

Santa Clara County

# Employer Wellness Toolkit

Promoting Healthy Lifestyles at the Workplace



February 2014

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# Introduction

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The environment a person lives, works, and plays in has a tremendous influence on whether individuals make healthy lifestyle choices such as consuming healthy foods and beverages and engaging in physical activity.

Being overweight or obese and physically inactive can lead to the development of chronic diseases such as diabetes, heart disease, stroke, and some types of cancer. These chronic diseases have devastating impacts on the individual person, the community they live and work in, and broader society as a whole.

Making healthy choices the easy choices in the work environment is one proactive way to prevent chronic diseases in your employees. This toolkit was developed to guide local businesses and organizations in developing worksite wellness programs for their employees.

## Special Thank You

A special thank you to the following staff who gave their time, energy and expertise to create this toolkit.

### **Santa Clara County Public Health Department**

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*Images courtesy of Network for Healthy California, Center for Chronic Disease and Injury Prevention. Additional stock images purchased from Bigstock: [www.Bigstock.com](http://www.Bigstock.com).*

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For more information about worksite wellness in Santa Clara County, or how to get involved, please contact:

Santa Clara County Public Health Department

Chronic Disease & Injury Prevention

Sobrato Center for Non-profits

1400 Parkmoor Avenue, Suite 120B

San José, CA 95126

(408) 793-2730 phone

# Healthy Worksites Build a Healthy Workforce

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According to the Centers for Disease Control and Prevention (CDC), the estimated medical cost associated with obesity, physical inactivity and overweight surpasses \$147 billion per year. Being overweight or obese and physically inactive can lead to the development of chronic diseases such as diabetes, heart disease, stroke, and some types of cancer. The cost of chronic disease is staggering; 75 cents of every dollar spent on medical costs are used to treat them. These costs do not include missed days from work or school, lost productivity, disability, reduced quality of life, and premature death.

On average individuals spend almost 9 hours per day at work and consume over half of their daily calories while at work. The work environment has a tremendous influence on whether employees make healthy lifestyle choices such as consuming healthy foods and beverages and engage in physical activity. Does your work environment support you to make healthy choices by making these choices easy and convenient?

Making healthy choices the easy choices for your employees helps to: prevent chronic diseases, improve the health of your workforce, and create a healthier work environment.

## Potential Benefits for Employers

- Reduced medical costs associated with chronic diseases
- Decreased absenteeism
- Reduced employee turnover



## Potential Benefits for Your Employees

- Improved health and fitness
- Increased concentration and focus
- Social opportunities and a support system at work
- Improved morale and job satisfaction

## Getting Started

Creating a healthier work environment is vital to the success of any business. It is a simple process and we have the resources you need to get started. Choose where your organization would like to begin from the list below.

- Beverages at Work**
- Meeting & Events**
- Vending**
- Breastfeeding Accommodation**
- Promoting Physical Activity**
- Tobacco-Free Workplace**

# Beverages at Work

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Sugary beverages are the largest source of calories in the American diet.<sup>1</sup> Sugary beverage consumption is associated with weight gain, obesity<sup>2, 3</sup> and diabetes.<sup>4</sup> The average person in the U.S. drank 45 gallons of sugary beverages in 2009.<sup>5</sup> Increasing access to more healthful beverages is one important strategy to help reduce the consumption of sugary beverages.

## Safe Drinking Water Standards

- Require that there is access to safe drinking water whenever beverages are offered and/or sold. For example, during meetings serve tap water.
- If safe tap water is not readily available, then it is recommended that large containers of water are used (i.e. pitchers or gallon jugs instead of individual bottles of water).
- Consider adding fresh fruit, vegetables, or herbs to the pitchers of tap water to create delicious, refreshing spa water.



## Beverage Standards

All beverages served (i.e. at meetings) and sold (i.e. in the cafeteria and/or in vending machines) can include only the following items:

- Water with no added sweeteners
- Unflavored nonfat or 1% cow's milk with no added sweeteners
- Unflavored non-dairy milk alternatives with no added sweeteners (i.e. soy, rice, and almond)
- No more than 2.5 grams of fat per 8 fluid ounces
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 milligrams (mg) of sodium per serving and no added sweeteners
- Coffee and tea with no added sweeteners
- Diet beverages with non-caloric sweeteners\*

\*To go above and beyond the aforementioned beverage standards, eliminate all diet beverages with non-caloric sweeteners.

