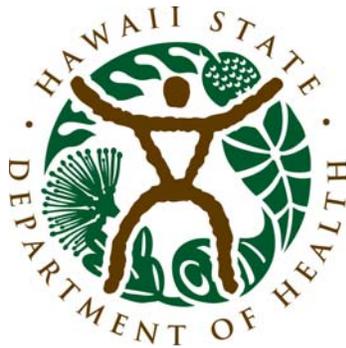


Worksite Wellness Tool Kit



**Developed by the Department of Health
Healthy Hawaii Initiative**

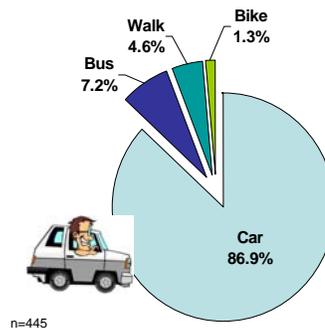
March 2006



Director of Health's Worksite Wellness Initiative

Let's be honest and face facts! Most working adults spend at least 8 hours a day at job. And what do we do at our jobs? Many of us sit! Hawaii data shows that over 53% of working adults have jobs that require little to no physical activity. The sitting factor is compounded by the fact that nearly 87% of Hawaii's working adult population takes a car to work. Less than 5% of working adults walk to work, and not even 2% of Hawaii's adults bike to work.

Despite our current level of inactivity, in a statewide survey, **39% of respondents said they are ready to be physically active.** Because employees often have competing demands for their time such as childcare, eldercare, soccer mom and dad duties, meal preparation, and laundry, worksite wellness programs integrate physical activity and good nutrition into the work day. Worksite wellness promotes work environments that are supportive to healthy lifestyles.



Worksite wellness benefits both the individual and the organization. The individual benefits with opportunity to achieve optimal health & wellness. Physical activity results in:

- Decrease in tension
- Enhance sleep
- Enhance self-image
- Decreased risk for chronic diseases, such as diabetes, cancer and heart disease
- Releases endorphins, nature's feel good hormone.
- Social benefits – increase morale, building camaraderie, reduction of stress, improves work performance, increases energy, improves confidence

The organization benefits by having a healthier workforce that includes a reduction in absenteeism, increase in productivity, and the potential to impact health care costs.



Active for Life and the Hawaii State Department of Health

The health and well being of Department of Health employees is of significant importance to the Dr. Chiyome Leinaala Fukino, the Director of Health. Therefore, Dr. Fukino created the Director's Wellness Initiative. In January 2006, the Director's Wellness Initiative was launched by the Kauai District Health Office. With great fanfare and fun, Rhonda Liu, Kauai Public Health Educator, in partnership with Kauai American Cancer Society, rolled out *Active for Life* to the DOH employees on Kauai.

What is Active for Life?

Active For Life is a flexible, 10-week, team-based physical activity program that has demonstrated success in increasing levels of physical activity among participants. The program encourages participants to be more active on a regular basis by setting individual goals and forming teams for motivation and support. Participants set their own goals based on how active they are, and how active they want to be. Personal goals can be moderate (like walking or yard work or taking the stairs) or more intense (like running or tennis). Participants receive a point for each minute they are active daily and record the number of points they earn toward their total point goal.

Active for Life Pilot – Kauai District Health Office



Chef from *Blossoming Lotus*, a popular vegan restaurant on Kauai, does cooking demonstration at an Active for Life event

During the 10 week program, the Kauai office sponsored a variety of events promoting and supporting healthy lifestyles from surfing lessons, healthy cooking demonstrations to examples of not so traditional physical activity options, such as dancing and taiko drum demonstrations. These activities and events were conducted in addition to the personal physical activity challenges set by the Kauai District Health Office employees. Staff who used to sit around the lunch table now changed into walking shoes for a lunchtime “walk and talk” in the neighborhood.

The planning began in earnest in January 2006 to bring Active for Life to the rest of the Department of Health (DOH). All the geographic locations of the DOH were identified along with the number of staff

working at each site. Approximately 3,000 staff work in 13 sites on Oahu plus the District Health Offices on Maui, Molokai, Lanai and multiple sites on the Big Island. Active for Life will be implemented in phases. Phase One started on Oahu in the downtown area with approximately 1,000 staff located at seven sites including: Kinau Hale, Leiopapa building, Dillingham, Lanakila, Bishop Street, Kam VI Road, and AAFES building. Response to the interest survey will determine the Phase Two sites.

