



## **Instructions for your working copy of the scorecard**

- 1. Print a hard copy of this Working Version of the Worksite Wellness Challenge Scorecard. (13 pages)**
- 2. Use this as your working copy.**
- 3. The scorecard consists of 61 “Yes” or “No” questions and each question has a point value.**
- 4. Answer all the questions on the working copy of your scorecard and then go to <https://getfitkauai.com/ww2020/> and click the register button to register and enter the Worksite Wellness Challenge.**
- 5. You will complete the same scorecard at the beginning and again at the end of the Worksite Wellness Challenge. - Your scorecard total at the end will be compared to your scorecard total at the beginning and the point and percentage difference between your scores will be your final Worksite Wellness Challenge score. - Your company can raise their final score by changing as many answers as possible from “No” to “Yes”. –**
- 6. Note: If your answer is “No” to any part of a question, the answer to the entire question is “No”. - Points are based upon: Policy = 4 points; Environment = 3 points; Guidelines & Program = 2 points; Small = 1 point**

# **LET'S GET STARTED!**

## **Get Fit Kauai's 2020 Worksite Wellness Challenge**

### **General Health Environment**

- 1. Your company holds a Kaiser Permanente hosted health and well-being presentation/information session to provide education and awareness on Kaiser Permanente's free well-being resources and toolkits from their Choose Better website. There is no charge for this session, no matter what medical insurance carrier(s) your company has. 7 pts. To schedule, please contact: Melissa Kunitake, Kaiser Permanente Workforce Health Consultant at (808) 281-2266 or melissa.mh.kunitake@kp.org**

Yes – Answer "NO" to this question

No
- 2. Your company holds an HMSA hosted health and well-being presentation/information session to provide education and awareness on HMSA's well-being tools and resources. There is no charge for this session, no matter what medical insurance carrier(s) your company has. 7 pts. To schedule, please contact: Maricel Blackwell, Manager, Well-Being Programs, HMSA at (808) 948-6481 or Maricel\_Blackwell@hmsa.com.**

Yes – Answer "NO" to this question

No
- 3. Your company has a written policy that conducts evaluations for worksite wellness programs and evaluates worksite wellness programs by gathering and reviewing data such as employee participation rates and/or satisfaction with wellness programs/events, etc. (Must submit copies of completed forms to coach). 6 pts.**

Yes – Answer "NO" to this question

No
- 4. Senior leaders/upper management at your company actively support worksite wellness. Answer "yes" if you have "buy-in" from senior leaders/upper management (e.g., support with budget or resource allotment). 4 pts.**

Yes

No
- 5. Your company has a Worksite Wellness Committee that meets regularly (at least quarterly) and maintains meeting notes. 4 pts.**

Yes – Answer "NO" to this question

No

**6. Your company has a written company wellness plan and/or policy, which is reviewed annually. 4 pts.**

Yes – Answer “NO” to this question

No

**7. Written Policy supporting breast-feeding women**

Your company has a written policy to support breast-feeding women (e.g., allows flexible breaks to allow women to breastfeed or express milk). 4 pts.

Your company has only written guidelines to support breast-feeding women (e.g., allows flexible breaks to allow women to breastfeed or express milk). 2 pts

Your company does not have a written policy or written guidelines to support breast-feeding women. 0 pts

**8. Written Policy to conducts employee health risk appraisals/assessments**

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. 4 pts.

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. 2 pts.

Your company does not have written policy(s) or written guidelines to conduct employee health risk appraisals/assessments through vendors, on-site staff, or health plans, and provides individual feedback plus health education. – 0 pts.

**9. Your company has a written sustainability plan in place for worksite wellness activities, programs, and staff. 4 pts.**

Yes

No

**10. Your company Worksite Wellness Challenge Team Captain met with their Worksite Wellness Challenge Coach each calendar month from February - October (by phone or in person). 4 pts.**

Yes – Answer “NO” to this question

No

**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.**

Yes – Answer “NO” to this question

No

12. Your company conducts an employee needs and interest assessment specifically related to planning health promotion activities. 3 pts.

Yes

No

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.

Yes

No

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). 2 pts.