These [Beverage Standards](#) were adapted from Public Health Institute's 100% Beverage Standards for Adult Settings.

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<sup>1</sup> Block G. Foods contributing to energy intake in the US: data from NHANES III and NHANES 1999-2000. *J Food Compos Anal.* 2004; 17(3-4):439-47.

<sup>2</sup> Vartanian LR, Schwartz MB, Brownell KD. Effects of Soft Drink Consumption on Nutrition and Health: A Systematic Review and Meta Analysis. *Am J Public Health.* 2007; 97(4):667-75.

<sup>3</sup> Malik VS, Schulze MB, Hu FB. Intake of sugar-sweetened beverages and weight gain: a systematic review. *Am J Clin Nutr.* 2006; 84(2):274-88.

<sup>4</sup> Malik VS, Pomkin BM, Bray GA, Després JP, Willett WC, Hu FB. Sugar-Sweetened Beverages and Risk of Metabolic Syndrome and Type 2 Diabetes: a meta-analysis. *Diabetes Care.* 2010;33(11):2477-83.

<sup>5</sup> Andreyeva T, Chaloupka FJ, Brownell KD. Estimating the potential of taxes on sugar-sweetened beverages to reduce consumption and generate revenue. *Prev Med.* 2011;52(6):413-6.

# Meetings & Events

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## General Food and Beverage Standards

The following standards can be used for selecting foods and beverages for breaks or meals at meetings, conferences, and other work-related events. When planning your menus, remember to include options that take into account various dietary preferences and/or needs.

### Foods Recommended:

- Fruits and vegetables (fresh, frozen, or canned in 100% fruit juice)
- Whole grains (i.e. whole wheat or whole grain bread, bagels, cereals, pasta, tortillas, brown rice, oatmeal)
- Lean protein foods (i.e. skinless chicken breast or turkey, fish, reduced fat beef, pork loin, beans, tofu)
- Nonfat or low fat dairy products (i.e. yogurt, cheese, cottage cheese)
- Make vegetarian options available
- Tomato based sauces and broth based soups
- Lower fat condiments (vinaigrette and light salad dressing, nonfat or low fat cream cheese, hummus, mustard, light mayonnaise, salsa)



### Foods NOT Recommended:

- Cake, candy, chips, cookies, croissants, donuts, fried food items, ice cream, muffins, pastries, sugary cereals
- Bacon, pepperoni, or sausage
- Cream, butter, or cheese based sauces
- Cream based soups
- If you are going to serve high calorie desserts, serve in small portion sizes (cake in 2x2 inch squares, mini brownie bites, small cookies, mini cupcakes) and provide healthier food options, such as fresh fruit, at the same time

### Beverages Recommended:

- Water with no added sweeteners
- Unflavored nonfat or 1% cow's milk with no added sweeteners
- Unflavored non-dairy milk alternatives with no added sweeteners (i.e. soy, rice, and almond);
- No more than 2.5 grams of fat per 8 fluid ounces
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 milligrams (mg) of sodium per serving and no added sweeteners
- Coffee and tea with no added sweeteners
- Diet beverages with non-caloric sweeteners

### **Beverages NOT Recommended:**

- Sugar-sweetened beverages (i.e. drinks with added sugar such as regular soda, fruit drinks, juice pouches, and sports drinks)
- Energy drinks

## **IDEAS FOR HEALTHY FOOD OPTIONS**

### **For Snacks at Meetings**

Serve delicious fruits and vegetables to keep attendees alert and productive. Try the following options:

- Cut-up fresh vegetables such as bell peppers, broccoli, carrots, celery, cucumber, and squash, which may be served with low fat or fat free dips
- Whole, fresh fruits such as apples, apricots, cherries, grapes, nectarines, oranges, tangerines, plums, and strawberries
- Cut-up fresh fruits including honeydew melon, cantaloupe, kiwi fruit and watermelon
- Pre-packaged fruit cups (in 100% fruit juice) and dried fruit, which can provide a tasty treat when refrigeration is not available
- 100% fruit and vegetable juices, which are refreshing and nourishing alternatives to sugary drinks



### **For Meals at Meetings**

Include an abundance of fruits and vegetables to help keep attendees focused and full of energy. Try the following options:

- Serve cut-up fresh fruit for breakfast, as a fruit salad or dessert
- Serve salads with a variety of colorful vegetables and fruits
- Offer delicious sandwiches with lots of fresh vegetables, sliced low fat cheeses, lean meats, and low fat spreads
- Serve entrees and side dishes with tasty beans, peas, and lentils

These [Food and Beverage Standards](#) are based on the County of Santa Clara Nutrition Standards – February 2012.