Promoting Active for Life

Several avenues were used to publicize Active for Life with DOH staff. The benefits, fun, and opportunities of AFL were shared through presentations at the Director's Executive Committee (DEC) meetings, an article in the DOH's electronic newsletter "Keeping In Touch", special fliers, and "road shows". The road shows in particular were highly effective mechanisms to promote and share what Active for Life is all about and as recruiting opportunities of both participants and Team Captains.

Active for Life has an Executive Director, one or more Program Directors, Team Captains, and participants. The Program Director for the Department of Health was assigned to the Physical Activity Coordinator. All these roles are important to ensuring a successful program, however it is the Team Captains that are crucial. They are the heart and soul of Active for Life. Team Captains are the cheerleaders, the ones who encourage co-workers to join Active for Life and who continue the encouragement throughout the length of the program. Our Team Captains were identified by their supervisors or self-nominated.



A Kauai District Health Office AFL Team in Active for Life T-Shirts

Active for Life registrants received an Active for Life t-shirt and a pedometer. These items were distributed after the participant's on-line registration was confirmed. Additional incentive items will be distributed after the program as rewards.

DOH Active for Life Activities

The "active" in Active for Life can take many forms from the more traditional activities such as walking, gardening, and swimming to the less traditional as yoga, kick boxing, and hula. To expand the range of possibilities the Program Director arranged for trial memberships at several gyms in the downtown area. A number of the gyms had the usual weight equipment, as well as, yoga, speed cycling, and pilates.

Being physical activity is critical to improving and maintaining health, but it is one part. Just as important is assessing and understanding our personal health risks. Active for Life participants were invited to take advantage of Kaiser Online and HMSA's Health Pass.



Learning to Surf, a Kauai DHO Active for Life activity

Kaiser provides an online assessment that is tailored to responses you give in an online survey. HMSA's health risk appraisal includes a questionnaire and several biometric tests including height, weight, blood pressure, blood cholesterol, fasting blood glucose, and body fat analysis. The results of these tests are analyzed and individualized reports are generated for each participant. In order for Health Pass to come to the DOH worksites, each worksite needed to have 25 employees participate. Individual appointments took approximately 10 minutes.

We invited HMSA, Kaiser and ACS to present an activity or brown bag session during each week of Active for Life. Active for Life was launched at a Kick-Off event at the Capitol Rotunda during the lunch hour. DOH took the opportunity to showcase some of the other worksite wellness programs it has launched. DOH employees, legislators, media and the public were invited to participate in the interactive physical activities, Chair-ish Your Body and the Rubber Band Man. The Director of Health and the National and Hawaii Chapter Chairs of the American Cancer Society spoke about Active for Life and the importance of worksite wellness programs.

We will conclude our Active for Life campaign with an Awards Ceremony to recognize everyone who completed the 10 week program. Special recognition will be given to teams who met their physical activity goals.



The Kauai DHO Active for Life Awards Ceremony included a fun physical activity, doing the electric slide, and a presentation of certificates and awards to the 86 employees who completed the 10 week program.



HAWAII STATE
DEPARTMENT
OF HEALTH



Active for LifeSM

ACTIVE FOR LIFE SCHEDULE OF ACTIVITIES

Date	Time	Place	Activity
3/22/2006, Wed.	Start logging your Life Points, Kick-Off re-scheduled for 3/29/06		
3/29/2006, Wed.	11:45 am – 1:00 pm	Capitol Rotunda	Kick-Off Event and Media Event at Capitol
4/6/2006, Thurs.	12:00 pm - 12:45 pm	Kinau Hale - DOC	Think Fit
4/13/2006, Thurs.	12:00 pm - 12:45 pm	Kinau Hale - DOC	Tai Chi
4/18/2006, Tues.	12:00 pm - 12:45 pm	Kinau Hale - DOC	Meeting Well
4/25/2006, Tues.	12:00 pm - 12:45 pm	Kinau Hale - DOC	Cooking Demonstration
5/4/2006, Thurs.	12:00 pm - 12:45 pm	Kinau Hale - DOC	Tobacco Cessation
5/8/2006 – 5/12/2006	TBA	TBA	Health Risk Assessment
5/17/2006, Wed.	12:00 pm - 12:45 pm	Kinau Hale - DOC	Take a Look at Stress
5/25/2006, Thurs.	12:00 pm - 12:45 pm	Kinau Hale - DOC	Awards Ceremony

You can earn 5 Bonus Points for every Active for Life Activity you attend.

