

SHIP Workplace Context Area

FOUNDATIONAL

<p>These activities create a strong foundation to build a workplace wellness initiative. These foundational elements are critical for long-term, sustained improvements.</p>	
<p>Leadership</p>	<p>It all starts with LEADERSHIP</p> <p>Top leaders that understand the importance of healthy employees and why improvements in environment, policy, systems, and social support is best. Leadership:</p> <ul style="list-style-type: none"> • Places workplace wellness in organization’s strategic plan • Authorizes resources (wellness committee and budget) and actively participates on committee • Ensures supervisors support the wellness initiative • Models behavior • Communicates regularly to all staff about wellness initiatives
<p>Assessment</p>	<ul style="list-style-type: none"> • Complete the SHIP Employer Wellness Assessment to benchmark best practices • Administer an employee interest survey to assess the environment and support for employees to make healthy choices at work • Consider administering bi-annual health assessment for employees (optional).
<p>Formation</p>	<ul style="list-style-type: none"> • Workplace wellness vision statement identifying the culture that the organization supports • Wellness committee (along with staff support) that guides the workplace wellness initiative • Budget • Written goals (plus tracking of progress, which then becomes a measurement plan) • Annual review for leadership and managers includes support for workplace wellness
<p>Communications</p>	<ul style="list-style-type: none"> • Communications plan and staff support • Wellness brand (name and logo for wellness initiative)

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This document developed based upon the *Healthy Worksites* consulting model at Blue Cross and Blue Shield of Minnesota.

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MN EATS-BREASTFEEDING SUPPORT

Foundation	Conduct additional desired survey(s): What do moms and moms-to-be want for support at the workplace?
Environment	<p>Mother's Room</p> <p>Creation and maintenance of a mother's room</p> <p>Ideal features – Private, pleasant, clean space that locks from inside; chair; table; hospital-grade breast pump; electrical outlet; nearby water source; nearby storage for milk. (By Minnesota law, the space may not be a bathroom or toilet stall.)</p>
Policy	<p>Breastfeeding support policy – could include:</p> <ul style="list-style-type: none"> • Creation and maintenance of a mother's/lactation room • Guidance regarding mom's time to express milk (and employee responsibility for keeping room clean, checking with supervisor and where to store milk). • Steps taken by human resources and manager when FMLA leave is requested • Manager/supervisor role in supporting new mom-to-be • Possible application for the MDH Breastfeeding Workplace Award
Systems	<p>Human resources support, training for managers/supervisors, tracking room usage - Could include:</p> <ul style="list-style-type: none"> • A mom-to-be packet (outlines organizational support for new moms) • Information in an employee orientation packet • Managers/supervisors trained on supports • Once FMLA leave is requested, human resources notifies manager • Manager/supervisor takes mom-to-be on tour of mother's room • Mom is paired with a mentor (employee who previously used room) • Tracking: Assess usage [demand for use (public versus employee-only use), ease of access, tracking employee access/use] • Room sign-up protocol – through online calendar or on paper.
Social Support	<p>Could include</p> <ul style="list-style-type: none"> • Mom who previously used mother's room to mentor mom-to-be (tour of room, etc.) • Ongoing nursing/mothers' support group • Hold a celebration (shower) for the opening of the mother's room. Ask employees to donate items for moms and children that are then given to a local women's and children's shelter. • Employee Assistance Program (EAP) resources

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MN EATS

Foundation	Conduct additional desired audits, such as cafeteria, vending
Environment	<p>Create and maintain abundant healthy food choices across the organization</p> <ul style="list-style-type: none"> Includes: Healthy snack station(s), vending, food at meetings and events, cafeteria offerings, foods brought to work for potluck events
Policy	<p>Healthy foods policy - could include</p> <ul style="list-style-type: none"> Creation and maintenance of a healthy snack station(s) offering only healthy options Filtered water refilling stations at each work location Removal of soda/sugar sweetened beverages [Encourage] Foods brought to work are healthy options Update, maintain food vending options with at least 50% healthy At least three fruit selections offered daily in cafeteria At least three non-fried vegetable selections offered daily in cafeteria A healthy entrée is offered daily in cafeteria Nutrition information is provided for all foods across the organization Healthy foods are competitively priced Healthy foods are labeled with a sticker Refrigerators, microwaves and sinks are available for all employees Always serve healthy food/beverage choice(s) at meetings and events Implement healthy catering booklet that guides managers/staff when ordering food for meetings and events Provisions for a mobile workforce.
Systems	<p>Human Resources support and training for managers/supervisors</p> <p>Could include</p> <ul style="list-style-type: none"> RFP services for vending Quality assurance practices for vending Catering guide and training for managers/staff Management of healthy snack station Labeling and signage
Social Support	<p>Could include</p> <ul style="list-style-type: none"> Employee survey Taste testing Lunch and learns