# Vending

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## Healthy Vending Machine Beverage Standards

### 100% of beverages must meet the following:

- Water with no added sweeteners
- Unflavored nonfat or 1% cow's milk with no added sweeteners
- Unflavored non-dairy milk alternatives with no added sweeteners (i.e. soy, rice, and almond)
- No more than 2.5 grams of fat per 8 fluid ounces
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 milligrams (mg) of sodium per container and no added sweeteners
- Coffee and tea with no added sweeteners
- Diet beverages with non-caloric sweeteners\*

\*To go above and beyond the aforementioned beverage standards, eliminate all diet beverages with non-caloric sweeteners.

## Healthy Vending Machine Snack Food Standards

### 100% of snack foods items must meet the following:

- Contents of package/container must be a single serving size
- No more than 35% calories from fat (exception in snack items that contain 100% nuts and seeds)
- No more than 10% calories from saturated fat
- 0 trans fat
- No more than 35% total weight from sugar and caloric sweeteners
- No more than 360 milligrams (mg) of sodium per package
- Recommended that package contains at least 2 grams of fiber per serving

These [Healthy Vending Snack Food Standards](#) are based on the County of Santa Clara Nutrition Standards – February 2012.

## Examples of Healthy Snack Foods for Vending Machines

- Dried fruits, such as raisins, apricots, and apples
- Trail mix
- 100% fruit leathers
- Pretzels
- Baked chips
- Whole grain crackers
- Graham crackers
- Animal crackers
- Low fat granola bars
- Low fat, whole grain cereal bars
- Plain and salted nuts



# Breastfeeding Accommodation

Breast milk is the best first food option for infants. The American Academy of Pediatrics Section on Breastfeeding and many other health organizations recommend exclusively breastfeeding infants for the first six months, and continuing breastfeeding as foods are introduced, for one year or longer.<sup>6</sup> Both California and Federal laws require that employers provide a reasonable amount of break time and a private location for employees/mothers to express breast milk.

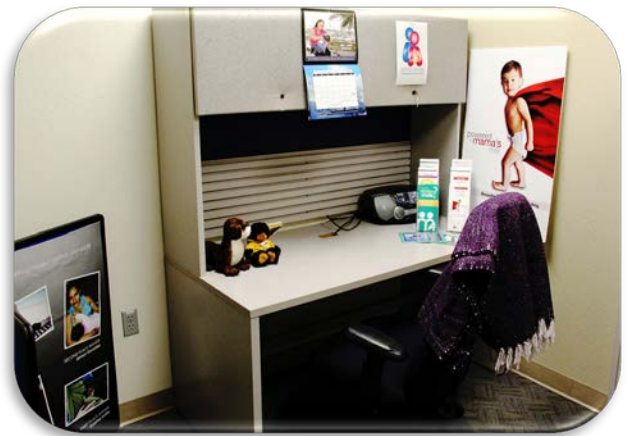
## Breastfeeding Accommodation Standards

### Provide Breaks:

- Allow a reasonable amount of break time to employees who want to express breast milk or nurse their infant

### Provide Space:

- Designate a private space that is in close proximity to the employee's work area available
- Other factors to consider for an appropriate space:
  - The space is not a bathroom or toilet stall
  - It is clean and comfortable
  - There is an electrical outlet available
  - It has comfortable seating
  - It has a table or flat surface to place the breast pump
  - It is located near a sink with running water for hand washing and cleaning of equipment



### Provide Storage:

- Provide a hygienic and secure location for employee to store the expressed breast milk such as a refrigerator, dedicated area to store a personal cooler, etc.

### Educate Employees:

- Inform all employees of the organization's breastfeeding standards
- Use a variety of methods to communicate such as: email your employees, provide information as part of new employee orientation or as part of the new employee packets, share information at staff meetings, include in your organization's newsletter, etc.

### Promote an Atmosphere of Tolerance:

- Do not tolerate the harassment of a breastfeeding employee or any conduct that creates an intimidating, hostile or offensive work environment
- Establish a procedure for addressing complaints

<sup>6</sup> American Academy of Pediatrics. Breastfeeding and the use of human milk. *Pediatrics*. 2012;129(3):e827-41.



