

# HEALTHY WORKSITE TOOLKIT

Making The Healthy Choice, The Easy Choice

In Yellowstone County Businesses

#### IN THIS TOOLKIT

Introduction	I
County Context  - Local Reasons for Worksite Wellness  - Time at Work  - Get Started or Elevate Current Efforts	2
4 Areas of Opportunity for Worksite Wellness	4
Healthy Eating	5
Active Living	7
Work-Life Balance	9
Health Promotion	П
Post-Covid Workplace Wellness	heat Reasons for Worksite Wellness me at Work et Started or Elevate Current Efforts  Sof Opportunity for Worksite Wellness 4 hy Eating 5 e Living 7 k-Life Balance 9 h Promotion 11  ovid Workplace Wellness 13  Action - Healthy Worksite Recognition 15
Call to Action - Healthy Worksite Recognition	15
Acknowledgments	15

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Healthy By Design is committed to collaborating with partners across the community to improve the quality of life for people who live, learn, work, and play in Yellowstone County. We are working to make the *healthy choice*, *the easy choice* through policy, system, and environmental changes to collectively improve all residents' health.

For more Worksite Wellness resources, visit:

http://www.healthybydesignyellowstone.org/worksite-wellness/

#### **INTRODUCTION**

Thank you for reading the Healthy By Design Healthy Worksite Toolkit. This toolkit is not a step-by-step how-to guide or checklist for worksite wellness; it is a collection of locally tailored, evidence-based strategies and regionally generated ideas from Yellowstone County. It includes examples from various local worksites, both large and small to provide insights and inspire new ideas that can help your employees *make the healthy choice*, the easy choice.

#### **Healthy Worksites in Yellowstone County**

Worksite wellness is more than just a buzzword; it is a practice that helps businesses address high healthcare and insurance costs, improve productivity, and enhance recruitment and retention.

In Yellowstone County, many businesses are adopting worksite wellness initiatives, but some still face challenges in starting or improving these efforts. Understanding local health challenges is a helpful starting point for developing effective worksite wellness programs.

#### **COUNTY CONTEXT**

Here are some key facts about the health status of our community, according to the 2023 Yellowstone County Community Health Needs Assessment (CHNA).

#### **Local Influencers**

#### **Examples from Yellowstone County**

For this toolkit, we initially drew inspiration from our first round of local businesses who were recognized as 2019 Healthy Worksites. Applicants demonstrated their commitment to making the healthy choice, the easy choice for their employees.

The Healthy Worksite Recognition pioneers represent various sectors, sizes, budgets, experiences and motivations for investing in worksite wellness initiatives.

We have since updated the toolkit to include innovations from our 2024 Healthy Worksite recipients who demonstrated their deep commitment to employee wellness. These updates reflect valuable lessons learned during and post-COVID, emphasizing the importance of flexible work arrangements and prioritizing mental health in the workplace.

#### 2024 Recognized Worksites



#### WE NEED TO EAT HEALTHY FOODS MORE OFTEN

About 75% of us are not eating enough fruits and vegetables each day, the recommended daily serving is 5 servings of fruits and vegetables a day.

#### WE NEED MORE PHYSICAL ACTIVITY

Almost 3 out of 4 adults are overweight and I in 3 of us are not active enough





#### WE COULD HAVE **BETTER MENTAL HEALTH**

I in 3 Yellowstone County adults have been diagnosed with a depressive disorder.

#### MIXED HEALTH EXPERIENCES REMAIN CONSISTENT

While almost 70% report "good" or "very good" overall health, at least 15% of our population has reported "fair," or "poor" health since 2010.



