LiveWell Greenville supports community projects and local nonprofits that promote healthy eating and active living so it’s easy to make healthy choices. By getting different organizations with similar missions to work together and share resources, we’re able to make a bigger impact on our community for people to live healthy lifestyles!

LiveWell At Work

LiveWell At Work’s mission is to provide and connect employers with resources to create and sustain a culture of health.
Getting Started Guide

Answer the whys...

Return on Investment:

Control Healthcare Costs
Reduce Chronic Disease
Bottom Line

Value on Investment:

Increase Productivity
Decrease Presenteeism
Reduce Absenteeism
Improve Morale, Enhance Image
# APPENDIX B

## WORKSITE ASSESSMENT CHECKLIST

<table>
<thead>
<tr>
<th>Wellness Component</th>
<th>Yes</th>
<th>In Process</th>
<th>No</th>
<th>Potential Priority</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INFRASTRUCTURE</strong></td>
<td></td>
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</tr>
<tr>
<td>1. Does the worksite have a commitment from key stakeholders such as senior management, human resource managers, safety officers, staff members, etc.?</td>
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<tr>
<td>2. Does the worksite have a mission statement, clearly defined goals and an action plan to implement the program?</td>
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<tr>
<td>3. Does the worksite have a worksite wellness plan in place that addresses the purpose, nature, duration, resources required, participants involved, budget and expected results of a worksite wellness program?</td>
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<tr>
<td>4. Does the worksite have a representative committee that meets at least quarterly to oversee worksite wellness program operations?</td>
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<tr>
<td>5. Does the worksite have at least part-time dedicated staff to implement a wellness program?</td>
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<tr>
<td>6. Is there a worksite budget for employee health promotion that includes some funds for programming?</td>
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<tr>
<td>Infrastructure area totals (# of Yes, In Process and No Items)</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td><strong>PROGRAM COMPONENTS</strong></td>
<td></td>
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<tr>
<td>7. Does the worksite offer educational programs for such health areas as physical activity, nutrition, weight management, breast-feeding, stress management and tobacco cessation?</td>
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</tbody>
</table>
Worksite Wellness Development

6 Steps

1: Infrastructure Development
   Executive and management buy-in
   Employee buy-in, develop a wellness committee

2: Assess the Workplace

3: Engage the Employees

4: Complete Recommendation Table

5: Complete Action Plan Worksheet

6: Don’t forget to evaluate what you implement.
2. Worksite Assessment Checklist

Assess your workplace ... Consider creating a committee that includes representation from throughout the organization and complete this together.

- Infrastructure
- Key Components
- Physical Activity
- Nutrition
- Mental Health
- Alcohol & Other Drug Abuse
- Tobacco Use
- Emergency Medical Response Plan

Assess the need, ... For those you check “In Process” or “No” assign a priority to each. 5 being highest priority and 1 lowest priority or even 0 for not a priority.

Next... Employee Needs & Interest Survey
3. Needs & Interest Survey

Assess/Engage Your Employees ... Consider distributing a needs and interest survey that assesses your employee population’s. To keep it short consider asking only what you can’t determine from your own resources.

- Demographics
- General Health & Screenings
- Physical Activity
- Nutrition
- Mental Health
- Alcohol & Other Drug Abuse
- Tobacco Use
- Readiness to Change
- Participation preferences

Using the needs & interest survey and the worksite assessment checklist you are now ready to determine next steps... Recommendation Table
## APPENDIX D

### RECOMMENDATION TABLE

INSTRUCTIONS: Rate each recommendation, identified in the Worksite Wellness Assessment, based on the following: importance, cost, time and commitment. Rate each on a scale of 1-5 (low-high) using the chart below. Higher scores should indicate priority items to implement.

**IMPORTANCE**
How important is the recommendation? 1 = Not at all important 3 = Somewhat important 5 = Very important

**COST**
How expensive would it be to plan and implement? 1 = Very expensive 3 = Moderately expensive 5 = Not expensive

* NOTE: You can get an idea of relative cost by looking at the strategies in Step 4, which are arranged by low, medium and high resource needs.