# Promoting Physical Activity

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Health professionals recommend that every adult receive at least 30 minutes of physical activity daily most days per week. You can encourage physical activity in your organization by creating a strong physical activity policy that includes regular physical activity breaks.

## A Physical Activity Break Is:

- A “time out” at least 10 minutes long that get muscles warm and the heart pumping
- Completely voluntary
- Movement at one’s own pace
- Safe, comfortable and does not cause pain or discomfort
- Energizing – for health and productivity
- FUN!

## You Can Customize Your Own Physical Activity Policy for Your Organization by Choosing 2 Options from the List Below.

### To Promote Physical Activity in Your Organization:

- Identify physical activity team leaders to organize, lead and promote regular physical activity breaks, fitness challenges, incentives, and environmental changes that support physical activity
- Plan 10-minute physical activity breaks in your work place to get people moving at least twice a day
- Organize walking groups, yoga, tai chi classes, and other exercise options at lunchtime
- Integrate physical activity into work activities such as chair stretches in the cubicle/office or during meetings, group cardio and other activity breaks, movement at meetings, walking meetings, and standing working stations for office work
- Support employee efforts to walk, bike, and take transit to work by providing bike racks, transit subsidies, and shower facilities
- Encourage employees to use the stairs by keeping stairwells clean and posting encouraging messages near stairwells and elevators to promote stair use
- Hold fitness challenges throughout the year where employees determine their own physical activity goals (i.e. “March into May”, which promotes walking)
- Provide small incentives for employees that reach their fitness goals
- Include a 10-minute physical activity break for meetings lasting two hours or longer
- Partner with a local gym to offer reduced gym membership rates for your employee



- Partner with local physical activity community partners such as dance instructors to conduct regular classes or special presentations on site

### **Physical Activity Suggestions That Are Ideal for Meeting Breaks:**

- Slowly stretch neck, shoulders, arms, hands, back, legs, and feet. Avoid bouncing and jerky movements
- Move arms in “windmills”, head up and down, side to side (never circles), and torso side to side. Lead a brisk walk around the room, the inside of the building (down the hallway), or outside (around the building)
- Learn a dance movement
- March in place to music
- Balloon or scarf toss
- Squats then stretch
- Passing an object quickly around the room – reverse the direction

### **Simple Tips for Fun, Safe Physical Activity Breaks:**

- Physical activity breaks should be fun, informal, and non-threatening
- Remind participants that they should be the best judge of what is safe for them. Check with your doctor before participating in physical activity
- Physical activity breaks can take place anywhere (inside the meeting room, outside the room, outside the building, or even in your chair)
- Ensure sufficient space and clearance for everyone to avoid injury
- Advise participants to do only what feels good and to stop immediately if anything hurts, they feel light-headed, nauseated or uncomfortable in any way
- Remind participants that if necessary, to hold on to the back of a chair to do the movements
- Know your group. Plan an activity that they are likely to enjoy!
- Give clear instructions on how to do movements
- Whenever possible, music gets people moving
- Remind participants to hydrate with water throughout the rest of the meeting
- Remember that any snacks or treats should be healthy choices



# Tobacco-Free Workplace

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A tobacco-free workplace has positive health benefits to employers, employees, and patrons. Tobacco use and secondhand smoke exposure contributes to an extensive list of serious diseases, including heart disease and stroke, several types of cancer, emphysema, bronchitis, and pediatric illness. Tobacco use is responsible for at least \$96 billion per year in direct medical costs and an estimated \$96.8 billion per year in lost productivity due to sickness and premature death. Tobacco products include: cigars, pipes, cigarettes, e-cigarettes, hookahs (water pipes), small cigars, bidis, chewing tobacco, and snuff.

If your workplace is not protected by a tobacco-free or smoke-free law, you can adopt a voluntary tobacco-free workplace. Many people have higher levels of exposure to secondhand smoke than they believe. While many workplaces are smoke-free due to a city, county, or state law, many workplaces still allow smoking and tobacco use.

