and vegetables a day reduces the risk of dying prematurely. It also reduces the risk of dying from heart disease, developing diabetes, developing high blood pressure and many other health problems. According to the Surgeon General’s Report on Physical Activity and Health, Americans suffer from illnesses that they can prevent or improve through exercise. In the United States 13.5 million people have heart disease, eight million have diabetes, 50 million have high blood pressure and more than 60 million are overweight. These numbers would go down drastically if more Americans would be more physically active.

According to the *Journal of Occupational and Environmental Medicine*, people who participate in employee physical activity programs have less than five sick days per year. A person should be physically active most days of the week. It does not have to be a strenuous work out or take place in the gym. Housework and yard work are common activities that can be done every day. Vacuuming, washing the windows, sweeping and cutting the grass (with a push mower) are great exercises. Taking the stairs instead of the elevator is also a good way to increase activity levels.

Choose activities that you enjoy. For example, many people enjoy biking, swimming, walking or hiking. If you choose an activity that you can enjoy, it will be much easier for you to get physically fit. “Worksite Challenge: Fit with 5” is the perfect time for all residents of Arkansas to take the steps to increase physical activity, eat five or more servings of fruits and vegetables a day and improve health for life. Decide today. We need YOU to help get MORE ARKANSAS RESIDENTS, MORE active, MORE of the time.

## Worksite Challenge: Fit with 5



### Benefits of Eating Fruits and Vegetables

- Fruits and vegetables taste great.
- Fruits and vegetables are the original fast food – easy to fix and serve.
- Eating plenty of fruits and vegetables helps you feel more energetic.
- Fruits and vegetables are good for your health.
- Fruits and vegetables may reduce your risk of certain cancers and heart disease.
- Fruits and vegetables have no cholesterol and almost all are naturally low in calories, fat and sodium.
- Most fruits and vegetables are a good source of vitamins, minerals and dietary fiber.
- Fruits and vegetables help promote a healthy digestive tract.

### Tips for Getting More Fruits and Vegetables in Your Diet

- Go for the dunk! Dip apple slices in low-fat yogurt or carrot and celery sticks in fat-free Ranch dressing.
- Make “fruitilicious” pancakes for breakfast or snack. Add berries, apple chunks or mashed banana to pancake batter.
- Do the “veg-egg” thing. Mix veggies into scrambled eggs and omelets.
- Get “cerealous!” Smother hot or cold cereal with sliced fruit.
- Be a salad head. Eat a salad with your lunch or a large salad as lunch (don’t forget the low-fat dressing). Be sure to use low-fat cheese, egg whites without the yolks and hold the bacon please!
- Soups on! Eat a hearty bowl of vegetable soup.
- Take fruits and veggies to work or school. Carry a banana, apple, orange, box of raisins, carrot and celery sticks or a box or can of fruit or vegetable juice in your briefcase, purse or knapsack.

### Benefits of Physical Activity

- Improves your body image, self-esteem and appearance
- Improves muscular strength and endurance
- Lowers blood pressure
- Decreases stress
- Reduces risk of injury
- Increases energy levels
- Improves physical performance
- Improves concentration and focus
- Decreases risk of heart disease, osteoporosis and diabetes

### Examples of Activities

Moderate (3.5 to 7 calories burned per minute):

- Walking 3 – 4.5 mph on level surface
- Bicycling 5 – 9 mph on level terrain
- Walking with crutches
- Light calisthenics
- Skating at leisurely pace
- Yoga
- Stairclimber machine at moderate pace
- Ballroom/Line/Square/Modern dancing
- Softball, doubles tennis, competitive table tennis, golf (walking)

Vigorous (more than seven calories burned per minute):

- Jogging, racewalking 5 mph or faster
- Wheeling your wheelchair
- Aerobics, water jogging
- Most competitive sports

## Worksite Challenge: Fit with 5

### Rules of the Challenge

In order to participate, each employee must set his or her own personal 10 week point goal for the “Worksite Challenge: Fit with 5” event. Participation may either be as an individual or as a team.

- “Worksite Challenge: Fit with 5” is 10 weeks long.
- The teams should contain no fewer than five and no more than eight members.
- Team members must work at the same worksite.
- Participants will receive three points for each day that they are physically active for a minimum of 30 minutes. A total of 21 points can be accrued if participants meet the physical activity goal every day of the week. Participants must be physically active a minimum of six weeks to receive points.
- Participants will receive three points for each day they eat at least five servings of fruits and vegetables. A total of 21 points can be accumulated each week.
- A team will receive an additional 10 points for each week that all members meet the activity goal (30 minutes a day at least five days that week) and the diet goal (at least five servings of fruits and vegetables eaten daily for five or more days that week). An additional five points are received if the logs are turned in on time for a total of 15 bonus points.
- Each participant is responsible for keeping track of his or her earned points on the personal “Worksite Challenge: Fit with 5” log.
- Participants must report their points to their team captain every two weeks.
- In order for each team to get credit for their points, team captains must electronically mail or fax team point totals to the below location. Coordinators must receive results (not postmarked) by 4:30 p.m. the following Monday in order for the points to count.

### Helpful Hints for the Team Captain

- Use gentle persuasion to help your team reach goals.
- Remember, this is FUN!
- Set realistic goals for yourself and your team.
- Lead by example.
- Collect all participant registration forms and pre-physical activity surveys by (DATE).
- Ask for feedback. Your teammates are the best source of information on how to motivate them.
- For your team to receive maximum points, you must electronically mail or fax in all your paperwork to your coordinator. The deadline for individual team points is included on the rules page. The coordinator must receive total team points by 4:30 p.m. the Monday following the deadline for individual team points.
- Team standings will be sent out every two weeks. Standings can only be accurate when teams send in timely results.
- Celebrate when the contest is finished. You will have gained valuable information to become physically fit and a nutritious eater.
- Electronically mail or send hard copies of all evaluation forms, post-physical activity tracking surveys and final team points to coordinators by (DATE).

E-mail team points to \_\_\_\_\_ (NAME) \_\_\_\_\_ at \_\_\_\_\_ (E-MAIL ADDRESS) \_\_\_\_\_

Fax team points to \_\_\_\_\_ (NAME) \_\_\_\_\_ at \_\_\_\_\_ (FAX NUMBER) \_\_\_\_\_

## Worksite Challenge: Fit with 5

### Team Registration

(For Team Captains)

Individual or Team \_\_\_\_\_

Team Name \_\_\_\_\_

Team Captain \_\_\_\_\_

Please Print

NAME	DEPT. OR AREA	MAILING ADDRESS	PHONE # FAX #	E-MAIL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Return to Coordinator by (DATE)

## Worksite Challenge: Fit with 5

### Personal Log

(For Individual Team Members)

Individual or Team \_\_\_\_\_

Team Name \_\_\_\_\_

Team Captain \_\_\_\_\_

In order to receive points, each participant must be physically active a minimum of 30 minutes and eat at least five servings of fruits and vegetables daily. Participants can earn three points for being physically active and three points for eating fruits and vegetables on a daily basis for a total of up to 42 points per week. Participants must meet the physical activity requirement for a minimum of six weeks to receive points. For each day, fill in total points from physical activity and intake of fruits and vegetables.