**TIME**
How much time and effort would be needed to implement the recommendation? 1 = Extensive 3 = Moderate 5 = Low

**COMMITMENT**
How enthusiastic would employees be about implementing the recommendation? 1 = Not at all 3 = Moderately 5 = Very enthusiastic

**IMPACT = REACH X DOSE**
How many employees will likely be affected by this recommendation? 1 = Very few 3 = Some 5 = Most or all

<table>
<thead>
<tr>
<th>Item #</th>
<th>Recommendations</th>
<th>Importance</th>
<th>Cost</th>
<th>Time</th>
<th>Commitment</th>
<th>Reach/Dose</th>
<th>Points/Ranking</th>
<th>Comments</th>
</tr>
</thead>
</table>
4. Recommendation Table

From the Assessment Checklist list all the Priorities out on the Recommendation Table, ideally in order of priority, 5’s first. Be sure to keep the needs and interest survey handy to assess the impact level of each of these recommendations.

The level of priority may match the level of importance.

Walk through the cost, time, commitment, and impact level for each recommendation then add the total scoring for each line.

Now review your points, those with the highest ranking are likely going to be the easiest, lowest cost, and most important recommendations to consider first!

**Develop a Plan...** Action Plan Worksheet
**ACTION PLAN WORKSHEET**

RECOMMENDATIONS
Describe the strategies selected from the Recommendation Table

ACTIVITIES
List the activities required to meet the recommendation

MATERIALS, RESOURCES AND PERSONNEL
List the individuals who will do the work & the resources and tools they need to get the job done.

TIME FRAME
When will implementation begin? How long will it take to finish?

EVALUATION
How will you measure your successes and/or misfortunes?

<table>
<thead>
<tr>
<th>Recommendations: Strategies to Implement</th>
<th>Activities</th>
<th>Materials, Resources &amp; Personnel</th>
<th>Time Frame</th>
<th>Evaluation Method</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<td>3.</td>
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<td>6.</td>
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<td>7.</td>
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</tr>
</tbody>
</table>

www.livewellgreenville.org
Worksite Wellness Development

5. Action Plan Worksheet

You are now ready to put your highest recommended activities into ACTION!

List out each recommendation to strategize how you will implement and when.

For each recommendation list the:
• Activity; policy, environmental, program,
• Resources needed; financially, personnel, and tools
• Time frame; when will you do this and how long
• Evaluation Method; when and how

6. Evaluation Method is a very important aspect of this often forgotten, because it is not planned for in the beginning. Know before implementation how you will evaluate the success of your activity.

Next Steps: Use these tools to continue to progress your worksite wellness program.
Making the healthy CHOICE the easy CHOICE

Euphoria's Finalists!

Euphoria's Healthy Lunchtime Throwdown has four finalists! Check out these yummy sounding titles, maybe your favorite will win!

Wyatt Hampton / Age 9 / E. North Street Academy Cheesy Chicken Broccoli Bake
Jordan Sizemore / Age 17 / Greer High School Beef Chimichanga
Joshua Davis / Age 17 / Southside High School Asian Tuna Salad
Marla Hampton / Age 17 / Chesnutt High School Open
The At Work workgroup supports employers by offering a variety of tools, information and resources to encourage employees to live well at work. This workgroup encourages implementation of worksite wellness opportunities and supports local employers in making the healthy choice the easy choice for their employees.

2017 LiveWell Greenville and Working Well Partnership

- [2017 LiveWell Corporate Membership](#)
- [Working Well Platinum Standards](#)
- 2017 Training Opportunities: LiveWell Greenville, South Carolina Hospital Association and Charleston Business Challenge have teamed up to offer a variety of educational opportunities in 2017. Each of these events is included in the 2017 LiveWell Greenville Corporate Membership.
LiveWell Greenville At Work Toolkit
This free five step toolkit offers resources to small-to-mid-sized businesses interested in initiating or refining their workplace wellness offerings.