## Benefits of a Tobacco-Free Workplace:

- Reduces building maintenance expenses and fire hazards
- Reduces health insurance premiums
- Reduces labor costs

## Suggested Provisions to Include:

- No use of tobacco products in the facility at any time, if a designated smoking area is needed, it will be 30 feet away from doors and windows
- No tobacco use in any company vehicle
- Using the term “breaks” instead of the term “smoking breaks”
- Provide free onsite cessation services, free quit services, and nicotine replacement therapies offered by the employer’s health plan **—OR—**
- Refer tobacco users to the free state tobacco quit line (1-800-NO-BUTTS), which provides free quit support services in multiple languages, and promote these resources in break rooms, and employee handbooks

## Employee & Visitor Education:

- Employees informed of the new tobacco-free or smoke-free standards by their Human Resources department and/or management
- Signage will be placed prominently in all facilities and/or vehicles
- Standards will be incorporated into organization’s employee manual
- Employees that want to quit tobacco will be referred to low cost cessation services
- Visitors will be informed of the standards by both signs and information provided by the business



# Appendices

## Organizational Wellness Policy Template

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*There are 6 policies in this template: Beverages at Work, Meetings & Events- Food and Beverages, Healthy Vending Machines, Breastfeeding Accommodation, Physical Activity, and Tobacco-Free Workplace. **Delete policies that are not applicable.***

We \_\_\_\_\_ [name of organization or business] are committed to making healthy choices the easy choices for our employees and want to help prevent chronic diseases, improve the health of our workforce, and create a healthier work environment.

Effective \_\_\_\_\_ [date], it is the policy of \_\_\_\_\_ [name of organization or business] that we support [healthier beverages at work, healthier food and beverages at meetings and events, healthier vending machines, breastfeeding accommodation, physical activity, and a tobacco-free environment in the workplace (*delete standards that organization is NOT adopting*)].

### **BEVERAGES AT WORK STANDARDS**

#### **Safe Drinking Water**

- Require that there is access to safe drinking water whenever beverages are offered and/or sold. For example, during meetings serve tap water.
- If safe tap water is not readily available, then it is recommended that large containers of water are used (i.e. pitchers or gallon jugs instead of individual bottles of water).
- Consider adding fresh fruit, vegetables, or herbs to the pitchers of tap water to create delicious, refreshing spa water.

#### **Beverages Served and Sold**

All beverages served (i.e. at meetings) and sold (i.e. in the cafeteria and/or in vending machines) can include only the following items:

- Water with no added sweeteners
- Unflavored nonfat or 1% cow's milk with no added sweeteners
- Unflavored non-dairy milk alternatives with no added sweeteners (i.e. soy, rice, and almond)
- No more than 2.5 grams of fat per 8 fluid ounces
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 milligrams (mg) of sodium per serving and no added sweeteners
- Coffee and tea with no added sweeteners
- Diet beverages with non-caloric sweeteners\*

\*To go above and beyond the aforementioned beverage standards, eliminate all diet beverages with non-caloric sweeteners.

## **MEETINGS & EVENTS- FOOD AND BEVERAGE STANDARDS**

The following standards can be used for selecting foods and beverages for breaks or meals at meetings, conferences, and other work-related events.

### **Food Recommended:**

- Fruits and vegetables (fresh, frozen, or canned in 100% fruit juice)
- Whole grains (i.e. whole wheat or whole grain bread, bagels, cereals, pasta, tortillas, brown rice, oatmeal)
- Lean protein foods (i.e. skinless chicken breast or turkey, fish, reduced fat beef, pork loin, beans, tofu)
- Nonfat or low fat dairy products (i.e. yogurt, cheese, cottage cheese)
- Make vegetarian options available
- Tomato based sauces and broth based soups
- Lower fat condiments (vinaigrette and light salad dressing, nonfat or low fat cream cheese, hummus, mustard, light mayonnaise, salsa)

### **Food NOT Recommended:**

- Cake, candy, chips, cookies, croissants, donuts, fried food items, ice cream, muffins, pastries, sugary cereals
- Bacon, pepperoni, or sausage
- Cream, butter, or cheese based sauces
- Cream based soups
- If you are going to serve high calorie desserts, serve in small portion sizes (cake in 2x2 inch squares, mini brownie bites, small cookies, mini cupcakes) and provide healthier food options, such as fresh fruit, at the same time

### **Beverages Recommended:**

- Water with no added sweeteners
- Unflavored nonfat or 1% cow's milk with no added sweeteners
- Unflavored non-dairy milk alternatives with no added sweeteners (i.e. soy, rice, and almond);
- No more than 2.5 grams of fat per 8 fluid ounces
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 milligrams (mg) of sodium per serving and no added sweeteners
- Coffee and tea with no added sweeteners
- Diet beverages with non-caloric sweeteners