WEEKS	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTAL POINTS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								FINAL POINT TOTAL:

## Worksite Challenge: Fit with 5

### Team Log

(For Team Captains)

Team Name \_\_\_\_\_

Team Captain \_\_\_\_\_

Each individual team member can accumulate up to 42 points a week. Remember that an extra 10 points per week can be earned if all team members meet the goal of being active at least 30 minutes daily and eating at least five servings of fruits and vegetables daily for five or more days per week. An extra five points can be earned every two weeks if the team log is turned in on time to your coordinator.

#### NAMES OF TEAM MEMBERS

WEEK							EXTRA POINTS	TOTAL TEAM POINTS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL INDIVIDUAL POINTS								



## Worksite Challenge: Fit with 5

### Physical Activity & 5 A Day Surveys

(For Team Captains)

Return to coordinator by (date)

Team Name \_\_\_\_\_

Team Captain \_\_\_\_\_

	Physical Activity Survey				5 A Day Survey			
Participant Name	1	2	3	4	1	2	3	4
1								
2								
3								
4								
5								
6								
7								
8								
Team Totals								
Team Percentage								

\_\_\_\_\_ Number of participants who finished “Worksite Challenge: Fit with 5”

\_\_\_\_\_ Number of participants who dropped out of “Worksite Challenge: Fit with 5” (participated fewer than six weeks)

\_\_\_\_\_ Percent of participants who dropped out of “Worksite Challenge: Fit with 5” (participated fewer than six weeks)

\_\_\_\_\_

## **Additional Nutrition Programs**

### **Reshape Yourself**

“Reshape Yourself” is a 15-week behaviorally-focused weight management program. Participants assess their current diet and set goals to become healthier. Throughout the program the participants learn about healthy eating; topics taught include reducing intake of high calorie and high fat foods, label reading, fad diets, etc. The participants walk for exercise and report the number of miles walked and their weight each week.

Contact your local County Extension Office for more information.

Website: <http://www.uaex.edu>

## Nutrition: Supporting Materials/Information

### Food Labels

Food labeling is required for most prepared foods such as breads, cereals, canned and frozen foods, snacks, desserts, drinks, etc. Nutrition labeling for raw produce (fruits and vegetables) and fish is voluntary. These products are referred to as “conventional” foods.

The following guidance is intended to make it easier for you to use nutrition labels to make quick, informed food choices that contribute to a healthy diet. The required nutrients were selected because they address today’s health concerns. The order in which they must appear reflects the priority of current dietary recommendations.

The Nutrition Facts panel has two parts:

1st part: The main or top section contains product-specific information (serving size, calories, and nutrient information) that varies with each food product.

2nd part: The bottom part contains a footnote. This footnote is only on larger packages and provides general dietary information about important nutrients.

Nutrition Facts		
Serving Size ½ cup (114g)		
Servings Per Container 4		
Amount Per Serving		
Calories 90    Calories from Fat 30		
% Daily Value*		
Total Fat 3g		5%
Saturated Fat 0g		0%
Cholesterol 0mg		0%
Sodium 300mg		13%
Total Carbohydrate 13g		4%
Dietary Fiber 3g		12%
Sugars 3g		
Protein 3g		
Vitamin A 80%	•	Vitamin C 60%
Calcium 4%	•	Iron 4%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:		
	Calories:	2,000    2,500
Total Fat	Less than	65g    80g
Sat Fat	Less than	20g    25g
Cholesterol	Less than	300mg    300mg
Sodium	Less than	2,400mg    2,400mg
Total Carbohydrate		300g    375g
Dietary Fiber		25g    30g
Calories per gram:		
Fat 9 • Carbohydrate 4 • Protein 4		

Check out the serving size first. The label facts are based on this amount. Note the serving size and how many servings per package and compare to how much you actually eat.

Calories are a measure of how much energy is provided from a serving of this food. The label also tells how many of the calories in one serving come from fat.

The nutrients listed first are the ones Americans generally eat in adequate amounts or even too much. Eating too much fat, saturated fat, trans fat, cholesterol or sodium may increase the risk of certain chronic diseases like heart disease, some cancers or high blood pressure.

Americans often don’t get enough dietary fiber, Vitamin A, Vitamin C, calcium and iron in their diets. Eating enough of these nutrients can improve health and help reduce the risk of some diseases and conditions.

Note the asterisk (\*) used after the heading “% Daily Value” on the upper section of the Nutrition Facts panel. It refers to the footnote in the lower section of the nutrition label, which states: “Percent Daily Values are based on recommendations for a 2,000 calorie diet.” This statement must be on all food labels. The remainder of the lower section provides general dietary information about important nutrients and may not be included if the label is small.

## Nutrition: Supporting Materials/Information

### Eating on the Road

Although maintaining good nutrition during travel is challenging, it can be accomplished. Below are some tips to help salvage your diet while away from home.

#### Fast Food Chains

Fast foods typically supply a generous helping of fat, calories and sodium for nutrients contributed. However, most fast food establishments now offer a few healthy alternatives such as salad bars, baked potatoes, roasted or grilled chicken sandwiches and skim milk.

Tips for eating fast:

1. Choose charbroiled or roasted sandwiches.
2. Get lettuce, tomato, mustard, ketchup, relish and/or onion on your sandwich and hold the mayo.
3. Try just hamburger instead of cheeseburger.
4. Order a regular hamburger instead of a jumbo.
5. Avoid adding cheese and fatty dressings to salad.
6. Dress up your baked potato with salsa, low-fat butter substitute or pepper, rather than margarine, sour cream or cheese.
7. Drink skim milk or juice as a beverage instead of whole milk, milk shakes or soda.
8. Have pizza plain or with vegetables. If you want meat, try Canadian bacon instead of pepperoni, sausage or hamburger.

#### Restaurants

Dining in a restaurant does not mean that you must surrender yourself to rich, high-fat foods and loads of calories. As a customer, you have the right to question how items are prepared and even request modifications in the preparation when feasible.

When ordering, you should:

1. Choose broiled, baked, steamed or poached instead of fried, au Gratin or scalloped foods.
2. Request that gravies, salad dressings, toppings and sauces be omitted or served on the side so you can decide how much to use.
3. Choose regular bread or buns, bread sticks, English muffins or bagels rather than biscuits, cornbread or croissants.
4. Ask for (or bring your own) diet dressing and low-fat butter substitute.
5. Many restaurant servings are so large they provide the calories for two meals. Eat only about half of the meal and request a take-out container for the remaining portion. It might be less tempting to have your server do this before you even get your food.

#### B.Y.O.

The best way to assure that your road meal is in line with your diet is to pack your own food. Just be sure to bring items that won't spoil during the trip unless you can take a cooler or an insulated lunch container with an ice pack to keep the contents cold.

# Nutrition Supporting Materials/Information

## Healthy Beverage and Snack Options for Vending Machines

A Guide for the Vendor

As a merchant who decides what is loaded in a vending machine, consider including healthy alternatives to your already-existing selection. Vending machine users like to make healthy selections in this health-conscious environment. You may decide to stock at least 50 percent of items offered that are healthy choices, dedicate certain machines to healthy

items or offer only items that meet the healthy option recommendations. When deciding what type of healthy snack, sweet or side dish to purchase for a vending machine or canteen, consider reading food labels to find foods that represent healthy options. Here are some quick and easy ways to read and interpret food labels:

Nutrition Facts	
Serving Size 2 crackers (14 g)	
Servings Per Container About 21	
Amount Per Serving	
Calories 60	Calories from Fat 15
% Daily Value*	
Total Fat 1.5g	2%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 70mg	3%
Total Carbohydrate 10g	3%
Dietary Fiber Less than 1g	3%
Sugars 0g	
Protein 2g	
Vitamin A 0%	Vitamin C 0%
Calcium 0%	Iron 2%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:	
	Calories: 2,000 2,500
Total Fat	Less than 65g 80g
Sat Fat	Less than 20g 25g
Cholesterol	Less than 300mg 300mg
Sodium	Less than 2400mg 2400mg
Total Carbohydrate	300g 375g
Dietary Fiber	25g 30g

### Serving Size

The nutrition label always lists a serving size, such as one cup of cereal, or two crackers. (See the label to the left). Serving sizes help people understand how much they're eating. If you ate six crackers, that would be three servings.