#### **Vhy Worksite Wellness?**

In their applications, the first round of Healthy Worksite recognized businesses indicated the following reasons for why their businesses were interested in worksite wellness initiatives:

**Organizational Mission** 

**Productivity** 

## **Employee Health & Wellbeing**

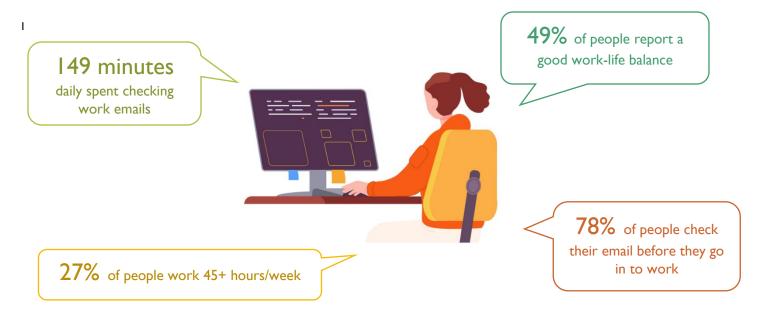
Reduce Absenteeism Teamwork/Morale

Recruitment Accountability & Retention Employee Request

**Healthcare Costs** 

#### Time at Work

People spend a significant amount of time at work, commuting to work, or thinking about work. Employers are in a unique position to influence the health of their employees in a positive way by providing opportunities and access to healthy choices in the worksite.



#### **Get Started or Elevate Current Efforts**

No matter where your organization is in its worksite wellness journey, there are proven ways to begin or enhance your efforts. In addition to the tips and tricks provided in this toolkit, we recommend you also check these out:

- Montana CDC Scorecard for Businesses
   http://www.healthybydesignyellowstone.org/wp-content/uploads/Scorecard\_MontanaCDCActivate\_2019.12.2.pdf
- Live Well San Diego's Live Well at Work (LW@W) Toolkit
   https://www.livewellsd.org/i-want-to/learn-more/worksite-wellness/live-well-work/worksite-wellness-toolkit
- Transamerica Center for Health Studies
   https://www.transamericainstitute.org/initiatives/workplace-wellness

<sup>• 1</sup> https://www.sleepadvisor.org/email-before-work-survey/#:~:text=How%20Soon%20After%20Waking%20Up,minutes%20after%20they%20wake%20up. June 26, 2024.

<sup>•</sup> https://news.gallup.com/poll/1720/work-work-place.aspx. June 26, 2024.

<sup>•</sup> https://www.helpguide.org/articles/sleep/sleep-needs-get-the-sleep-you-need.htm. June 26, 2024.

<sup>•</sup> https://www.statista.com/statistics/1332517/time-spent-checking-emails-us-users-daily/. June 26, 2024.

# WORKSITE WELLNESS - 4 AREAS OF OPPORTUNITY TO MAKE THE HEALTHY CHOICE, THE EASY CHOICE

Worksite wellness tools and programs vary. The <u>8 Dimensions of Wellness</u> is a popular ideology that encompasses the broad range of wellness, and we encourage you to check it out.

Healthy By Design focuses on 4 key areas:

Healthy Eating,
Active Living,
Work-Life Balance,
and Health Promotion.

These areas align with HBD's 5-2-1-0 community message (pictured below) and emphasize policy, system, and environmental (PSE) changes to ensure sustainable wellness efforts that benefit all employees and pass the "Hawaii Test". If your office wellness guru wins the lottery and moves to Hawaii, PSE approaches help ensure that the great wellness efforts your agency has in place, stay in place while Carol enjoys the beach.

#### Make the healthy choice every day...









#### 4 Areas of Opportunity for Worksite Wellness

How your organization chooses to prioritize each of these areas is up to you. You can tailor these categories to your organizational culture or capacity. Mix and match or focus on one area and try new things along the way. The sky is the limit, and these four areas are not the only worksite wellness opportunities to consider, but they are a good starting point.

The Toolkit will examine each Area of Opportunity, including best practices and local examples for you to consider.

#### **HEALTHY EATING**



Worksites often present daily temptations like sweetened snacks and unhealthy vending machines. Creating an environment where healthy eating choices are convenient helps employees make lasting nutrition changes.