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MN MOVES

Foundational	<p>Could include</p> <ul style="list-style-type: none"> • Additional environmental audit of what is offered and what is possible
Environment	<p>Could include</p> <ul style="list-style-type: none"> • Mapped walking routes • Creation and maintenance of physical activity room/space • Access to brightly lit, aesthetically pleasing stairwells • Sit-to-stand desks/ or work stations • Bike racks, showers, lockers • Employee bike share • Standing height conference rooms
Policy	<p>Physical activity policy - could include</p> <ul style="list-style-type: none"> • Dress code • Walking meetings • Employees can combine breaks for physical activity time • Flexible work schedule to allow for physical activity • Work accommodations that support physical activity • Stretch breaks for employees who perform repetitive tasks • Create and maintain a physical activity room/space • Sit-to-stand stations, walking workstations • Becoming a Bike-Friendly Business
Systems	<p>Human Resources support and training for managers/supervisors</p> <ul style="list-style-type: none"> • Training for managers to develop flexible schedules to accommodate physical activity before/during/after work • Guide or protocol for holding walking meetings • Safety practices that reduce on-the-job injuries • Active transportation/commuting reimbursements
Social Support	<p>Could include</p> <ul style="list-style-type: none"> • Walking groups/clubs • Stretch breaks • Exercise classes (not SHIP-funded) • Challenges (activity minutes, steps, etc.) (not SHIP-funded) • Managers/supervisors modeling walking/standing meetings

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MN COMMERCIAL TOBACCO-FREE WORKPLACE

Foundational	<p>Could include: Assign a group to implement new policy and supports</p>
Environment	<p>Completely tobacco-free workplace and grounds (including e-cigarettes)</p>
Policy	<p>Tobacco-free workplace policy Ideal policy provisions</p> <ul style="list-style-type: none"> • Buildings, grounds, vehicles on grounds and company vehicles are tobacco-free (including e-cigarettes) at all times • Enforcement protocols are spelled out • Managers/supervisors support policy • Tobacco-free workplace signage
Systems	<p>Quit medications</p> <ul style="list-style-type: none"> • Pharmacy benefit includes coverage of over-the-counter (OTC) and prescription quit medications with no (or minimal) copay or deductible • Enforcement protocol is developed and managers are trained on protocol
Social Support	<p>Could include</p> <ul style="list-style-type: none"> • Tailored tobacco-cessation program offered through health plan or QUITPLAN[®] Services (uninsured and underinsured Minnesotans) • Cessation support group • Lunch & Learns

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MN WELL-BEING

Foundational	<p>Identify ways to increase well-being in the workplace:</p> <ul style="list-style-type: none"> • Conduct employee survey(s): Health assessment, organization climate and culture audit, work and life stressors, employee interest survey • Manager survey: Capture job/department characteristics • Compile aggregate list of employee and management ideas for adding to well-being. Which can be feasibly addressed, work-life balance, work overload, job autonomy, social relationships, supervisor support, adding more purpose to work, etc. • Set goals: Identify solutions, such as building a healthy culture, skills training, supervisor development, employee-centered policies, address burnout, etc.
Environment	<p>Could include:</p> <ul style="list-style-type: none"> • Quiet room/spaces • Spaces for more informal meeting and socializing space
Policy	<p>Could include:</p> <ul style="list-style-type: none"> • Management training (staff development, coaching employees, identify causes of work stress, coaching low performers etc.)* • Annual reviews <ul style="list-style-type: none"> ○ for managers: ask how they support employee well-being? ○ ask employees how they take care of personal well-being?
Systems	<p>Could include:</p> <ul style="list-style-type: none"> • Management training (staff development, coaching employees, identify primary causes of work stress, coaching low performers etc.)* • Employee involvement in decision-making processes and workplace wellness committee
Social Support	<p>Create and support an environment and atmosphere that encourages relaxed, healthy social interaction to reduce loneliness and isolation</p> <ul style="list-style-type: none"> • Include activities and time for employees to informally connect to reduce social isolation, i.e., ice breakers at virtual meetings, taking lunch and breaks, encourage walking, stretch breaks, healthful eating and good sleep habits • On-site or near-site child care* • Offer healthy gatherings like potlucks, break time recess (with bocce ball or another activity), field trips after work, etc.



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LIFESTYLE MANAGEMENT

Foundational	<p>Identify opportunities to support employees with or at risk for chronic diseases</p> <ul style="list-style-type: none"> Employee survey(s): Health assessment, employee interest survey, etc. Determine gap and opportunities: Through claims data, determine the impact on claims from lack of disease management strategies. Set goals: Prioritize efforts, implement and measure impact
Environment	<p>Could include</p> <ul style="list-style-type: none"> Optimize opportunities for healthy eating in the workplace (see MN EATS strategy) Optimize opportunities for physical activity during and at work (see MN MOVES strategy)
Policy	<p>Could include</p> <ul style="list-style-type: none"> Align benefits management policies/guidelines with opportunities to integrate prevention courses (i.e., diabetes prevention programs as a covered benefit through insurance provider). Flexible work schedule when, for example: <ul style="list-style-type: none"> When employees participate in lifestyle management courses When working extra hours For physical activity opportunities at work
Systems	<p>Could include</p> <ul style="list-style-type: none"> Create work plan to address chronic disease management programs in the workplace and social support for lifestyle management outside the workplace Align HR, EAP and benefits management practices to assure ongoing integration and communication for lifestyle programs Implement a referral process for employees Reduce cost barriers for employee participation in lifestyle programs
Social Support	<p>Could include:</p> <ul style="list-style-type: none"> On-site lifestyle management course Lunch and learns that educate employees about chronic diseases and prevention strategies Social supports for physical activity and healthy eating Offer on-site chronic disease management and/or prevention courses

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