- Appendix A – Disease Specific Resources
- Appendix B – Worksite Assessment Checklist
- Appendix C – Employee Needs & Interests Survey
- Appendix D – Recommendation Table
- Appendix E – Action Plan
- Appendix F – HIPPA Regulations & Rewards
- Appendix G – Coordinator’s Guide
- Appendix H – Sample Budget
- Appendix I – Sample Policies
- Appendix J – Wellness at Home
- Appendix K – Philanthropy & Community Engagement

Getting Started Guide
This helpful guide explains what worksite wellness entails and describes how worksite wellness affects your company's bottom line.

101 Great Ideas for Worksite Wellness
Low-to-no cost ideas for workplace wellness efforts.

Addressing Nutrition in the Workplace
Gives 20 great ways to improve employee nutrition at the worksite.
livewell at work membership

Emily O’Sullivan, MS, CHES
Working Well Program Manager
SC Hospital Association

Working Well
Healthy Worksites, Healthy Communities
Affiliated with the South Carolina Hospital Association
background

- **SCHA** is a private, not-for-profit made up of 100 member hospitals
- working well is part of SCHA’s population health arm
- partnerships with national, state, and local partners to provide best practice strategies, tools, and resources to create worksite cultures of wellbeing
livewell/working well partnership

- allows for more collaboration
- alignment with national best practices
- part of a statewide initiative
- potential to cross county lines
- less duplication
worksites using strategy for wellbeing

<table>
<thead>
<tr>
<th>Industry</th>
<th># of Worksites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising/Communications</td>
<td>1</td>
</tr>
<tr>
<td>Education</td>
<td>1</td>
</tr>
<tr>
<td>Energy/Utilities</td>
<td>2</td>
</tr>
<tr>
<td>Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Financial Services</td>
<td>4</td>
</tr>
<tr>
<td>Government - Local</td>
<td>12</td>
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<tr>
<td>Government - State</td>
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<tr>
<td>Health Care</td>
<td>24</td>
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<tr>
<td>Insurance Services</td>
<td>7</td>
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<tr>
<td>Manufacturing</td>
<td>3</td>
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<tr>
<td>Professional, Scientific, Tech</td>
<td>3</td>
</tr>
<tr>
<td>Real Estate</td>
<td>1</td>
</tr>
<tr>
<td>Retail/Wholesale Trade</td>
<td>8</td>
</tr>
<tr>
<td>Social Services</td>
<td>1</td>
</tr>
<tr>
<td>Trade Association</td>
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</tr>
<tr>
<td>Other</td>
<td>6</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>

*impacting 99,317 employees*
strategy for wellbeing

- owned by SCHA and built by USC
- evidence-based content
- customizable and affordable for any employer
- automated and interactive
- opportunity for recognition
nine dimensions of worksite wellbeing

1. wellness culture
2. risk assessment & outreach
3. nutrition & food environment
4. physical activity
5. tobacco free
6. financial wellbeing
7. emotional & mental wellbeing
8. incentives & communications
9. evaluation

STRATEGY FOR WELLBEING

Working Well's Strategy for Wellbeing online platform is an interactive tool that helps employers assess and implement best practices for effective workplace wellbeing initiatives. Strategy for Wellbeing includes an evidence-based organizational assessment, a series of webinars and workshops, a detailed report with customized improvement opportunities, and a library of online resources including sample policies, case studies, sample signage, implementation guides, and planning templates.