**Try this!** PSE examples of healthy eating initiatives to encourage nutrition in the workplace:

Healthy Eating Initiative	What it Looks Like Examples to Consider	Make it Happen Ideas and/or Local Connections
Ensure healthy food and beverage choices at onsite purchase points	Use indicators ( ) next to healthy menu items	Example Policies - <u>Billings Clinic</u> or <u>St. Vincent Healthcare</u>
Place for meal storage and preparation	<ul><li>Clean, well-lit break rooms</li><li>Provide fridge and microwave</li><li>Provide ample lunchtime</li></ul>	Healthy By Design Worksite Wellness Nutrition Resources:  CDC Health Assessment
Adopt a "no dumping" policy	<ul><li>Remove any candy dishes</li><li>Discourage bringing large amounts of unhealthy foods</li></ul>	<ul> <li>CDC Health Scorecard</li> <li>CDC Health and Safety Climate</li> <li>Survey</li> </ul>
Healthy celebration plan for achievements, birthdays, milestones	Consolidate events into monthly celebrations	Healthy Meeting Resources     New Idea! Breakroom makeover     to create a pleasing communal space
Provide healthy food and beverage options (fruits, vegetables, whole grains, water) on a regular basis	<ul><li>Healthy vending machine policy</li><li>Offer un-sugared beverages</li><li>Offer smaller portion sizes</li></ul>	Example Policy
Provide clean, accessible water filling stations	<ul><li>Water fountains or coolers</li><li>Reusable company mug or cup</li><li>Water drinking challenges</li></ul>	Water filling stations are increasingly popular (and greener) alternatives to water coolers.
Adopt healthy food guidelines for meetings and events	Only offer healthy food options and low-sugar drinks	Choose a local <u>Healthy Food</u> <u>Vendor</u>
Educate employees on healthy eating or cooking habits, accessing whole foods	<ul><li>Healthy cooking classes/demos</li><li>Shopping tips</li></ul>	<ul> <li>Healthy By Design <u>Gardeners'</u> <u>Market</u></li> <li>Montana State University (MSU)         <u>Extension's Nutrition Education</u> <u>Program</u></li> </ul>
Provide incentives to encourage healthy eating and drinking	<ul> <li>Reduction of health insurance premiums</li> <li>Free fruits and vegetables in break rooms</li> </ul>	Award "money" for healthy behaviors by deducting from health insurance premiums

## Healthy Eating

#### in Yellowstone County



**Billings Industrial Revitalization District** (**BIRD**) takes helpful steps to promote healthy eating among their staff, including:

- Ordering healthy, fun, and diverse food options to accommodate different dietary needs. They believe in providing food that gets employees and guests excited.
- Providing healthy/local businesses that offer diverse and nutritious food to guest and employee to ensure healthy options are present.



offers healthier choices in their vending machines. The labels for these snacks are approved by their registered Diabetes Prevention programs.

They also
encourage
employees to
adopt healthy
habits, including
bringing nutritious
lunches from
home.

The YMCA has prioritized its work break room as a "no dumping" zone so people cannot leave or



"Our aim is to ensure that guests have access to nutritious choices that cater to various diets. Schedules are busy now; you would be surprised how many people come through our doors and are enthused about our snacks and that they're actually healthy."

-Michelle, BIRD Employee

#### **ACTIVE LIVING**



The Centers for Disease Control and Prevention (CDC) recommends adults get at least one hour of physical activity each day. Encourage employees to stay active at work through activities like walking, taking the stairs, or gardening. Physical activity does not have to be intense or done all at once. A minimum of 20 minutes at any given time is ideal, but any amount of time counts, and it all adds up!

