

<p>5. Your company has a Worksite Wellness Committee that meets regularly (at least quarterly) and maintains meeting notes.</p> <div data-bbox="121 184 396 359" style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;">  <p>4000-5405 Well-being Advocate</p> </div>	4 pts.	
<p>6. Your company has a written company wellness plan and/or policy, which is reviewed annually.</p> <p>Resources:</p> <div data-bbox="293 470 358 533" style="text-align: center;">  </div> <p style="text-align: center;">policy-template.doc</p> <p>A.</p> <p>B. Sample Policy 1: http://health.hawaii.gov/physical-activity-nutrition/files/2013/08/Hawaii-Government-Agency-Worksite-Wellness-Plan-2010.pdf</p> <p>C. Sample Policy 2: https://dhrd.hawaii.gov/wp-content/uploads/2012/10/801.001-Worksite-Wellness.pdf</p>	4 pts.	
<p>7. Your company has a written policy to support breast-feeding women (e.g., allows flexible breaks to allow women to breastfeed or express milk).</p> <p>OR</p> <p>Your company has only written guidelines to support breast-feeding women (e.g., allows flexible breaks to allow women to breastfeed or express milk).</p> <p>Resources:</p> <div data-bbox="285 999 350 1062" style="text-align: center;">  </div> <p style="text-align: center;">Sample text of a workplace breastfeed</p> <p>A.</p> <p>B. Toolkit: https://www.businessgrouphealth.org/pub/?id=f2ffe4f0-2354-d714-5136-79a21e9327ed</p> <p>C. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/lactation-support.html</p>	4 pts. 2 pts.	
<p>8. Your company has a written policy and conducts employee health risk appraisals/assessments through vendors, on-site staff, or health plans, and provides individual feedback plus health education.</p> <p>OR</p> <p>Your company has only written guidelines to conduct employee health risk appraisals/assessments through vendors, on-site staff, or health plans, and provides individual feedback plus health education.</p> <p>Resources:</p> <p>A. www.hmsa.com/well-being/workshops</p> <p>B. Sharecare RealAge Test: www.sharecare.com</p> <p>C. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/assessment-tools.html</p>	4 pts. 2 pts.	
<p>9. Your company has a written sustainability plan in place for worksite wellness activities, programs, and staff beyond this challenge.</p>	4 pts.	

Resources: CDC Tools: https://www.cdc.gov/nccdphp/dch/programs/healthycommunitiesprogram/pdf/sustainability_guide.pdf		
10. Your company Worksite Wellness Challenge Team Captain met with their Worksite Wellness Challenge Coach each calendar month from February – October 2020 (by phone or in person).	4 pts.	
11. Your company Worksite Wellness Committee / Team Captain reached out to at least one of their medical health insurance provider representatives at least three times during the 2020 Worksite Wellness Challenge.	4 pts.	
12. Your company conducts an employee needs and interest assessment specifically related to planning health promotion activities. Resources:   Sample Employee Interest Survey10-2- SQ-Needs-Interests-Oct2018-Update-2.p	3 pts.	
13. Your company provides a small, private space for a lactation room (that is not a restroom or closet) with a sink nearby for hand washing and washing of pump parts.	3 pts.	
14. Your company engages in other health initiatives throughout the community and supports employee participation and volunteer efforts (e.g., Mayorathon, Relay for Life, the Visitor Industry Charity Walk, Bikes on Rice). Resources: Kauai Events Calendar: http://www.kauaieventscalendar.com/	2 pts.	
General Health Environment (continued)	Point Value	Your Score
TOTAL General Health Environment Score	60 pts.	

Physical Activity	Point Value	Your Score
1. Your company has a written policy or your health insurance provider offers discounts on the cost of on-site or off-site exercise facilities, and you promote this to employees. Resources: A. HMSA Discounts: https://hmsa.com/well-being/hmsa365/ B. SHRM Tools: https://www.shrm.org/resourcesandtools/legal-and-compliance/state-and-local-updates/pages/fitting-in-fitness-on-company-time.aspx C. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/physical-activity.html	4 pts.	
2. Your company has a written policy to subsidize bus passes for employees who would like to take the bus to work, and you promote this to employees.	4 pts.	