Organizations will earn recognition after demonstrating they have achieved the platinum-level standards in the following dimensions:

- Wellness Culture: Providing employees with a healthy and supportive culture to promote worksite wellbeing
- Risk Assessment & Outreach: Assessing employees' health status, health risks, and conducting tailored outreach
- Nutrition & Food Environment: Supporting, creating, and promoting healthy and affordable food and beverage options
- Physical Activity: Providing access to physical activity opportunities during work hours
- Tobacco Free: Providing comprehensive tobacco-free efforts to support employees in leading tobacco-free lives
- Emotional & Mental Wellbeing: Providing resources and benefits to promote a positive work-life balance, stress management, employee resiliency, and optimal emotional and mental wellbeing
- Financial Wellbeing: Providing resources, planning tools, and benefits to help employees achieve their financial goals
- Incentives & Communication: Aligning wellness incentives and proper communication efforts to promote employee engagement
- Evaluation: Practicing comprehensive evaluation efforts to continually improve workplace wellbeing initiatives

www.WorkingWellSO.com
www.StrategyforWellbeing.com
strategy for wellbeing

- evidence-based assessment
- scorecard with benchmarking
- improvement opportunities
- online resources
- field-tested for validity and reliability
- continuously reviewed and revised
<table>
<thead>
<tr>
<th>Worksite Wellbeing Dimension</th>
<th>Maximum Points</th>
<th>Your Worksite's Score</th>
<th>Average Scores of Other Worksites</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Of Your Size:</td>
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<tr>
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<td>In Your Region:</td>
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<td>Wellness Culture</td>
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<td>Risk Assessment/Outreach</td>
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<td>Physical Activity</td>
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<tr>
<td>Tobacco Free</td>
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<td>Emotional/Mental Wellbeing</td>
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<tr>
<td>Financial Wellbeing</td>
<td>8</td>
<td>1</td>
<td>6</td>
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<td>Incentives/Communications</td>
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<td>Evaluation</td>
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<td>1</td>
<td>6</td>
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</table>

The table above shows the scores and ratings for various wellbeing dimensions at your site compared to the average scores of other worksites in different categories.
improvement opportunities

<table>
<thead>
<tr>
<th>Areas of Opportunity</th>
<th>Points to Be Earned</th>
<th>Resources</th>
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</thead>
<tbody>
<tr>
<td>Wellness Culture 1) Is employee wellness included as a</td>
<td>3.00</td>
<td>Changing your office environment</td>
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<tr>
<td>key business strategy in your worksite's written strategic plan?</td>
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<td>ABC company annual wellness work plan</td>
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<td></td>
<td></td>
<td>BJWSA wellness strategy</td>
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<td>Creating a Culture of Health-AHA</td>
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<td>Workplace Health Playbook- American Heart Association</td>
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<td>Starting your Worksite Wellness program</td>
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<td>Valir Health Well Aware Program Mission and Strategic Plan</td>
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<tr>
<td>Wellness Culture 2) Does your worksite have a formal</td>
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<td>Changing your office environment</td>
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<tr>
<td>multi-year wellness program strategic plan that includes</td>
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<td>ABC company annual wellness work plan</td>
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<td>goals and measurable objectives?</td>
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<td>BJWSA wellness strategy</td>
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<td>Creating a Culture of Health-AHA</td>
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<td></td>
<td>Starting your Worksite Wellness program</td>
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<td></td>
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<td>Sample Wellness Operating Plan</td>
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<td>Valir Health Well Aware Program Mission and Strategic Plan</td>
</tr>
<tr>
<td>Wellness Culture 3) Is your wellness program funded</td>
<td>3.00</td>
<td>Sample Compensation Statement</td>
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<tr>
<td>through an annual budget</td>
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</table>
livewell at work membership resources

- evidence-based assessment
- scorecard with benchmarking
- customized improvement opportunities
- online resources
- webinars and in-person trainings
  - Working Well
  - LiveWell at Work
  - Charleston Healthy Business Challenge
- opportunity for local and statewide recognition
- monthly Working Well eNewsletter
- buy-up option: organizational coaching and technical assistance

To learn more about the LiveWell at Work corporate membership visit www.livewellgreenville.org/membership.
strategy for wellbeing web demo

www.strategyforwellbeing.com