**Try this!** PSE examples of Active Living initiatives that encourage physical activity in the workplace:

Active Living Initiative	What it Looks Like	Make it Нарреп
, and the second se	Examples to Consider	Ideas and/or Local Connections
Incentivize employees to engage in regular physical activity, such as active commuting	<ul><li>Prizes</li><li>Allow flexible schedules</li><li>Extra 30 minutes for lunch</li></ul>	Gift certificates from local businesses make great prizes!
Offer flexible workstations	<ul><li>Standing desks, ball chairs</li><li>Allow off-site work/meetings</li></ul>	Coffee shops, parks, or the local library can make great alternative meeting places- walk there!
Provide or encourage organized fitness challenges	Internal step-count or miles challenge or sponsored 5Ks	<ul><li>Billings Commuter Challenge</li><li>Shape Up Montana</li><li>Walk With Ease</li></ul>
Support or incentivize active transportation (walking, biking, rolling, or public transport)	<ul><li>Shower and/or locker facilities</li><li>Freshen-up stations</li><li>Bicycle parking</li></ul>	A communal basket filled with hygiene items (deodorant, dry shampoo) can replace showers.
Organize on-site exercise initiatives/classes and/or physical activity opportunities	<ul><li> Group fitness classes</li><li> On-site exercise equipment</li><li> Activity breaks during meetings</li></ul>	Do an inventory of your employees - there might be an individual who would teach occasional lunchtime classes.
Encourage walking during the workday	<ul> <li>Provide trail maps or walking route maps</li> <li>Well-lit appealing staircases</li> <li>Walking meetings or breaks</li> </ul>	<ul> <li>Local maps:</li> <li>Billings TrailNet's <u>Trail Map</u></li> <li>Healthy By Design's <u>Parks Rx</u> or South Side Stories <u>Walking Maps</u></li> </ul>
Organize/sponsor recreational activities for employees outside of working hours	<ul><li>Sponsor sports leagues (softball, kickball, etc.)</li><li>Host an open gym</li></ul>	Softball, kickball, and Sportsball are all popular in the community - get an internal team together!
Educate employees on incorporating appropriate physical activity into their workdays	<ul><li>Regular and accessible wellness publications</li><li>Wellness events</li></ul>	Try a "potty press" publication (next to the toilet) or e-news.
Other Initiatives:		

• Reimburse or arrange discounts for offsite gym memberships or wellness initiatives

## Active Living

#### in Yellowstone County



Intermountain Health St. Vincent Regional Hospital encourages all staff to be involved in fitness with their sunset yoga class on the Rims.

St. Vincent Regional Hospital also offers guided hikes to help their employees and staff get outside and enjoy some quality time outside. These activities encourage all staff to be involved in active living no matter what their fitness level may be.



Billings Clinic employees have opportunities to participate in the annual Shape Up Montana health and activity challenges. Employees form teams and track their activity and progress alongside others from across Montana in a fun and friendly statewide competition that promotes, encourages, and rewards healthy lifestyles. This also comes as part of Billings Clinic's support of the Big Sky State Games, which includes hundreds of volunteer opportunities to provide medical and first aid services to event participants each year.



**United Way** integrates walking meetings and utilizes picnic benches outside for office meetings.

"Yellowstone County is a small enough community that residents have opportunities to interact with others to share best practices for worksite wellness more readily than might occur in other areas. These conversations might happen at school events, the grocery store, or other places, which makes it easier to share worksite wellness ideas."

-April, St. Vincent Regional Hospital Employee

#### **WORK-LIFE BALANCE**



Work-life balance is essential for mental health. It includes stress management and life skills to help employees handle personal and professional challenges, reducing the risk of substance misuse or risky behaviors and encouraging a more productive workday.

Try this! PSE examples of Work-Life initiatives that encourage stress reduction in the workplace:

Work-Life Balance Initiative	What This Looks Like Examples to Consider	Make It Happen Ideas and/or Local Connections
Offer onsite relaxation activities	<ul><li>Mediation or wellness room</li><li>Mindfulness coloring books</li><li>Puzzles or mind-bender games</li></ul>	Print off mindfulness coloring pages from the internet and sprinkle them around the office.
Provide stress management, work-life balance, or life skills initiatives or classes	<ul><li>Employee assistance initiative</li><li>Counseling during traumatic events</li></ul>	Recommend phone/tablet applications for meditation (e.g. 10 Free Days on HeadSpace app).
Educate or raise awareness regarding mental and emotional health and resilience	<ul> <li>QPR Gatekeeper training</li> <li>Trauma-informed care (TIC) training</li> </ul>	<ul> <li>Suicide Prevention Coalition of Yellowstone Valley <u>Training</u> <u>Opportunities</u></li> <li>Healthy By Design <u>TIC</u> <u>Resources</u></li> </ul>
Offer service learning or community volunteering opportunities for staff on paid work time	<ul><li>Day of Caring</li><li>Participation in local coalitions or boards</li><li>Mentor youth</li></ul>	<ul> <li>United Way of Yellowstone         County Day of Caring</li> <li>Youth Dynamics</li> <li>Big Brothers Big Sisters</li> </ul>
Provide opportunities for employees to participate in decisions about work processes, schedules, decisions, etc.	<ul><li>Employee newsletters or all- staff meetings</li><li>Suggestion boxes</li></ul>	Join or start a "wellness" or "safety" committee.
Discourage substance abuse	<ul> <li>Tobacco cessation or addiction counseling resources</li> <li>Discourage alcohol at events or networking opportunities</li> </ul>	Montana 211     Montana Quit Line

#### Other Initiatives:

- Offer employees paid sick time, personal days, or mental health days
- Sponsor or organize social events throughout the year, including family-friendly social events
- Train managers in identifying and reducing worksite stress related to such areas as performance reviews, communication, conflict resolution, and time management
- Create a Wellness Room a comfortable space where employees can go to reset or recharge

## Work-Life Balance

#### in Yellowstone County

#### **Billings Clinic**

Meditation rooms are available to all Billings Clinic staff. These rooms were designed as a calming space where any employee can take a few minutes to breathe, decompress, meditate, or have a few moments of silence and solitude.

The rooms include journaling supplies, aromatherapy, zen gardens, comfortable seating, and calming lighting to encourage a tranquil atmosphere and a place to take a break from the day's stress.





Billings YMCA leadership works through a resilience program with their journals once a month to discuss mental health and wellness. By sharing and understanding the struggles each person may face co-workers can support one other.

## Billings Industrial Revitalization District (BIRD)

BIRD prioritizes work-life balance by offering hybrid work options and welcomes children into the office, fostering a family-friendly environment.



#### **HEALTH PROMOTION**



Health promotion captures a broad range of wellness opportunities. Think about what would make your employees happier, healthier, and more comfortable or productive at work. Leverage unique aspects of your organization's culture to build camaraderie and encourage healthy behaviors, choices, and lifestyles.

*Try this!* PSE examples of Health Promotion initiatives that provide opportunities for health in the workplace.

Health Promotion Initiative	What This Looks Like Examples to Consider	Make It Happen Ideas and/or Local Connections	
	Wellness room	Montana Department of Health	
Offer nursing mothers reasonable	Private accommodations	and Human Services Early	
accommodations for breastfeeding	Pumping breaks	Childhood and Family Support	
	"No Smoking" signs	Montana Quit Line	
Maintain a tobacco-free worksite	Tobacco cessation resources	Montana Department of Health	
through a tobacco-free policy	Quit Kits	and Human Services <u>Tobacco</u>	
		Prevention Services	

#### Other Initiatives:

- Adopt a text-free driving policy for employees who drive as part of their job
- Provide onsite recycling services for employees
- Maintain an active health promotion committee or designated staff member for worksite wellness
- Conduct employee health risk assessments or screening via an outside vendor
- Provide information on cancer awareness/screenings and other seasonal health topics during appropriate
  months (including mammograms in October, where you can contact a <u>Prevention Health Specialist</u> for
  people ages 45+, and skin cancer awareness during the summer)
- Participate in a local health coalition
- Extend wellness opportunities to employees' families

## Health Promotion

#### in Yellowstone County

Billings Clinic, an integrated, non-profit health care organization, holds smudging ceremonies each week in its hospital chapel and includes smudging ceremonies in grand openings and other celebrations. Following traditional Native American guidelines and performed by Billings Clinic's Native American Liaison, it is an inclusive and calming practice that accommodates the spiritual beliefs and practices of some Native American patients, but is also open to all patients, visitors, and staff as a cleansing ritual.