<p>Resource: TheBus Program: http://www.thebus.org/EmpProgram/BonusAdmin.asp?l=</p>		
<p>3. Your company has either a separate written physical activity policy or includes a physical activity policy in the overall written company wellness plan / policy / strategic plan.</p> <p>OR</p> <p>Your company has either separate written physical activity guidelines or includes physical activity guidelines in the overall written company wellness plan / policy / strategic plan.</p> <p>Resources:</p> <p>A. CDC Tools: https://www.cdc.gov/physicalactivity/worksite-pa/index.htm</p> <p>B. Sample Policy: http://goodandhealthysd.org/content/uploads/2014/09/ModelPolicy_WorksitePhysicalActivity.pdf</p>	<p>4 pts.</p> <p>2 pts.</p>	
<p>4. Your company provides an exercise area on-site to which all of your employees have access.</p>	<p>3 pts.</p>	
<p>5. Your company provides bike racks in safe and convenient locations that are available for employees who ride their bike to work.</p> <p>Resources:</p> <p>Bike Handbook: http://www.bikeleague.org/sites/default/files/bikeleague/bikeleague.org/programs/bicyclefriendlyamerica/bicyclefriendlybusiness/pdfs/handbook_for_employers.pdf</p>	<p>3 pts.</p>	
<p>6. Your company provides environmental resources for recreation or physical activity (e.g., your worksite provides trails or a track for walking / jogging, or maps of suitable walking routes around the area so employees can walk on their break, lunch hour, before work or pau hana).</p> <p>Resources:</p> <p>A. Guide to Walking Meetings: http://www.feetfirst.org/walk-and-maps/walking-meetings</p> <p>B. CDC Tools: https://www.cdc.gov/physicalactivity/worksite-pa/toolkits/walkability/index.htm</p> <p>C. CDC Walking: https://www.cdc.gov/physicalactivity/worksite-pa/toolkits/pa-toolkit.htm</p> <p>D. DOH Hawaii: http://health.hawaii.gov/physical-activity-nutrition/</p> <p>E. Heart.org: http://www.heart.org/HEARTORG/HealthyLiving/WorkplaceHealth/EmployerResources/The-American-Heart-Associations-Workplace-Walking-Program-Kit_UCM_460433_Article.jsp#.WIF9ibT82fV</p>	<p>3 pts.</p>	
<p>7. Your company provides a shower and / or designated changing facility (e.g., a restroom with lockers).</p>	<p>3 pts.</p>	