Last revised date 3/17/06



Healthy Options for Vending Machines

During breaks and lunch, employees may visit the vending machine for a beverage or snack. The typical vending machine is stocked with high calorie, sugar laden drinks and snacks that have very little nutritional value. For the worksite wellness initiative, we worked with Ho'oponopono, the vendor who provides vending machines in most state office buildings, to change vending machine offerings to provide healthier options.

Providing healthy options in vending machines is a project that has been done in the mainland. In Hawaii, the Department of Education (DOE), committed to provide healthy options in all vending machines in public schools and DOE office buildings throughout the state. Someone unfamiliar with the projects might assume that vending machines with healthy options are less profitable. However, in these projects, the profits before and after providing healthier options remained the same.

Once permission was obtained from Ho'oponopono, they identified a vendor, Tailor Made Services, who would be able to stock our machines with healthier options. Tailor Made Services conducted a site visit to Kinau Hale and after assessing our needs confirmed they would be able to supply beverage vending machines and provide a snack vending machine also.

Tailor Made Services provided us with a proposed listing of vending machine offerings, which we reviewed and approved. Ho'oponopono was contacted and they notified the soda machine vendor that they needed to remove their machine. Within a week, Tailor Made Services had a new machine installed that stocked healthy options.





Standards for Healthier Options in Vending Machines

Healthier options in beverage vending machines are lower in calories and sugar than sugar laden sodas. Stock your vending machine with healthier options such as:

Water

Pure water is preferred. Non carbonated flavored and vitamin enhanced water without artificial sweeteners are permitted.

Nonfat or 1% milk

Skim and 1% milk are preferred. Flavored milk is permitted, but it must be a 1%-fat or non-fat variety.

Juice

Fruit and vegetable juices should contain 100-percent juice with no added sweeteners.

Diet Soda

Diet soda is permitted. However, it should not exceed 20-percent of total vending machine offerings.



HAWAII STATE
DEPARTMENT
OF HEALTH

StairWell to Health

Taking the stairs is a good way to be more physically active. At work, employees can choose between taking the stairs and taking an elevator or escalator. Choosing the stairs instead of the elevator is a quick way for people to add physical activity to their day.

Most people feel that they don't have time to exercise everyday. According to the Surgeon General, adults need to get 30 minutes of daily physical activity. In addition, thirty minutes of physical activity can be accumulated. Taking the stairs is a great way to integrate physical activity into your day. Regular physical activity offers many health benefits, including reducing stress and improving psychological well-being. Using the stairs requires little additional time, no wardrobe change, and few additional costs because building code requires stairs. If your building has a staircase, why not start using it now?

StairWELL to Health: Improving the Visual

If you had to decide between riding to the fifth floor in an elevator (which requires no effort) and walking up five flights of stairs surrounded by stark gray walls and concrete floors, which would you choose?

Employees may not use the stairs at work because the stairs are perceived as being unattractive and/or unsafe. An important motivator in encouraging people to take the stairs is making stairwells a safer, more inviting place.

What We Did

The bare walls were transformed by adding brightly colored paint, with each floor a different color. Music was brought to the stairwell. Artwork created by children of Department of Health staff was added to each floor. Motivational signs or points of decision were posted at the elevators.

In an effort to promote the use of the StairWell, we had an official launch party in the style of an art gallery opening. One week prior to the launch, an official invitation was distributed via e-mail to staff in the entire building. Paper invitations printed in color were given to special guests. A color print out of the invitation was posted at the elevators. We made a point to advertise the availability of refreshments, as this always seems to draw people. A program was created that acknowledged all of the artists and partners that helped bring the project to life. The invitations and programs featured artwork donated to the StairWell project.



Our agenda included welcoming remarks from the Director of Health, and the HHI Community Team shared the history of the project and steps involved in the phases of development. We gave *lei* to partners who helped with the project, as well as art contributors. The program concluded with a tour of the StairWell and refreshments.

This was a really fun way to launch the project and as different gallery themes emerge, we anticipate holding more gallery openings. In addition to building awareness of the StairWell project, the launch helped to build camaraderie among employees. With future gallery themes, we hope to feature artwork from the DOH programs and build awareness of what they do.