### Servings per Container or Package

The label also tells you how many servings are contained in that package of food.

### Calories and Calories from Fat

The number of calories in a single serving of the food is listed on the label. Another important part of the label is the number of calories that come from fat. The calories in food can come from fat, protein or carbohydrates. When stocking healthy snacks, sweets or side dishes, consider foods that have 30 percent or less of their total calories from fat and 10 percent or less of their total calories from saturated fat. To determine the percent of total calories from fat, divide fat calories by the total calories and multiply by 100. (Ex: 15 calories from fat ÷ 60 total calories = .25 x 100 = 25 percent of total calories from fat.)

### Total Fat

The total fat is the number of fat grams (gm) contained in one serving of the food. The different kinds of fat, such as saturated, unsaturated and trans fat, may be listed separately on the label. High fat, saturated fat and trans fat intake have been linked to chronic diseases. When stocking healthy snacks, sweets or side dishes, a good rule of thumb is to choose foods with less than three to seven grams of fat per serving, trans fat less than two grams per serving and saturated fat less than one gram per/serving (low fat is considered less than three grams per serving).

### Total Carbohydrate

Total carbohydrate on the food label lists the number of grams of carbohydrates per serving. This total is broken down into grams of sugar and grams of dietary fiber. Added sugars have no nutritional value other than extra calories that can lead to weight gain. Sugar has also been linked to tooth decay. The USDA recommends limiting added sugar to six to ten percent of total calories. Choose foods with less than five grams of sugar per serving or less than 1/3 of total carbohydrate from sugar per serving most of the time.

For a list of healthy items go to: [http://www.cspinet.org/schoolfood/school\\_foods\\_kit\\_part2.pdf](http://www.cspinet.org/schoolfood/school_foods_kit_part2.pdf)

# Nutrition: Supporting Materials/Information

## Vending/Meetings/Catered Events/Canteen: Nutrition Guidelines

### Healthy Beverage and Food Options

#### Arkansas College of Public Health

#### Expectations for College of Public Health Vending Machines

##### Beverages:

- All juice products shall be 100 percent juice without added sugar, sweeteners or herbal supplements.
- All bottled water shall have no added sugar, sweeteners, caffeine, nicotine or herbal supplements.
- Container (dispensing) sizes and cost for soft drink/juice/water supplied by the beverage company must be the same.
- Signage/advertising on the soft drink/juice/water machines should promote water, 100 percent juice and/or physical activity.
- All milk shall be one percent, one half percent and/or fat-free.

##### Food:

- All canned fruit shall be in its own juice or packed in unsweetened fruit juice.
- All frozen, dried or dehydrated fruits shall have no added sugar or fat.
- All items shall be low in fat ( $\leq 5.5$  grams of fat per serving or  $\leq 30$  percent of total calories\*) and low in sugar ( $\leq 5$  grams of sugar per serving or  $\leq 1/3$  of total carbohydrate from sugar per serving).
- Due to nutrient density, nuts/peanuts are exempt from the fat restriction.
- Package size range one to 2.25 oz.

##### Marketing

All prepared food items shall have calorie level and fat grams posted with item on menu and/or menu board.

\* FDA Food Nutrient Labeling Guidelines

Public Health Nutrition Faculty at the  
University of Minnesota School of Public Health

Healthy Snack Choices for Vending Machines, Meetings,  
Seminars, etc.

##### Beverages

- Ice water
- Coffee and flavored coffees – regular and decaffeinated
- Skim or one percent milk
- 100 percent fruit or vegetable juices – avoid large-size bottles
- Tea-regular and herbal teas – hot or cold
- Coffee/tea creamers of skim milk, one percent milk or fat-free
- Bottled spring or sparkling water – regular or flavored with no sugar

##### Snacks

- Fresh fruit – cut up and offered with low-fat yogurt dip
- Raw vegetables – cut up and offered with fat-free or low-fat dressing or salsa dip
- Pretzels – served with sweet mustard dip
- Tortilla chips – baked and offered with salsa dip
- Popcorn – lower fat (five or less grams fat per serving)
- Whole grain crackers – five or less grams fat per serving
- Angel food cake with fruit topping

*Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events* can also be found at [http://www.ahc.umn.edu/ahc\\_content/colleges/sph/sph\\_news/Nutrition.pdf](http://www.ahc.umn.edu/ahc_content/colleges/sph/sph_news/Nutrition.pdf).

## Nutrition: Supporting Materials/Information

### How Do Your Portion Sizes Measure Up?

There's a difference between portion sizes and serving sizes. Portions are what you choose to eat, whereas servings are the amounts recommended by the United States Department of Agriculture. Recommended serving amounts and sizes are as follows:

Milk, Yogurt, and Cheese two-three servings

- One cup of milk or yogurt
- One and a half ounces of natural cheese
- Two ounces of process cheese

Meat, Poultry, Fish, Dry Beans, Eggs and Nuts two-three servings

- Two to three ounces of cooked lean meat, poultry, or fish
- 1/2 cup of cooked dry beans, one egg, or two tablespoons of peanut butter count as one ounce of lean meat

Vegetable three to five servings

- One cup of raw leafy vegetables
- 1/2 cup of other vegetables, cooked or chopped raw
- 3/4 cup of vegetable juice

Fruit two to five servings

- One medium apple, banana, orange, 1/2 cup of chopped, cooked, or canned fruit
- 3/4 cup of fruit juice

Bread, Cereal, Rice and Pasta four to 10 servings

- One slice of bread
- One ounce of ready-to-eat-cereal, 1/2 cup of cooked cereal, rice, pasta

### What Do Serving Sizes Look Like?

three ounces of meat = the size of a palm



one medium piece of fruit or 15 grapes = tennis ball



one ounce of cheese (one and a half - two ounces is a serving)  
= a thumb



one cup raw, leafy green vegetables = the size of a fist



one half cup cereal, cooked pasta, rice, cooked or  
raw or chopped vegetables or fruit = one half of a fist