Yes

No

## **Physical Activity**

1. Your company has a written policy that subsidizes or discounts the cost of on-site or off-site exercise facilities. 4 pts.

Yes

No

2. Your company has a written policy to subsidize bus passes for employees who would like to take the bus to work. 4 pts.

Yes

No

3. **Written Policy or Written Guidelines for Physical Activity**

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. 4 pts.

Your company has either separate written physical activity guidelines or includes physical activity guidelines in the overall written company wellness plan / policy / strategic plan. 2 pts.

Your company does not have either separate written physical activity policies or guidelines and does not include physical activity policies or guidelines in the overall written company wellness plan / policy / strategic plan. 0 pts.

4. **Your company provides an exercise area on-site to which all of your employees have access. - 3 pts.**
- Yes
- No
5. **Your company provides bike racks in safe and convenient locations that are available for employees who ride their bike to work. 3 pts.**
- Yes
- No
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). 3 pts.**
- Yes
- No
7. **Your company provides a shower and / or designated changing facility (e.g., a restroom with lockers). 3 pts.**
- Yes
- No
8. **Your company provides social support resources to encourage physical activity at work (e.g., walking groups, wellness champions, physical activity partner agreements, and /or lifestyle improvement pledges). 2 pts.**
- Yes
- No
9. **Your company provides two or more educational seminars, workshops, or classes on physical activity. Answer "Yes" if these sessions address physical activity as a single health topic or if physical activity 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. 2 pts.**
- Yes
- No
10. **Your company has signs posted at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs. 1 pt.**
- Yes
- No

**11. Your company provides brochures, videos, physical activity promotion posters, pamphlets, newsletters, or other written or online information that address the benefits of physical activity.**  
**1 pt.**

Yes

No

## ***Nutrition (Healthy Eating)***

**1. Your company has a Written Policy for the Provision of Healthy Food**

Your company has a written policy for the provision of healthy food and beverage options at employee meetings and events (e.g., the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items or trans-fat-free / low-sodium snacks available during meetings). 4pts.

Your company has only a written guideline for the provision of healthy food and beverage options at employee meetings and events (e.g., the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items or trans-fat-free / low-sodium snacks available during meetings). 2 pts.

Your company does not have a written policy or written guideline for the provision of healthy food and beverage options at employee meetings and events (e.g., the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items or trans-fat-free / low-sodium snacks available during meetings). 0 pts.

**2. Your company has a written policy to offer an on-site farmers market or offers flex time to attend a nearby farmers market where fresh fruits and vegetables are sold. 4 pts.**

Yes

No

**3. Written Policy or Guidelines for Healthy Food Choices for Sale**

Your company has a written policy stating that more than 50% of the food and beverage choices available in vending machines, snack bars, or other points of purchase are healthy food items (e.g., skim milk, 1% milk, water, unsweetened flavored water, diet drinks, 100% fruit juice, low-fat and low-sodium snacks, or fresh fruit). 4 pts.

Your company has only a written guideline stating that more than 50% of the food and beverage choices available in vending machines, snack bars, or other points of purchase are healthy food items (e.g., skim milk, 1% milk, water, unsweetened flavored water, diet drinks, 100% fruit juice, low-fat and low-sodium snacks, or fresh fruit). 2 pts.

Your company does not have a written policy or a written guideline stating that more than 50% of the food and beverage choices available in vending machines, snack bars, or other points of purchase are healthy food items (e.g., skim milk, 1% milk, water, unsweetened flavored water, diet drinks, 100% fruit juice, low-fat and low-sodium snacks, or fresh fruit). 0 pts.

**4. Written Policy to offer meals that include healthy options in Cafeteria Settings.**

- Your company has a written policy to offer meals that include healthy options in cafeteria settings. 4 pts.
- Your company has only written guidelines to offer meals that include healthy options in cafeteria settings. 2 pts.
- Your company does not have written policies or written guidelines to offer meals that include healthy options in cafeteria settings. 0 pts.

**5. Written Policy to Identify Healthier Food and Beverage Choices**

- Your company has a written policy 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). 4 pts.
- 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). 3 pts.
- Your company does not have a written policy or 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). 0 pts.