Janice Okubo, DOH
Communications Director, with
son Daniel's painting *Village
Hidden Among the Mountains*

What You Can Do

- Paint the walls bright colors.
- Hang artwork in the stairwell, if permitted. Other ideas for framed art include cartoons and children's art. Pictures should be changed periodically to keep stair users from getting bored.
- Be sure to leave room for motivational signs.
 - Develop some signs, or start with ours.
 - Hold a focus group with some employees about the signs. If possible, include employees who regularly use the stairs and those who don't.
 - At the focus groups, explain the purpose of the project. Tell participants that their honest opinion is needed. Show examples of the signs and ask for their opinions. Do the signs make them feel motivated? Interested? Irritated?
 - You can also test your signs more informally. Ask colleagues around the office to tell you what they think of different signs.
- See Project Check List for materials and Budget Worksheet to help map out costs.

StairWell to Health: Project Checklist

Not sure what you will need to prepare your stairwells to become StairWELLS? To properly prepare for your stairs to become a safe and inviting and place to be, you'll need some basic supplies and equipment for renovation.

- Paint — to make your stairwells bright and colorful.
- Framed Artwork — gives people something to look at while they are walking up and down.
- Motivational Signs — both inside and outside the stairwell.
- Music — also helps create interest and increase use.
- Budget Worksheet — some general guidelines to developing a budget for your project.

A word about permits: check with your building manager to identify all relevant permits and building codes BEFORE you make your purchases. It would be a shame to spend a lot of money on framed artwork, for example, only to find out that it is against code in your area to hang them!

Some Basic Supplies and Equipment

It is difficult to accurately predict what a similar project will cost somewhere else, or even what supplies, materials, equipment, or permits will be necessary. The Project Checklist provides you with an idea of what we did to beautify our stairwells, and lists optional features too. Don't limit yourself to the changes we made in our StairWell project. Other facilities have added carpeting and rubber stair treads. A few have even invited an artist who painted one-of-a-kind artwork on a wall. Ask what employees they would like; what would motivate them to use the stairs on a more regularly basis.

Paint

Paint is one of the most inexpensive ways to make a large visual impact in your stairwells. We used brightly colored paint to make the stairwell landing walls cheerful and inviting. The wall on each floor's landing was painted a different color.

Framed Artwork

We invited employees to share art work done by their children. This resulted in a delightful mix of themes, mediums, and color reflective of the varying ages of the children. We chose a selection of frame sizes which allowed the placement of several pictures on each landing which enhanced the visual diversity of the art.

Some agencies decided to use artwork from stock image banks. You make a one-time purchase of the image, and therefore do not have to pay any type of royalty/usage fee. If your budget is very limited, there are searchable banks for free images on the Internet. If you obtain one of high enough quality (suggested dpi of at least 300) you can have the images enlarged and framed.

These are royalty-free and came from stock image banks such as:

- Digital Vision: <http://www.digitalvisiononline.com/home/index.asp>
- Getty Images: <http://creative.gettyimages.com/source/home/home.asp>

Motivational Signs

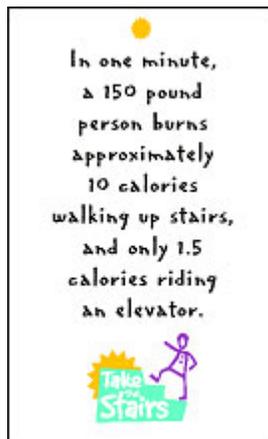
The adage is true — old habits ARE hard to break. For most people, riding the elevator is an old habit. Some people even forget that there are stairs! Posting motivational signs at the places where people have a choice between the stairs and elevator is an important aspect of encouraging people to use the stairs. Research indicates that signs are an effective motivator for behavior change involving point-of-prompt decisions, like choosing the stairs instead of the elevator.

Motivational signs are a great way to encourage people to use your new StairWELL. The Center for Disease Control Prevention (CDC) has a wonderful set of signs ready to be downloaded. We chose to start with these signs. The signs were printed off using a color printer and mounted on colored paper which gave the sign an extra boost of attention-getting color. If your building has a Health Committee they might be asked to create some signs and check with other employees for their comments. See Sample Motivational Signs for free, ready to use signs.

The signs were posted on each floor at the elevator. To ensure the paint would not be peeled off, the signs were affixed to the metal elevator button plate.

Message Ideas

The messages can be inspirational, factual, health-related, or humorous. Find out what works best with your audience. Below is a list of sample messages. Feel free to use any of these on your signs, or create your own!