Eat small amounts of high-fat foods – one teaspoon  
= a thumb tip



one ounce nuts = one handful  
pretzels = two handfuls





## **Nutrition: Supporting Materials/Information**

### **Nutrition Social Marketing Ideas for Employers**

1. Ask vending machine company to add healthy foods.
2. Use vending machine commissions to help fund wellness programs.
3. Work with vending machine company and cafeteria to post calories, nutrient contents and amounts on vending machines, lunchroom tables, etc.
4. Place incentive stickers on low-fat items in vending machines and on healthy choice selections in cafeteria.
5. Develop a cookbook of employees' low-fat recipes, exchange recipes and feature a healthy employee recipe periodically on the cafeteria menu.
6. Hold recipe contests.
7. Celebrate "free fruit day" by giving apples away.
8. Have a home grown fruit and vegetable exchange.
9. Request that cafeteria vendors serve low-fat, low cholesterol, nutritious foods.
10. Encourage "Fruit and Vegetable Day" in the cafeteria.
11. Identify one heart-healthy snack idea daily in the cafeteria.
12. Add healthy snacks to snack cart (i.e., fruit, granola bars).
13. Request that cafeteria foods be made from one percent milk instead of whole milk.
14. Hold low-fat cooking demonstrations in cafeteria.
15. Suggest that employees keep a list of healthy, low-fat snacks in their cars.
16. Encourage employees to bring yogurt, fruits and fat-free toppings to work.
17. Change a donut break to a bagel and low-fat topping break at meetings. Plan company function with heart-healthy eating choices in mind.
18. Conduct support group for weight management. Sponsor company weight-reduction programs.
19. Offer information on packing healthy brown-bag lunches.
20. Hold an employee luncheon. Bring a healthy lunch and share the recipe.
21. Encourage employees to bring crock pots of heart-healthy soup and share with others.
22. Promote "eat your greens" on St. Patrick's Day.
23. Share mocktail (non-alcoholic beverages) recipes with fruit and vegetable juices as one of the main ingredients.
24. Offer a kitchen area accessible to all employees.
25. Charge reasonable prices for healthy snacks (i.e., fresh fruit, yogurt), meals and salad bars.
26. Put up Food Pyramid charts in break room/cafeteria areas.
27. Have office water coolers readily available.
28. Offer nutrition videos, books and brochures that can be borrowed and exchanged among employees.



## Nutrition: Supporting Materials/Information

### Tips To Help Meet Your 5 A Day Goal

Eating fruits and veggies is a state of mind! Let's make a habit of thinking produce when deciding what to eat for our meals and snacks. Below are some fast, easy and tasty ways to "pump up the produce punch" that your diet delivers.

- Go for the dunk! Dip apple slices in low-fat yogurt or carrot and celery sticks in fat-free ranch dressing.
- "Blend" in. Blend fruit, pour into popsicle molds and freeze for a tasty, refreshing treat; or mix fruit in a blender with ice, juice, fat-free milk and/or low-fat yogurt for a "smooth" snack.
- Make "fruitilicious" pancakes for breakfast or snack. Add berries, apple chunks or mashed banana to pancake batter.
- Do the "veg-egg" thing. Mix veggies into scrambled eggs and omelettes.
- Get "cerealous!" Smother hot or cold cereal with sliced fruit.
- Go out on a limb. (That's where a lot of the good fruit is!) Be adventurous and try new and different fruits and vegetables. Most supermarkets carry a large variety of produce including exotic types.
- Accessorize! Dress up your sandwich with leafy greens and tomato slices.
- Be a salad head. Eat a salad with your lunch or a large salad as lunch. (Don't forget the low-fat dressing.) Be sure to use low-fat cheese, hardboiled egg whites (no yolk) and hold the bacon please!
- Be a "healthy preppie." Use quick and healthy preparation methods such as steaming, stir-frying or microwaving.
- Soups on! Eat a hearty bowl of vegetable soup.
- Take fruits and veggies to work. Carry a banana, apple, orange, box of raisins, carrot and celery sticks or a box or can of fruit or vegetable juice in your briefcase, purse or knapsack.



# Physical Activity Programs

## Physical Activity Counts (PAC) Program

Physical Activity Counts (PAC) is a self-run program based on personal goal setting. It is designed to help participants increase their level of physical activity according to their own interests and lifestyles. Score sheets are used for recording daily physical activity. Co-workers can encourage each other or groups can hold friendly competitions for prizes or special recognition. The basic program is inexpensive and flexible and can be modified to fit a particular worksite.

### Setting Up the Program

Before starting the program, there are some basic steps that should be implemented:

- Get a sense of employee interest level. There are a variety of ways this can be accomplished, some more comprehensive and accurate than others. Meetings, informal conversation and surveys are examples of ways to get this information.
- If the program is incentive-based and/or competitive between departments, some measure of achievement tracking will be needed. This will also serve to help participants monitor their progress toward reaching the goals they have set for themselves. For example:
  - Points are earned for 30 minutes of approved daily physical activity.
  - Using the honor system, participants record their points on the scoresheet after each 30-minute physical activity session. Only one 30-minute session can be counted each day.
  - Daily 30-minute sessions may be accomplished by doing all 30-minutes at once, two 15-minute or three 10-minute sessions.
  - Participants turn in their scoresheets regularly (e.g. weekly, monthly or quarterly). The sheets can be used as raffle tickets to win prizes. This can serve as a means of keeping people motivated to continue.
  - A minimum score, such as a cumulative average of three, 30-minute sessions weekly, could be established for raffle eligibility.
- Have things on hand to serve as prizes. This can be anything from T-shirts, pedometers or parking spaces to gift certificates, money or trips.
- Ask management to consider allowing participants extra time at lunch or break to walk.

- Establish a definition of acceptable physical activity (e.g. walking at brisk pace; jogging; use of treadmill, stationary bike, stairstepper; bike riding; activities that require vigorous, moderate or sustained effort – tennis, basketball, golf, gardening, raking leaves, washing the car, etc.).
- Determine the starting date of the program. If the program will not continue indefinitely, you'll need to have an ending date also.

### To Start the PAC Program

Display PAC Scoresheets, and promotional and informational materials in an area typically used for employee news or announcements or for health, wellness or safety information. Allowing employees to get the scoresheets from a bulletin board or other unmanned area eliminates the pressure of obligation and ensures that individuals at varying stages of change may “give it a try.”

- Circulate an email or memo informing employees that program materials have been posted and inviting them to try the program. A flyer announcing the program could be included as a “stuffer” with paychecks, time sheets or other regular deliveries to employees.
- Use organizational email, Intranet or newsletters to distribute health tips, healthy recipes and information about the program. Recognize individual successes and group achievement to maintain enthusiasm.
- If resources are available, each participant might be given a t-shirt or some other tangible item that denotes the PAC Program. This can develop a sense of camaraderie and pride among those involved and entice others to participate.

### Need More Info?

For more information on the PAC Physical Activity Program and on the Tompkins County, New York Worksite Wellness Program, go to the Internet site: <http://www.tompkins-co.org/wellness/worksite/workwell/paprogram.html>

# Physical Activity Counts (PAC) Program

## PAC PERSONAL SCORE SHEET

**PAC Points:** The PAC Personal Scoresheet lets you count physical activity wherever you find it. Using the basis of one point for every 10 minutes of moderate physical activity, PAC is an easy way to set personal goals, challenge others and hold friendly competitions without limiting the kind of physical activity. Ten minutes of walking, swimming, biking, raking or vacuuming; it all earns one point because all physical activity counts.

Start with a goal that is realistic for your current level of physical activity. (Even four or five points a week is OK!) Increase your goal gradually as you learn what you like and how physical activity fits into your weekly routine.

**Format:** The PAC Scoresheet has a grid with days across the top and activity intervals down the side. When you do 10 minutes of physical activity, mark one point in the first box for that day. If you do 20 minutes, mark two points and so on.

**Flexibility:** The PAC Scoresheet is unique in that you don't have to get all a day's physical activity at one time. For example, there are many ways to score three points in a day, including one 30-minute bike ride or 10-minutes of morning exercise plus a 10 minute walk during a work break plus 10 minutes of evening yard work.

	MON	TUES	WED	THUR	FRI	SAT	SUN
10 Minutes Activity							
10 Minutes Activity							
10 Minutes Activity							
Mark additional points here to track up to one hour							

Weekly Points Goal \_\_\_\_\_ Weekly Points Achieved \_\_\_\_\_

\*Points are not awarded for more than 30 minutes of physical activity per day.