<p>“heart” next to a healthy item in vending machines, cafeterias, snack bars, or other points of purchase).</p> <p>OR</p> <p>Your company has only a written guideline to identify healthier food and beverage choices with signs or symbols (e.g., the “Choose Healthy Now” program or your company puts a “heart” next to a healthy item in vending machines, cafeterias, snack bars, or other points of purchase).</p> <p>Resources:</p> <p>A. Choose Healthy Now : http://www.healthyhawaii.com/choose-healthy-now/</p> <p>B. DOH Tools: http://health.hawaii.gov/physical-activity-nutrition/home/policy-work/</p> <p>C. Health.gov Tools: https://health.gov/dietaryguidelines/dga2005/healthieryou/contents.htm</p>	2 pts.	
<p>6. Your company has a written policy or plan for hosting a minimum of one healthy food drive per year (see the “Healthy Food Drive” flyer on www.GetFitKauai.com).</p> <p>OR</p> <p>Your company has only a written guideline or plan for hosting a minimum of one healthy food drive per year (see “Healthy Food Drive” flyer on www.GetFitKauai.com).</p> <p>Resources:</p> <p>A. Hawaii Foodbank Kauai: http://www.hawaiifoodbank.org/kauai</p>	4pts. 2pts.	
<p>7. Your company has provisions available so employees can bring healthy lunches from home (e.g., provides a refrigerator, a sink to clean dishes/utensils, an eating area with seating, or a microwave and/or toaster oven for warming food).</p>	3 pts.	
<p>8. Your company provides on-going on-site gardening or access to a community garden (e.g., roof gardens, container and / or herb gardens).</p>	3 pts.	
<p>9. Your company has a water cooler, filtered water, bottled water or drinking fountain available to employees free of charge at all times.</p>	3 pts.	
<p>10. Your company provides two or more educational seminars, workshops, or classes on nutrition (e.g., sessions that address nutrition as a single health topic or if nutrition is included with other health topics). These sessions can be provided in-person or online, on-site or off-site, in individual or group settings, through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</p> <p>Resources: www.hmsa.com/well-being/workshops or contact Maricel Blackwell</p>	2 pts.	
<p>11. Your company provides access to free or subsidized self-management programs to live a healthy lifestyle (nutrition, exercise and weight management). For example, your employees participate in the Wilcox Health free program, “A Healthier You”. Teams may also be eligible for a corporate discount for Weight Watchers.</p> <p>Resources: HMSA Discounts: https://hmsa.com/well-being/hmsa365/?Island=Kauai</p>	2 pts.	
<p>12. Your company held a healthy food drive in 2020.</p>	2 pts.	
<p>13. Your company promotes healthy eating to employees through the use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, information on a company website, etc.</p> <p>Resources:</p>	1 pt.	

<p>A. Well Being HI: https://www.wellbeinghi.com/food</p> <p>B. DOH Hawaii: http://health.hawaii.gov/physical-activity-nutrition/home/policy-work/</p> <p>C. Healthy Hawaii: http://www.healthyhawaii.com/eat-healthy/</p> <p>D. Heart.Org: http://www.heart.org/HEARTORG/HealthyLiving/WorkplaceWellness/WorkplaceWellnessResources/Healthy-Workplace-Food-and-Beverage-Toolkit-Resources_UCM_465206_Article.jsp#.WIF_tbt82fX</p>		
TOTAL Healthy Eating (Nutrition) Score	40 pts.	

Tobacco Control	Point Value	Your Score
<p>1. Your company has a written policy banning all tobacco use at your worksite.</p> <p>OR</p> <p>Your company has only a written guideline banning all tobacco use at your worksite.</p> <p>Resources:</p> <p>A. CDC Tools: https://www.cdc.gov/sustainability/worksitewellness/index.htm</p> <p>B. Sample Policy: http://action.lung.org/site/DocServer/tobacco-free-workplace.pdf</p>	<p>4 pts.</p> <p>2 pts.</p>	
<p>2. Your company has a written policy banning all Electronic Smoking Device usage at your worksite.</p> <p>OR</p> <p>Your company has only a written guideline banning all Electronic Smoking Device usage at your worksite.</p> <p>Resources:</p> <p>A. CDC Tools: https://www.cdc.gov/sustainability/worksitewellness/index.htm</p> <p>B. Sample Policy: http://action.lung.org/site/DocServer/tobacco-free-workplace.pdf</p>	<p>4 pts.</p> <p>2 pts.</p>	
<p>3. Your company reinforces a written policy and/or guideline banning all tobacco and/or Electronic Smoking Device usage (e.g., your company does not provide ashtrays or smoking areas, or your company communicates this written policy/guideline banning tobacco use through various channels at your worksite).</p> <p>Resources:</p> <p>A. Lung.org Toolkit: http://www.lung.org/local-content/minnesota/documents/worksitewellness-toolkit.pdf</p> <p>B. Healthy Hawaii: http://www.healthyhawaii.com/tobacco-free/</p>	4 pts.	
<p>4. Your company provides health insurance coverage with no or low out-of-pocket costs for prescription tobacco cessation medications including nicotine replacement (e.g. inhalers, nasal sprays, bupropion (Zyban) and varenicline (Chantix)).</p> <p>Resources:</p> <p>A. HMSA Smoking Cessation: https://hmsa.com/well-being/stop-smoking/</p> <p>B. Hawaii Quitline: https://hawaiiquitline.org/</p>	4 pts.	