1. Do some reps....take the steps.
2. Do you want to reduce stress and tension?
3. Don't wait, activate!
4. Fight fat....Feel fit....Frequent these flights.
5. Feeling stressed? Burn some steam.
6. Free fitness program.
7. Hey, thought about the stairs?
8. No waiting one door over.

9. No time to exercise today? Your opportunity is now!
10. Physical activity will add years to your life, and life to your years.
11. Raise your fitness level, one step at a time.
12. Sneak activity into your daily routine.
13. Skip the elevator and take a flight for fitness.
14. Step up to a healthier lifestyle.
15. Small steps make a big difference.
16. Step up to a new level of fitness!
17. The cheapest gym anywhere....the stairs!
18. The victory is not always to the swift, but to those who keep moving.
19. There are 1440 minutes in every day...schedule 30 of them for physical activity.
20. Walk stairs -Burn calories -Feel better -Weigh less -Simple, isn't it?
21. Your heart needs exercise. Here's your chance.
22. You don't wear out....you rust out. Stay active.

We recommend that you check with your building manager regarding placement of these signs. Some building regulations do not allow signs to be placed in elevators. Your building may have other restrictions.

Music

We installed a cable satellite receiver that feeds the incoming signal into an integrated amplifier that, in turn, feeds two stairwell speakers. In our 5 floor building, one speaker was placed on the top floor and the second was placed on the second floor. Depending on the type of speaker you purchase will determine how they are mounted (ceiling or wall).

Using a cable music system creates almost any type of atmosphere through a variety of musical genres (e.g., Hawaiian, classical, country, jazz, Latin, oldies, popular contemporary, and urban, among others). Also, you don't have to decide on just one type of music and stick with it. Most cable systems allow you change the type of music that plays with just a click of a button. We change the genres daily.

The "controls" for the music are located inside the Healthy Hawaii Initiative office. We have no formal rules about who gets to choose the music for the When employees in the building request a particular genre we are happy to accommodate their request. You may decide to designate one person with this responsibility. However, it is a good idea that the person be receptive to employees' requests for a change in music.

Alternatives to cable system are digital satellite receiver or even something as simply and inexpensive as a radio.

Tracking Stair Use

Because all Healthy Hawaii Initiative activities are being evaluated, we tracked the stair use. Infrared beam sensors were installed to collect baseline data and conduct ongoing data collection of stair traffic. These sensors were placed at different floors' stairwell entries and recorded when a person moved between a transmitter and receiver. You could also use a low-tech method to measure use with direct observation. For more information see the CDC StairWell site, <http://www.cdc.gov/nccdphp/dnpa/stairwell/index.htm>.

StairWell to Health: Budget Worksheet

Use this budget worksheet to help you estimate the cost of renovating your stairwell.

\$ _____ Paint, painting supplies
\$ _____ Carpet (optional)
\$ _____ Rubber Stair treads (optional)

\$ _____ Paint and supplies (Total)

Motivational Signs

\$ _____ Sign Production
\$ _____ Sign Mountings

\$ _____ Motivational Signs (Total)

Framed Artwork

\$ _____ Graphic purchase (optional)
\$ _____ Print production (optional)
\$ _____ Mounting/Framing
\$ _____ Installation

\$ _____ Framed artwork (Total)

Music

\$ _____ Purchase/Installation of Cable Receiver
\$ _____ Monthly subscription fee (ongoing)
\$ _____ Monthly subscription fee (ongoing)

\$ _____ Music (Total)

\$ _____ Tracking system (optional)

\$ _____ **Project TOTAL**



When you
go up,
your
blood
pressure
goes down.





A flight
a day may
keep
chronic
disease
away.





The victory
is not always
to the
swift, but to
those who
keep moving.





Physical
activity will
add years
to your life,
and life to
your years.





The first
wealth
is
health.

(Ralph Waldo Emerson)





Walking
up stairs
burns almost
5 times more
calories than
riding an
elevator.





In one minute,
a 150 pound
person burns
approximately
10 calories
walking up stairs,
and only 1.5
calories riding
an elevator.





There are
1440 minutes
in every day...
schedule 30
of them for
physical
activity.





No
waiting
one door
over.





Small
steps
make big
differences.





Raise your
fitness level,
one step
at a
time.





Fight fat...

Feel fit...

Frequent

these

flights.





Step up
to a
healthier
lifestyle.





Now
that you
have
refueled...