Adapted from: Tompkins County, New York, Worksite Wellness Program *Working Well Works*

## Additional Physical Activity Programs



### StairWell to Better Health: A Worksite Intervention

<http://www.cdc.gov/nccdphp/dnpa/stairwell/>

A program to encourage taking the stairs as a means of increasing physical activity. Components include:

- Improving the visual appeal of your stairwells
- Creating and testing motivational signs
- Installing music
- Tracking stair usage
- Project checklist
- Related resources

### Arkansas Fitness Challenge

A competitive physical activity program for the workplace that encourages employees to exercise consistently or with increasing frequency. During the “challenge period,” employees engage in eligible cardiovascular-oriented exercises to work their way through 30 virtual checkpoints in Arkansas from Bentonville to West Memphis. Employees advance (virtually) on the Arkansas route by satisfying one daily exercise requirement from a list of eligible exercises. Call 1-800-235-0002 for a tool kit.

### Working Well/Active for Life

A healthy lifestyle doesn’t have to stop when you get to work. The American Cancer Society can help you implement an employee wellness program at your company that promotes healthier lifestyles for you and your fellow employees. Active For Life is a 10-week employee wellness program that encourages people to be more active on a regular basis. It reduces employee stress, boosts morale and improves job performance. Increased physical activity may also help people reduce their risk of developing some cancers. Find this American Cancer Society program at <http://www.fightcancer.org/ACSWW/default.asp>

### Walk Across Arkansas

The purpose is to increase walking for fitness and to help people control their weight, feel better, lower or control blood pressure, control blood sugar levels, decrease depression, improve sleeping, boost immunity and many other benefits. Walk Across Arkansas is an eight-week walking program with teams of up to eight people (one captain and up to seven team members). Cooperative Extension Service, 2301 S. University Avenue, Little Rock, AR 72204. [www.uaex.edu](http://www.uaex.edu)

### Move for Life!

A program designed to help employees of all physical abilities regardless of age, current fitness level or activity level. One of the keys of Move for Life! is its flexibility. It can be made longer or shorter and scheduled to fit the company’s schedule. It recognizes that all employees are not at the same level of fitness nor do they have the same interest in being active. Move for Life! allows participants to set their own personal goals ranging from moderate activities like walking or doing yard work to more intense ones like running and swimming. Then they record their daily activities and begin tracking their progress. New York Health Dept., Room 1748, Corning Tower, Albany, NY 12237, [www.health.state.ny.us/nysdoh/healthy/move.htm](http://www.health.state.ny.us/nysdoh/healthy/move.htm)

## Physical Activity: Supporting Materials

### Arkansas River Trail

Already a popular place to be, the completed sections of the Arkansas River Trail are a destination for some 1,500 residents on most weekend days. Quickly approaching completion, this unique project is the result of many years of planning and coordination among public and private agencies, landholders and concerned citizens. Trail development on each side of the river has been funded by the corresponding city through appropriations, grants, donations and other resources.

When completed, the Arkansas River Trail will reach from downtown Little Rock to Pinnacle Mountain State Park on the southern shore and from downtown North Little Rock to Cook's Landing on the northern shore. A fourteen-mile loop will be created by a pedestrian bridge across Murray Lock and Dam and a renovated railroad bridge near the Presidential Library Center and Park. All together this project will offer approximately 24 miles of trail in Central Arkansas. This trail will also connect to the 225-mile Ouachita Wilderness Trail in Pinnacle Mountain State Park adding an additional 17 miles to this nationally recognized trail.

Approximately 11.5 miles of the planned 24 miles is complete. There are four and a half miles on the Little Rock side complete from Interstate 430 to the eastern end of Rebsamen Park Road. Seven miles of the trail is complete in North Little Rock ending at Cook's Landing. There are plans to start construction downtown in 2005 and work toward Rebsamen Park.



Trails connect people with places, enabling them to walk or cycle to run errands, visit local attractions or commute to work. With a 14-mile loop and extensions, which create a total of 24 miles, the Arkansas River Trail will provide residents with an ideal opportunity for commuting from east to west Little Rock and to and from destinations in Little Rock and North Little Rock free from the congestion created by automobiles. Whether you are an athlete, need to lose weight, want to get outside or just want to walk your dog, the river trail is a place for all people.

Go to <http://www.rivertrail.org/index.htm>.



### Additional Resources

Tips for avoiding activity-induced injuries

[http://www.cdc.gov/nccdphp/dnpa/physical/life/avoiding\\_injury.htm](http://www.cdc.gov/nccdphp/dnpa/physical/life/avoiding_injury.htm)

General recommendations

<http://www.cdc.gov/nccdphp/dnpa/physical/recommendations/index.htm>

Components of physical activity

<http://www.cdc.gov/nccdphp/dnpa/physical/components/index.htm>

Physical activity for people with disabilities

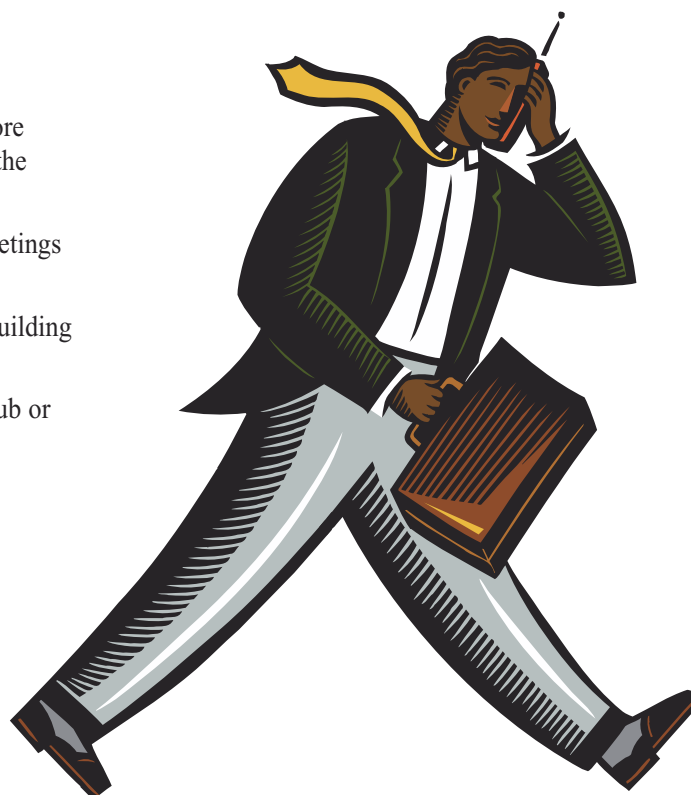
[www.health.state.ny.us/nysdoh/fun/0954.htm](http://www.health.state.ny.us/nysdoh/fun/0954.htm)