### **Beverages NOT Recommended:**

- Sugar-sweetened beverages (i.e. drinks with added sugar such as regular soda, fruit drinks, juice pouches, and sports drinks)
- Energy drinks

## HEALTHY VENDING MACHINE STANDARDS

### Beverages

100% of beverages must meet the following:

- Water with no added sweeteners
- Unflavored nonfat or 1% cow's milk with no added sweeteners
- Unflavored non-dairy milk alternatives with no added sweeteners (i.e. soy, rice, and almond)
- No more than 2.5 grams of fat per 8 fluid ounces
- 100% fruit or vegetable juices with a maximum of 160 calories, 230 milligrams (mg) of sodium per container and no added sweeteners
- Coffee and tea with no added sweeteners
- Diet beverages with non-caloric sweeteners\*

\*To go above and beyond the aforementioned beverage standards, eliminate all diet beverages with non-caloric sweeteners.

### Food

100% of beverages must meet the following:

- Contents of package/container must be a single serving size
- No more than 35% calories from fat (exception in snack items that contain 100% nuts and seeds)
- No more than 10% calories from saturated fat
- 0 trans fat
- No more than 35% total weight from sugar and caloric sweeteners
- No more than 360 milligrams (mg) of sodium per package
- Recommended that package contains at least 2 grams of fiber per serving

## BREASTFEEDING ACCOMMODATION STANDARDS

### Breaks

- A reasonable amount of break time must be provided to employees who want to express breast milk or nurse their infant.
- If possible, the break time should coincide with the employee's paid break time. If not, the break time will not be paid.
- *Additional Suggestion [delete if not including or unitalicize if including]:*
  - *With supervisory approval, the employee may use personal leave, vacation time, sick leave, comp time, or a flexed work schedule to cover any unpaid break time. Italicize*

### Space

- [Organization] will make a reasonable effort to provide employees with a room or other locations in which to express milk or nurse their infant. This space must not be a bathroom and should be private and in close proximity to the employee's work area.
- Ideally, the space will have a door that locks. If this is not possible, a room can be made private by placing a message on the door that the room is in use, drawing blinds or curtains, covering windows without curtains, or setting up a portable partition. The space should be clean and comfortable, equipped with an electrical outlet, and contain comfortable seating and a table or other flat surface to hold a breast pump. It should also be located near a sink with running water for hand washing and cleaning of equipment.

- For non-traditional worksites, the department and supervisor will work with the employee to create a mutually acceptable solution. This may include a flexible schedule to allow the employee to return home for such activity, a temporary transfer to another facility, or other resolution.

### **Storage**

- A hygienic and secure location will be available for employees to store expressed milk.

### **Notification Education**

- A copy of this policy will be disseminated to every incoming and current employee.
- A breastfeeding education packet, including a copy of this policy and breastfeeding support after returning to work, will be provided to employees prior to their maternity leave.
- *Additional Suggestion [delete if not including or unitalicize if including]:*
  - *Breastfeeding accommodation information will be included in employee orientation materials.*
  - *Supervisors will be trained on breastfeeding benefits, laws, guidelines, and policies.*
  - *Materials related to breastfeeding and lactation accommodation will be posted on the [Organization] website.*
  - *Information promoting the benefits of breastfeeding and lactation accommodation shall be displayed in break areas and be featured in [Organization] email communications at least once per year.*

### **Atmosphere of Tolerance**

- Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee or exercise any conduct that creates an intimidating, hostile or offensive working environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with [Organization's] policies and procedures for discrimination and harassment.

## **PHYSICAL ACTIVITY STANDARDS**

You can customize your own physical activity standards by choosing TWO of the options from the list below:

- Identify physical activity team leaders to organize, lead and promote regular physical activity breaks, fitness challenges, incentives, and environmental changes that support physical activity
- Plan 10-minute physical activity breaks in your work place to get people moving at least twice a day
- Organize walking groups, yoga, tai chi classes, and other exercise options at lunchtime
- Integrate physical activity into work activities such as chair stretches in the cubicle/office or during meetings, group cardio and other activity breaks, movement at meetings, walking meetings, and standing working stations for office work
- Support employee efforts to walk, bike, and take transit to work by providing bike racks, transit subsidies, and shower facilities
- Encourage employees to use the stairs by keeping stairwells clean and posting encouraging messages near stairwells and elevators to promote stair use
- Hold fitness challenges throughout the year where employees determine their own physical activity goals (i.e. "March into May", which promotes walking)
- Provide small incentives for employees that reach their fitness goals
- Include a 10-minute physical activity break for meetings lasting two hours or longer
- Partner with a local gym to offer reduced gym membership rates for your employees

