

# TEN STEPS TO A WELL WIC WORKSITE

With the help of staff needs assessments and a review of best worksite wellness practices, the WIC Worksite Wellness Advisory committee has developed the following Ten Steps. These are focus areas, along with specific suggested objectives, that if followed, will qualify a WIC Agency as an accredited Well WIC Worksite.

These Ten Steps are the foundation for the Work Plan. By following the Work Plan, each Local Agency will determine how best to incorporate the Ten Steps into daily practice or environmental changes that will foster a Well WIC Worksite.

Each agency's Work Plan will embrace the Ten Steps using a dynamic mix of the suggested objectives and adding other activities that reflect unique staff interests and wellness goals. Depending on the facility and staff dynamics, some focus areas will have greater emphasis than others.

While it is hoped that each Local Agency will collectively become a Well WIC Worksite, some sites may individually achieve this status in advance of the agency.

See the Planning For Wellness Work Plan for more information.

## 1. Better Nutrition/Healthy Foods

Align with the nation's goals of Healthy People 2020 to promote health, prevent disease, and achieve wellness. Prepare WIC staff around the healthier WIC foods and the core messages of the Healthy Habits campaign.

- Include Healthy Habits for Life in staff trainings
- Include healthy menu options at meetings and events
- Educate staff on portion sizes
- Provide healthy vending machine options
- Make drinking water available to all staff free of charge
- Support healthy eating by sharing recipes, providing food demonstrations, guidelines on healthy eating at restaurants, and information on portion control
- Create a health/wellness resource library
- Offer weight management support groups programs to employees



## 2. Physical Activity

Harness WIC's success as a critical player in the state's efforts in health promotion and obesity prevention.

- Encourage stretch breaks at staff meetings and during workdays
- Provide discounted rates for health plans, gyms and health clubs
- Hold meetings at local parks so staff can become familiar with available facilities
- Invite personal training experts for education on physical activity
- Identify and implement two, eight – ten week physical activity programs, on an annual basis.
- Provide secure bicycle parking for employees
- Provide changing rooms and/or lockers for employees
- Provide information regarding local events such as walks for charitable causes

## 3. General Health

Develop a program that addresses the most significant health risks to our nation with specific risks within the employee population and needs of the organization and those relevant to your Agency's work force.

- Provide health-risk screening, flu shots, doctors' office guides, information on dental health and breast self-examination
- Offer smoking cessation programs
- Offer ergonomic information or programs
- Reconfigure office equipment and furniture to meet ergonomic goals
- Offer injury prevention information/programs

## 4. Emotional and Mental Health Support

Embrace staff activities and individual commitments to their mental health activities. Encourage communication. Recognize needs and different ways to manage stress. Build confidence.

- Invite speakers to educate staff on stress-management, parenting, financial management, relationship management, conflict resolution, and domestic violence
- Be family friendly—provide resources on day care and flexible work hours, if possible
- Provide information on depression
- Offer yoga, tai chi, meditation classes, and other mind-body options
- Provide information on new Proposition-63-funded mental health programs
- Invite Human Resources to provide information/speakers on mental health coverage under current health insurance and Employee Assistance Program

## 5. Lactation Accommodation for WIC Staff

In keeping with California Labor Code Section 1030-33, Local Agencies will develop and implement written policies on worksite lactation accommodation and provide it as part of the work-family benefits.

- Insure privacy to pump
- Provide storage for expressed milk
- Provide prenatal and postpartum education for staff
- Inform and educate staff on lactation accommodation

## 6. Community Capacity Building

Identify community partners and develop relationships that are beneficial for all constituents and stakeholders. Draw on and share the skills and resources of the various partners to build, develop, and sustain wellness practices.

- Coordinate wellness efforts with community partners
- Invite local community sports teams to give physical activity breaks at staff meetings
- Conduct or participate in an annual health awareness event in the community

## 7. Capture Senior-level and Board Support

Advocate for policy changes at the organizational level, allocate resources to worksite wellness, form teams, delegate responsibility, and be a role model for healthy practices.

- Develop a mission statement that reflects a commitment to the health and well-being of employees.
- Develop Agency-specific goals

## 8. Designate Staff Member(s) to Coordinate Wellness Activities in the Agency

A staff member and/or a wellness team are essential to building a robust wellness program and to distributing the responsibility for wellness throughout the organization.

- Allow time during staff meetings for wellness presentations
- Form a wellness committee or taskforce
- Survey/assess employees prior to implementing programs

## 9. Regularly Communicate Wellness to Staff

Create an effective and varied communications to achieve and maintain high participation. Develop a system for communicating the program's progress and results to employees & senior management.

- Use bulletin boards, monthly/weekly health tips, pay stub inserts
- Create a wellness newsletter
- Include time for physical activity/wellness discussions in staff meetings
- Start a physical fitness blog on the agency website where employees can share physical fitness info

## 10. Periodic Evaluation to Assess the Success and Identify Changing Needs of the Worksite Wellness Program

Adopt a process of assessing organizational and individual needs, and costs, Develop procedures for evaluating program quality and outcomes

- Designate specific funds to promote, implement, and provide incentives for wellness program activities
- Evaluate health/wellness program and impact on employees