## Physical Activity: Social Marketing Aids

### Physical Activity Social Marketing Ideas

1. Encourage employees to walk to a specific location and log individual miles for incentive prizes.
2. Participate in community walks (i.e., Heart, Cancer, March of Dimes). Ask company to sponsor employee participants or to match employee contributions.
3. Develop indoor and outdoor wellness trails accessible to employees of all abilities. Convert stairwells to walking areas by increasing the lighting and adding colorful posters.
4. Develop walking maps. Measure the distance in halls and around the building for setting walking goals.
5. Repair and maintain sidewalks and paths around the worksite.
6. Encourage managers to hold walking meetings when meeting with a small number of employees.
7. Offer flexible lunch periods/breaks to encourage individual, group or “buddy” walks.
8. Offer incentives for distance parking and for employees who walk or bicycle to work.
9. Promote a stair climbing competition.
10. Conduct an “Avoid the Elevator Campaign.”
11. Suggest that employees stretch for one minute before work each day. Announce a one minute stretch on the P.A. system.
12. Encourage physical activity breaks during long meetings and conferences.
13. Identify places within the worksite or around the building for physical activities.
14. Start a running club, biking club, in-line skaters club or line dancing club.
15. Encourage employer-sponsored youth athletic teams along with employee volunteer coaches.
16. Have a Goal of the Week or Month (i.e., I will exercise every day for a week). Keep a chart of weekly or monthly exercise goals in the office.
17. Negotiate corporate discounts for health club memberships.
18. Place physical fitness bulletin board(s) in strategic area(s).
19. Advertise exercise equipment swap.
20. Purchase cassette tape players and tapes to be borrowed by employees.
21. Invite shoe consultants from retail shoe stores or shoe manufacturers to be on site for a day.
22. Promote a bike helmet fitting day.
23. Provide bicycle racks or fenced-in area for bicyclists in well-lit section of the property.





## Physical Activity Social Marketing Aids

### Tips for Being More Active

There are 1,440 minutes in every day. Schedule 30 of them for physical activity!

Adults need recess too! With a little creativity and planning, even the person with the busiest schedule can make room for physical activity. For many folks, before or after work or meals is often an available time to cycle, walk or play. Think about your weekly or daily schedule and look for or make opportunities to be more active. Every little bit helps. Consider the following suggestions:

- Walk, cycle, jog, skate, etc. to work, school, the store or place of worship.
- Park the car farther away from your destination.
- Get on or off the bus several blocks away.
- Take the stairs instead of the elevator or escalator.
- Play with children or pets. Everybody wins. If you find it too difficult to be active after work, try it before work.
- Take fitness breaks – walking or doing desk exercises – instead of taking cigarette or coffee breaks.
- Perform gardening or home repair activities.
- Avoid labor-saving devices – turn off the self-propel option on your lawn mower or vacuum cleaner.
- Use leg power – take small trips on foot to get your body moving.
- Exercise while watching TV (for example, use hand weights, stationary bicycle/treadmill/stairclimber or stretch).
- Dance to music.
- Keep a pair of comfortable walking or running shoes in your car and office. You'll be ready for activity wherever you go!
- Make a Saturday morning walk a group habit.
- Walk while doing errands.

### Tips for People Who Have Been Inactive

Use a sensible approach by starting out slowly.

- Begin by choosing moderate-intensity activities you enjoy the most. By choosing activities you enjoy, you'll be more likely to stick with them.

- Gradually build up the time spent doing the activity by adding a few minutes every few days or so until you can comfortably perform a minimum recommended amount of activity (30 minutes per day).
- As the minimum amount becomes easier, gradually increase either the length of time performing an activity or increase the intensity of the activity or both.
- Vary your activities both for interest and to broaden the range of benefits.
- Explore new physical activities.

### Overcoming the Barriers to Physical Activity

Aside from the many technological advances and conveniences that have made our lives easier and less active, many personal variables including physiological, behavioral and psychological factors may affect our plans to become more physically active. In fact, the 10 most common reasons adults cite for not adopting more physically active lifestyles are (Sallis and Hovell, 1990; Sallis et al., 1992):

- Do not have enough time to exercise
- Find it inconvenient to exercise
- Lack self-motivation
- Do not find exercise enjoyable
- Find exercise boring
- Lack confidence in their ability to be physically active (low self-efficacy)
- Fear being injured or have been injured recently
- Lack self-management skills, such as the ability to set personal goals, monitor progress or reward progress toward such goals
- Lack encouragement, support or companionship from family and friends
- Do not have parks, sidewalks, bicycle trails or safe and pleasant walking paths convenient to their homes or offices.

## Physical Activity: Social Marketing Aids

### How can I figure out which barriers affect me most?

The *Barriers to Being Active Quiz* can help you identify the types of physical activity barriers that are undermining your ability to make regular physical activity an integral part of your life. The quiz calculates a score in each of seven barrier categories. Once you've taken the quiz and identified which barriers affect you the most, look at the *Suggestions for Overcoming Physical Activity Barriers* page for suggestions on how to overcome them.

The quiz can be found at the Centers for Disease Control and Prevention (CDC) Internet site:

[http://www.cdc.gov/nccdphp/dnpa/physical/life/barriers\\_quiz.pdf](http://www.cdc.gov/nccdphp/dnpa/physical/life/barriers_quiz.pdf).

### Suggestions for Overcoming Physical Activity Barriers

After discovering your barriers to physical activity, review the following suggestions for assistance. Each barrier is followed by several potential solutions.

#### Lack of time:

- Identify available time slots. Monitor your daily activities for one week. Identify at least three 30-minute time slots you could use for physical activity.
- Add physical activity to your daily routine. For example, walk or ride your bike to work or shopping, organize school activities around physical activity, walk the dog, exercise while you watch TV, park farther away from your destination, etc.
- Make time for physical activity. For example, walk, jog or swim during your lunch hour or take fitness breaks instead of coffee breaks.
- Select activities requiring minimal time, such as walking, jogging or stairclimbing.

#### Social influence:

- Explain your interest in physical activity to friends and family. Ask them to support your efforts.
- Invite friends and family members to exercise with you. Plan social activities involving exercise.
- Develop new friendships with physically active people. Join a group such as the YMCA or a hiking club.

#### Lack of energy:

- Schedule physical activity for times in the day or week when you feel energetic.
- Convince yourself that if you give it a chance, physical activity will increase your energy level; then, try it.

#### Lack of motivation:

- Plan ahead. Make physical activity a regular part of your daily or weekly schedule and write it on your calendar.
- Invite a friend to exercise with you on a regular basis and write it on both your calendars.
- Join an exercise group or class.

#### Fear of injury:

- Learn how to warm up and cool down to prevent injury.
- Learn how to exercise appropriately considering your age, fitness level, skill level and health status.
- Choose activities involving minimum risk.

#### Lack of skill:

- Select activities requiring no new skills such as walking, climbing stairs or jogging.
- Exercise with friends who are at the same skill level as you are.
- Find a friend who is willing to teach you some new skills.
- Take a class to develop new skills.

#### Lack of resources:

- Select activities that require minimal facilities or equipment such as walking, jogging, jumping rope or calisthenics.
- Identify inexpensive, convenient resources available in your community (community education programs, park and recreation programs, worksite programs, etc.).

## Physical Activity: Social Marketing Aids

### Suggestions for Overcoming Physical Activity Barriers (continued)

#### Weather conditions:

- Develop a set of regular activities that are always available regardless of weather (indoor cycling, aerobic dance, indoor swimming, calisthenics, stair climbing, rope skipping, mall walking, dancing, gymnasium games, etc.).
- Look at outdoor activities that depend on weather conditions (cross-country skiing, outdoor swimming, outdoor tennis, etc.) as “bonuses” – extra activities possible when weather and circumstances permit.

#### Travel:

- Put a jump rope in your suitcase and jump rope.
- Walk the halls and climb the stairs in hotels.
- Stay in places with swimming pools or exercise facilities.
- Join the YMCA or YWCA (ask about reciprocal membership agreement).
- Visit the local shopping mall and walk for half an hour or more.
- Bring a small tape recorder and your favorite aerobic exercise tape.