- Partner with local physical activity community partners such as dance instructors to conduct regular classes or special presentations on site

## TOBACCO-FREE WORKPLACE STANDARDS

- Use of tobacco products, including electronic smoking devices, is prohibited anywhere on the campus or property of \_\_\_\_\_ [*name of organization or business*] at any time. [*Another option is to prohibit smoking within 30 feet of the building, or any door or window. If the organization chooses to include this option, unitalicize the next section.*]
- *The decision to provide an outdoor designated smoking area will be at the discretion of management or other decision-making body.*
  - *Should a designated smoking area be created, the area will be located at least 30 feet from any entrance or operable window, so as to ensure that smoke does not drift into the work environment.*
  - *The designated smoking area will be clearly marked with signage, notifying employees and visitors that smoking is allowed in this area.*
  - *All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.*
- Use of tobacco products, including electronic smoking devices, is prohibited in any company vehicle at any time.
- There will be no tobacco use, including electronic smoking devices, in personal vehicles when transporting people on authorized business.
- Refer tobacco users to a state or other tobacco cessation telephone quit line (1-800-No-BUTTS), which provides free services to assist people in quitting tobacco use (<http://www.nobutts.org/index.htm>). The information will be promoted in employee break rooms or lobby areas, and in employee handbooks.
- Provide the free educational materials that is available to worksites/organizations through the California Smoker’s Helpline Website: <http://www.nobutts.org/Order.php>

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Signature	Title	Date

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Name of Organization



# Additional Resources

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## **Americans for Nonsmokers' Rights**

<http://www.no-smoke.org/goingsmokefree.php?id=103>

## **American Cancer Society**

Model tobacco-free/smoke-free policies

<http://www.cancer.org/healthy/stayawayfromtobacco/smoke-freecommunities/createasmoke-freeworkplace/smoking-in-the-workplace-a-model-policy>

## **Bay Area Nutrition & Physical Activity Collaborative (BANPAC)**

Pledge the Practice! Pass the Policy! Toolkit to Support Healthy Food and Beverage Policies at Work

[http://www.banpac.org/toolkit\\_hfbpe.htm](http://www.banpac.org/toolkit_hfbpe.htm)

## **California Department of Public Health, The Network for a Healthy California**

Power Up in 10: Strength Training Booklet for Families

[http://www.cdph.ca.gov/programs/cpns/Documents/BRO-206\\_JUL\\_2010.pdf](http://www.cdph.ca.gov/programs/cpns/Documents/BRO-206_JUL_2010.pdf)

Worksite Program California Fit Business Kit

<http://www.cdph.ca.gov/programs/cpns/pages/worksitefitbusinesskit.aspx>

## **California Smoker's Helpline**

Free educational materials: <http://www.nobutts.org/Order.php>

Tobacco Use Quit support: <http://www.nobutts.org/index.htm>

## **Centers for Disease Control and Prevention (CDC)**

National Healthy Worksite Program

<http://www.cdc.gov/nationalhealthyworksite/index.html>

Tobacco Prevention Program

<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/tobacco-use.html>

## **Santa Clara County Public Health Department**

County of Santa Clara Nutrition Standards – February 2012

[http://www.sccgov.org/sites/sccphd/en-us/Newsandevents/Documents/Nutrition%20Standards/Nutrition\\_Standards\\_NEW\\_july2012\\_v3.pdf](http://www.sccgov.org/sites/sccphd/en-us/Newsandevents/Documents/Nutrition%20Standards/Nutrition_Standards_NEW_july2012_v3.pdf)

NEW Santa Clara Valley Health & Hospital System Lactation Accommodation Policy – November 2013

<http://www.sccgov.org/sites/sccphd/en-us/Partners/cdip/Breastfeeding-Promotion-Project/Pages/Worksites.aspx>

## **U.S. Department of Health and Human Services, Office of Women's Health**

The Business Case for Breastfeeding

<http://www.womenshealth.gov/breastfeeding/government-in-action/business-case-for-breastfeeding/>

Let us help!

Organizational Wellness Initiative

Santa Clara County Public Health Department

Center for Chronic Disease and Injury Prevention

(408) 793-2700