5. Your company provides health insurance coverage with no or low out-of-pocket costs for FDA-approved over-the-counter nicotine replacement products (e.g., nicotine replacement gum, patches, and/or lozenges). Resources:	4 pts.	
6. Your company provides or promotes free or subsidized tobacco cessation counseling (e.g., the Hawaii Tobacco Quitline at 1-800-QUIT-NOW, other local programs, or through medical insurance carriers).	2 pts.	
7. Your company displays signs (including “No Smoking” signs) with information about your tobacco use policy.	1 pt.	
TOTAL Tobacco Control Score	23 pts.	

Stress Management	Point Value	Your Score
1. Your company provides dedicated space where employees can engage in relaxation activities, such as meditation, yoga, or biofeedback.	3 pts.	
2. Your company sponsors or organizes at least one social event during the year (e.g., team building events, company picnics, holiday parties, and/or employee sports teams).	2 pts.	
3. Your company provides two or more stress management programs each year (e.g., stress management programs can range from general stress release to financial stress management). Resources: www.hmsa.com/well-being/workshops or contact Maricel Blackwell.	2 pts.	
4. During the last nine months, your company provided two or more work-life balance/life-skills programs (e.g., elder care, child care, referrals, tuition reimbursement, and/or other programs that are offered through vendors, on-site, or employee assistance programs).	2 pts.	
5. Your company provides at least one training session for managers on identifying and reducing workplace stress-related issues (e.g., training on performance reviews, communication, personnel management, assertiveness, time management, and/or conflict resolution).	2 pts.	
6. Your company provides opportunities for employee input regarding workplace issues that affect job stress (e.g., work processes and environment, work schedules, participative problem-solving, and/or management of work demands). Resources: Ideas on gathering employee feedback: https://learn.infusionsoft.com/business-management/culture/6-methods-to-collect-employee-feedback	2 pts.	
7. Your company posts signs or provides brochures, videos, posters, pamphlets, newsletters, or other written or online information that addresses the benefits of stress management (e.g., posters that promote serenity in the workplace).	1 pt.	

Resources: A. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/stress.html B. Heart.org Stress: http://www.heart.org/idc/groups/heart-public/@wcm/@hcm/documents/image/ucm_300690.pdf C. Heart.org Healthy: http://www.heart.org/idc/groups/heart-public/@wcm/@hcm/documents/image/ucm_300674.pdf		
TOTAL Stress Management Score	14 pts.	

Chronic Disease Prevention (High Blood Pressure, Diabetes, Obesity, High Cholesterol)	Point Value
1. Your company provides two or more educational seminars, workshops, or classes on prevention and control of high blood pressure, diabetes, obesity and high cholesterol. Resources: www.hmsa.com/well-being/workshops or contact Maricel Blackwell.	2 pts.
2. Your company promotes the availability of wellness coaching through health insurance company/companies. (Note: Kaiser Permanente and HMSA provide wellness coaching.) Resources: www.hmsa.com/well-being/health-coaching/ or contact Maricel Blackwell.	2 pts.
3. Your company hosts a health fair for employees that provides screenings for two or more of the following chronic diseases: high blood pressure, diabetes, obesity and high cholesterol. Resources: Contact Maricel Blackwell for more information.	2 pts.
A. Your company provides brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the risks of two or more of these chronic diseases: high blood pressure, diabetes, high cholesterol and obesity. (Note: the Center for Disease Control will mail free chronic disease prevention posters.) Resources: B. CDC BP: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/blood-pressure.html C. Heart BP: http://www.heart.org/HEARTORG/Conditions/HighBloodPressure/High-Blood-Pressure-or-Hypertension_UCM_002020_SubHomePage.jsp D. CDC Diabetes: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/diabetes.html E. Diabetes.org: http://www.diabetes.org/in-my-community/awareness-programs/stop-diabetes-at-work/employer-log-in-to-stop-diabetes.html F. CDC Cholesterol: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/cholesterol.html G. Heart Cholesterol: http://www.heart.org/HEARTORG/Conditions/Cholesterol/Cholesterol_UCM_001089_SubHomePage.jsp H. CDC Obesity: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/obesity.html	1 pt.
Total Score: Chronic Disease Prevention (High Blood Pressure, Diabetes, Obesity, High Cholesterol)	7 pts.