**6. Written Policy or Plan for Hosting a Minimum of One Healthy Food drive per Year.**

- 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](http://www.GetFitKauai.com)). 4 pts.
- Your company has only a written guideline or plan for hosting a minimum of one healthy food drive per year (see the “Healthy Food Drive” flyer on [www.GetFitKauai.com](http://www.GetFitKauai.com)). 2 pts.
- Your company does not have a written policy or a written guideline or plan for hosting a minimum of one healthy food drive per year (see the “Healthy Food Drive” flyer on [www.GetFitKauai.com](http://www.GetFitKauai.com)). 0 pts.

**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). 3 pts.**

- Yes
- No

8. Your company provides on-going on-site gardening or access to a community garden (e.g., roof gardens, container and / or herb gardens). 3 pts.

Yes

No

9. Your company has a water cooler, filtered water, bottled water or drinking fountain available to employees free of charge at all times. 3 pts.

Yes

No

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. 2 pts.

Yes

No

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. 2 pts.

Yes

No

12. Your company held (or plans to hold) a healthy food drive this year. 2 pts.

Yes

No

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. 1 pt.

Yes

No



## **Tobacco Control**

**1. Written Policy banning all tobacco use at your worksite.**

- Your company has a written policy banning all tobacco use at your worksite. 4 pts.
- Your company has only a written guideline banning all tobacco use at your worksite. 2 pts.
- Your company does not have a written policy or a written guideline banning all tobacco use at your worksite. 0 pts.

**2. Written Policy banning all Electronic Smoking Device usage at your worksite.**

- Your company has a written policy banning all Electronic Smoking Device usage at your worksite. 4 pts.
- Your company has only a written guideline banning all Electronic Smoking Device usage at your worksite. 2 pts.
- Your company does not have a written policy or a written guideline banning all Electronic Smoking Device usage at your worksite. 0 pts.

**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). 4 pts.**

- Yes
- No

**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)). 4 pts.**

- Yes
- No

**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). 4 pts.**

- Yes
- No

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.

Yes

No

7. Your company displays signs (including “No Smoking” signs) with information about your tobacco use policy. 1 pt.

Yes

No

## ***Stress Management***

1. Your company provides dedicated space where employees can engage in relaxation activities, such as meditation, yoga, or biofeedback. 3 pts.

Yes

No

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.

Yes

No

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). 2 pts.

Yes

No

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.

Yes

No

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.

Yes

No

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). 2 pts.

Yes

No

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.

Yes

No

### ***Chronic Disease Prevention (High Blood Pressure, Diabetes, Obesity, High Cholesterol)***

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. 2 pts.

Yes

No

2. Your company promotes the availability of wellness coaching through health insurance company/companies. (Note: Kaiser Permanente and HMSA provide wellness coaching.) 2 pts.

Yes

No

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. 2 pts.

Yes

No

4. 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.) 1 pt.

Yes

No

## Signs & Symptoms of a Heart Attack/Stroke

**1. Written Policy that addresses acute heart attack and stroke events**

- 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?). 4 pts.
- 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?). 2 pts.
- Your company does not have a written policy or written guidelines that include a written emergency response plan that addresses acute heart attack and stroke events (e.g., who needs to be notified?). 0 pts.

**2. Your company has one or more functioning AEDs in place. 3 pts.**

- Yes
- No

**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.**

- Yes
- No

**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. 1 pt.**

- Yes
- No

**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. 1 pt.**

- Yes
- No

\*\*\*\*\*

**AWESOME!!!!**

## **Congratulations!!!**

You have completed the working copy of your Scorecard!

Your next step is to go to [www.getfitkauai.com/ww2020](http://www.getfitkauai.com/ww2020) and complete the online version of the scorecard. Using your working copy as a guide, the online scorecard will take you less than 20 minutes to complete.

Once your registration scorecard has been accepted, you will receive a confirmation email.

Please plan on attending Get Fit Kauai's 2020 Worksite Wellness Challenge Breakfast on **Friday, February 21, 2020**. Four representatives from each company will be invited to attend.

Mahalo!!!