#### Family obligations:

- Trade babysitting time with a friend, neighbor or family member who also has small children.
- Exercise with the kids. Go for a walk together, play tag or other running games, get an aerobic dance or exercise tape for kids (there are several on the market) and exercise together. You can spend time together and still get your exercise.
- Hire a babysitter and look at the cost as a worthwhile investment in your physical and mental health.
- Jump rope, do calisthenics, ride a stationary bicycle or use other home gymnasium equipment while the kids are busy playing or sleeping.
- Try to exercise when the kids are not around (e.g., during school hours or their nap time).
- Encourage exercise facilities to provide child care services.

# Weight Control: Helpful Information

## Choosing a Responsible and Safe Weight-loss Program

Finding a weight-loss program may be a difficult task. You may not know what to look for in a weight-loss program or what questions to ask. This fact sheet can help you make an informed decision about joining a program.

Experts agree that the best way to reach a healthy weight is to follow a sensible eating plan and engage in regular physical activity. Weight-loss programs should encourage healthy behaviors that help you lose weight and that you can maintain over time. Safe and effective weight-loss programs should include:

- Healthy eating plans that reduce calories but do not rule out specific foods or food groups
- Regular physical activity and/or exercise instruction
- Tips on healthy behavior changes that also consider your cultural needs
- Slow and steady weight loss of about  $\frac{3}{4}$  to two pounds per week and not more than three pounds per week (weight loss may be faster at the start of a program)
- Medical care if you are planning to lose weight by following a special formula diet such as a very-low-calorie diet
- A plan to keep the weight off after you have lost it

### Ask Questions

Gather as much information as you can before deciding to join a program. Providers of weight-loss programs should be able to answer these questions:

- What are the components of the weight-loss program?
- What are the staff qualifications?
- Does the product or program carry any risks?
- How much does the program cost?
- What results do participants typically have?

### What are the components of the weight-loss program?

- Does the program offer individual counseling and/or group classes?
- Do you have to follow a specific meal plan or keep food records?
- Do you have to purchase special food, drugs or supplements?
- Does the program encourage you to be physically active, follow a specific physical activity plan or provide exercise instruction?

- Does the program provide information on how to make positive and healthy behavior changes?
- Is the program sensitive to your lifestyle and cultural needs?

### What are the staff qualifications?

- Who supervises the program?
- What type of weight management training, experience, education and certifications does the staff have?

### Does the product or program carry any risks?

- Are there risks related to following the program's eating or exercise plans?
- Are there risks related to using recommended drugs or supplements?
- Do participants talk with a medical professional?
- Does a medical professional oversee the program?
- Will the program providers work with your personal health care provider if you have a medical condition or are taking prescribed medications?

### How much does the program cost?

- What is the total cost of the program?
- Are there recurring costs such as weekly attendance fees, costs of food and supplement purchases, etc.?
- Are there additional fees for a follow-up program or to re-enter the program for follow-up after you lose weight?
- Are there additional fees for medical tests?
- What results do participants typically have?
- How much weight does an average participant lose and how long have they kept off all or part of their weight?
- Can the program provide references?

If you are interested in locating a weight-loss program in your area, ask your health care provider for a referral or contact your local hospital.

The following brochures offer more information on weight-loss programs, healthy eating and physical activity, and can be obtained from the Weight Information Network at <http://www.niddk.nih.gov/health/nutrit/pubs/choose.htm>:

*Active at Any Size*

*Very Low Calorie Diets*

*Healthy Eating and Physical Activity Across Your Lifespan: Better Health and You*  
(available in English and Spanish)

Source: Weight Information Network, National Institute of Diabetes and Digestive and Kidney Diseases of the National Institutes of Health

# Weight Control: Helpful Information

## Calculations and Measurements

### Body Mass Index (BMI)

Health care providers use body mass index (BMI) and waist circumference measures to assess a person's risk of developing diabetes, heart disease or other health problems. This fact sheet tells you how to measure your BMI and waist circumference and what these measures mean for your health.

### Calculate BMI

BMI measures your weight in relation to your height and is closely associated with measures of body fat. You can calculate your BMI using this formula:

$$\text{BMI} = \frac{\text{Weight (pounds)} \times 703}{\text{Height Squared (inches)}}$$

For example, for someone who is 5 feet 7 inches tall and weighs 220 pounds, the calculation would look like this:

$$\begin{aligned} \text{BMI} &= \frac{220 \times 703}{67 \text{ inches squared}} && = 154,660 \\ &&& = 4,489 \\ &&& = 34.45 \text{ BMI} \end{aligned}$$

A BMI of 18.5 to 24.9 is considered healthy. A person with a BMI of 25 to 29.9 is considered overweight and a person with a BMI of 30 or more is considered obese.

Because BMI does not show the difference between fat and muscle, it does not always accurately predict when weight could lead to health problems. For example, someone with a lot of muscle (such as a body builder) may have a BMI in the unhealthy range, but still be healthy and have little risk of developing diabetes or having a heart attack.

BMI also may not accurately reflect body fatness in people who are very short (under 5 feet) and in older people, who tend to lose muscle mass as they age. But for most people, BMI is a reliable way to tell if your weight is putting your health at risk.