Signs & Symptoms of Heart Attack and Stroke / Emergency Response to Heart Attack and Stroke	Point Value	Your Score
<p>1. Your company has a written policy that includes a written emergency response plan that addresses acute heart attack and stroke events (e.g., who needs to be notified?).</p> <p>OR</p> <p>Your company has only written guidelines that include a written emergency response plan that addresses acute heart attack and stroke events (e.g., who needs to be notified?).</p> <p>Resources:</p>  <p>CDC Sample ER Action Plan.doc</p>	4 pts. 2 pts.	
2. Your company has one or more functioning AEDs in place.	3 pts.	
3. Your company offers access to a nationally recognized training course on Cardiopulmonary Resuscitation (CPR) that includes training on Automated External Defibrillator (AED) usage. Courses are available on-island at no cost (see the “Resource List” on GetFitKauai.com).	2 pts.	
<p>4. Your company has posters or flyers in the common areas of your worksite (such as bulletin boards, kiosks, break rooms) that identify the signs and symptoms of a heart attack and of a stroke and also convey that heart attacks and strokes are to be treated as emergencies.</p> <p>Resources:</p> <p>A. Heart.org: http://cpr.heart.org/AHA/ECC/Training/CorporateTraining/UCM_477670_Corporate-Training.jsp</p> <p>B. Heart Stroke Flyers: http://www.strokeassociation.org/STROKEORG/Professionals/Stroke-Prevention-Resources_UCM_451918_SubHomePage.jsp</p>	1 pt.	
<p>5. Your company provides any other information on the signs and symptoms of heart attack and of stroke through emails, newsletters, management communications, websites, seminars and/or classes.</p> <p>Resources:</p> <p>A. Heart.org: http://cpr.heart.org/idc/groups/heart-public/@wcm/@ecc/documents/downloadable/ucm_488988.pdf</p> <p>B. CDC Tools: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/heart-attack-stroke.html</p>	1 pt.	
Total Score: Signs & Symptoms of Heart Attack and Stroke / Emergency Response to Heart Attack & Stroke	11 pts.	

Points are based upon: Policy = 4 points; Environment = 3 points; Program = 2 points; Guidelines = 2 points; Small = 1 point

2020 Scoring Levels:

Platinum = 157 - 185

Gold = 129 - 156

Silver = 101 – 128

Bronze = 74 – 100

Copper = 0 - 73

Mokihana Status = Platinum for 3 years.

General Health	Physical Activity	Nutrition	Tobacco Control	Stress Management	Chronic Disease Prevention	Heart Attack and Stroke	Total
60 points	30 points	40 points	23 points	14 points	7 points	11 points	185 points

***No warranties disclaimer:** This resource document is provided “as is” without any representations or warranties, express or implied. HMSA makes no representations or warranties in relation to the links/ websites, sample documents or the information and materials provided on this resource document. Without prejudice to the generality of the foregoing paragraph, HMSA does not warrant that the websites/links referenced in this document will be constantly available or available at all; or the information is complete, true, accurate or non-misleading. Nothing on this website constitutes, or is meant to constitute, advice of any kind. If you require advice in relation to any legal, financial or medical matter you should consult an appropriate professional.

Get Fit Kaua'i would like thank our major sponsor, Kaiser Permanente, and our other awesome sponsors, partners and agencies that will help make the 2020 Worksite Wellness Challenge happen: HMSA, UHA, Hawai'i Public Health Institute and Hawai'i State Department of Health. You rock! Mahalo!!!



UHA