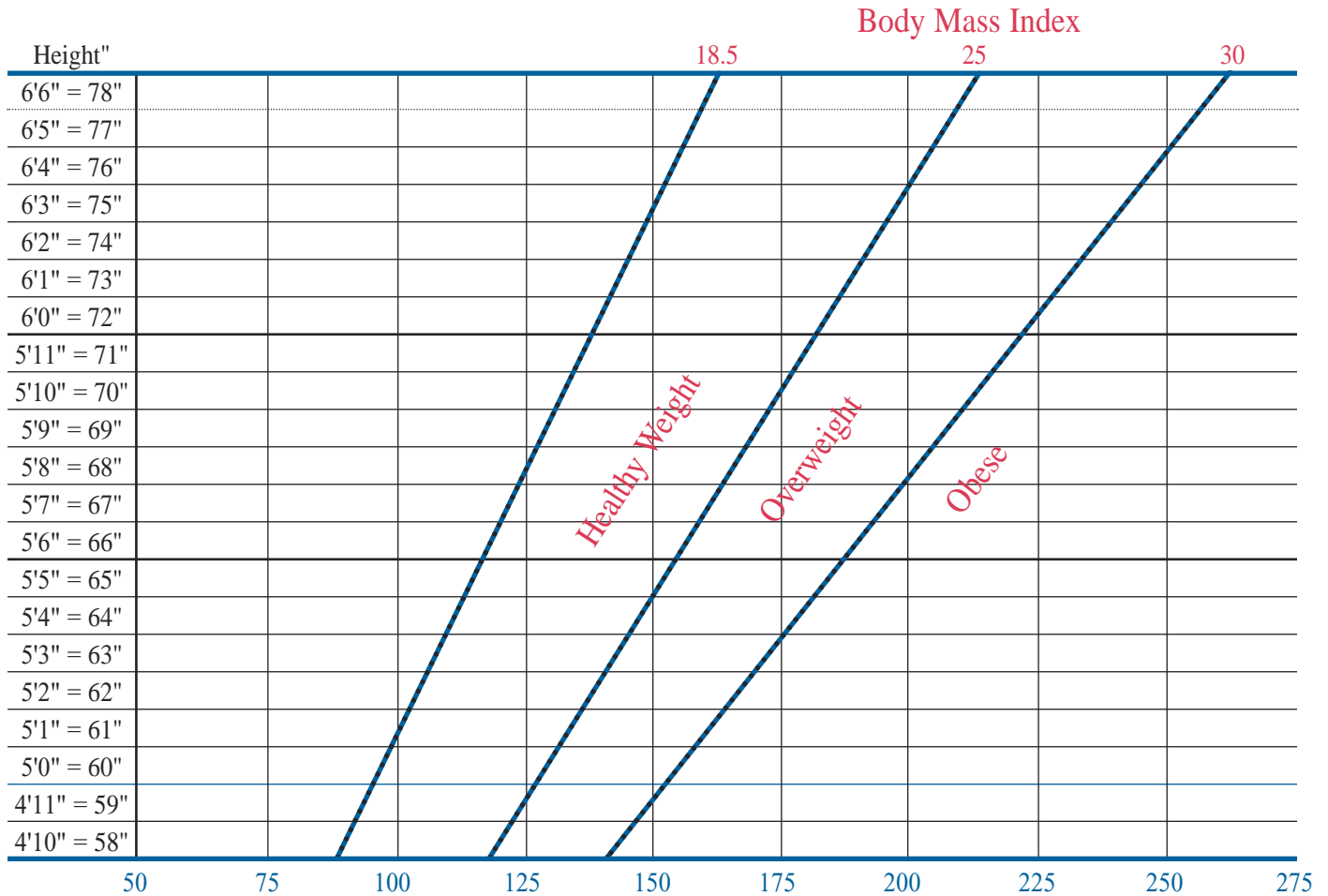
# Weight Control: Helpful Information

## Calculations and Measurements

### BMI Chart

You can also find your weight group on the chart below. The chart applies to all adults. The higher weights in the healthy range apply to people with more muscle and bone

such as men. Even within the healthy range, weight gain could increase your risk for health problems.



Find your weight on the bottom of the graph. Go straight up from that point until you come to the line that matches your height. Then look to find your weight group. The higher your BMI is over 25 the greater chance you may have of developing health problems.

Source: National Institute of Diabetes and Digestive and Kidney Diseases at <http://www.niddk.nih.gov/health/nutrit/pubs/weightandwaist/waistmeasure.htm#bodymassindex>

# Weight Control: Helpful Information

## Waist Circumference

Excess weight, as measured by BMI, is not the only risk to your health. So is the location of fat on your body. If you carry fat mainly around your waist, you are more likely to develop health problems than if you carry fat mainly in your hips and thighs. This is true even if your BMI falls within the normal range. Women with a waist measurement of more than 35 inches or men with a waist measurement of more than 40 inches may have a higher disease risk than people with smaller waist measurements because of where their fat lies.

To measure your waist circumference, place a tape measure around your bare abdomen just above your hip bone. Be sure that the tape is snug, but does not compress your skin and is parallel to the floor. Relax, exhale and measure your waist.

Source: National Institute of Diabetes and Digestive and Kidney Diseases at <http://www.niddk.nih.gov/health/nutrit/pubs/weightandwaist/waistmeasure.htm#bodymassindex>

## Effect on Health

Extra weight can put you at higher risk for these health problems:

- Type 2 Diabetes (high blood sugar)
- High blood pressure
- Heart disease and stroke
- Some types of cancer
- Sleep Apnea (when breathing stops for short periods during sleep)
- Osteoarthritis (wearing away of the joints)
- Gallbladder disease
- Liver disease
- Irregular menstrual periods

## Take Action

If your BMI is between 25 and 30 and you are otherwise healthy, try to avoid gaining more weight and look into healthy ways to lose weight and increase physical activity. Talk to your health care provider about losing weight if:

- Your BMI is 30 or above
- Your BMI is between 25 and 30 and you have:
  - Two or more of the health problems listed above
  - A family history of heart disease or diabetes
- Your waist measures over 35 inches (women) or 40 inches (men). Even if your BMI is less than 25 and you have:
  - Two or more of the health problems listed above
  - A family history of heart disease or diabetes

Source: National Institute of Diabetes and Digestive and Kidney Diseases at <http://www.niddk.nih.gov/health/nutrit/pubs/weightandwaist/waistmeasure.htm#bodymassindex>



# Chronic Disease: Helpful Information

## ***Business and Managed Care Diabetes and Health Resource Kit***

This online diabetes and health resource kit will help businesses and managed care companies to assess the impact of diabetes in the workplace. It also provides easy-to-understand information for employers to help their employees manage their diabetes and take steps toward reducing the risk for diabetes-related complications such as heart disease. It can be found at

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

## ***Questions and Answers About Arthritis and Exercise***

National Institute of Arthritis and Musculoskeletal and Skin Diseases at <http://www.niams.nih.gov/>

## ***Successful Business Strategies to Prevent Heart Disease and Stroke***

Heart disease and stroke, the principal components of cardiovascular disease (CVD), are among the nation's leading causes of death and disability and the most expensive medical conditions for businesses. Employees at risk for heart disease and stroke can raise the cost of doing business. The costs of absenteeism, workers' compensation, health benefits and low productivity all inevitably impact your bottom line. This six-step guide will help you discover your cost savings by investing in worksite health promotion and negotiating with health plans to cover preventive service. It will also give you steps to get your company started. The guide is currently in draft form and will be released to the public in the near future. At that time, this site will provide information on how to obtain a copy.

# Program Evaluation

A good program evaluation looks at information to examine how well the program is working (process measures) and whether or not it is achieving expected results (outcome measures).

**Process measures**, such as participation counts and participant evaluations of individual activities, answer many questions about the basic operation of the program. Were all activities implemented as planned? If not, why not? Who is using the program? Which activities are most popular? Did the program meet the participants' needs? Are participants happy with class instructors, program materials, incentive choices, etc.? This information can be used to modify the program to enhance participation and participant satisfaction.

**Outcome measures** let you know which specific program goals have been achieved. Did employee smoking decrease from 30 percent to 25 percent by the end of the fiscal year? Did it decrease at all? Did the number of employees who file disability claims because of lower back problems decline from an average of three per month to an average of one per month after health promotion activities were in place for 18 months? Outcome data that show program success helps to secure continued management support for the program. Outcome data that show program goals are not being achieved point to the need for changes. Generally, if outcomes are not as expected, there are three possible causes. 1) The program was not implemented as planned (for example, no one participated). 2) The program was not well designed to achieve the desired results (although it may have achieved other unintended positive results such as improved employee morale). 3) Program goals were unrealistic given the resources available. Whatever the reason(s), this information is valuable and can be used to ensure future program success. Finally, program costs and outcomes can be compared. For example, if a firm spends \$3,600 on a health promotion program that reduces the number of employee sick



days from 48 per year to 12 per year, the company has spent \$100 for each day of unused sick leave (not considering any other positive program outcomes). Self-insured firms, those that pay directly for employee healthcare, can also compare program costs to healthcare costs.

Remember to modify your program as needed. Routinely measure program participants' satisfaction with the program content, instructors, logistical arrangements and other program components. A simple evaluation can determine what participants like best about the program, what they like least and also get suggestions for program improvement or new topics to address. Health promotion programs are not static. They should change along with the needs and interests of employees and employers. Both evaluation data and periodic needs assessment surveys provide crucial information to guide program changes. In addition, it is useful to ask people who are not participating in health promotion activities why they are not participating.