United Way of Yellowstone actively promotes employee health through staff wellness surveys aimed at gauging interests in various wellness topics and activities. These surveys inform the creation of an educational platform designed to support and educate their workforce on relevant health and wellness initiatives.

#### United Way's survey is captured below

Employee Wellness may mean different things to different people. The purpose of this survey is to find out which wellness topics and activities interest you. Your feedback will help us create a platform that will provide wellness information that is of the most interest.

	Low interest				High interest	Not sure/ Don't know
Healthy Eating	1	2	3	4	5	
Physical activity	1	2	3	4	5	
Stress Reduction	1	2	3	4	5	
Sleep	1	2	3	4	5	
Substance Use	1	2	3	4	5	
Work/Life Balance	1	2	3	4	5	
Time Management	1	2	3	4	5	
Mindfulness	1	2	3	4	5	
Conflict Management	1	2	3	4	5	



**St. Vincent Regional Hospital** instituted a new employee wellness program that includes employer-based health screenings, personalized coaching, as well as movement and performance assessments.

"Be Well provides more than just the rewards program. It provides resources that support all areas of well-being—personal, work, and community—and the elements that make up each of these areas. By focusing on each element, caregivers can improve their overall health."

-Emily, St. Vincent Regional Hospital Employee

#### POST-COVID WORKSITE WELLNESS



The COVID-19 pandemic has profoundly altered the landscape of worksite wellness, bringing new challenges and prompting a reassessment of how to support employees effectively. As organizations navigate the post-pandemic era, they are increasingly focusing on mental health, work-life balance, and comprehensive wellness programs to address the intensified stressors employees face.

#### **Areas of Concern**

Following the pandemic, several areas of concern have come to the forefront:

- I. **Mental Health**: There have been notable increases in mental health issues, including psychological distress, burnout, and substance misuse. The prolonged uncertainty and stress associated with the pandemic exacerbated these conditions.
- 2. **Work Arrangements**: The shift to remote work and changes in work schedules have disrupted traditional work patterns, affecting employees' work-life balance and reducing social support at work.
- 3. **Workload and Job Demands**: Increased workload and job demands during the pandemic have led to higher stress levels among employees, impacting their overall well-being.
- 4. **Health and Safety**: Concerns about exposure to the virus and the adequacy of health-care benefits and paid leave policies have added to the stress experienced by workers.

#### Steps Employers Can Take

To improve worksite wellness in light of these challenges, employers can implement several initiatives:

- 1. **Mental Health Support**: Offering one-on-one therapy sessions, health coaching, and on-site wellness support can help address the mental health concerns exacerbated by the pandemic.
- Flexible Work Arrangements: Adopting flexible work schedules and remote work options can help employees achieve a better work-life fit, which is more attainable than the traditional notion of work-life balance.
- 3. **Comprehensive Wellness Programs**: Employers should develop wellness programs that encompass physical, mental, and emotional health, ensuring that employees have access to resources that support their overall well-being.
- 4. **Supportive Leadership**: Supervisors need to promote well-being by creating a healthier work environment and leading with trust, compassion, stability, and hope. This includes recognizing and valuing employees' efforts, especially during challenging times.
- 5. **Policy Enhancements**: Expanding healthcare benefits and paid leave policies can provide employees with the security they need to manage their health and family responsibilities effectively.

#### **Conclusion**

The Covid-19 pandemic has underscored the critical importance of worksite wellness. By addressing the heightened concerns around mental health, work arrangements, and job demands, and by implementing comprehensive wellness programs and supportive policies, employers can create a more resilient and healthier workforce. Ensuring employee well-being is not just a response to a crisis but a sustainable strategy for long-term organizational success.

#### **Addressing Post-Covid Worksite Wellness Concerns**

Post-Covid Worksite Concern	Worksite Initiatives
Worsening Mental Health	One-on-one therapy sessions, health coaching
Changes in Work Arrangements	Flexible work schedules, remote work options
Increased Workload and Job Demands	Comprehensive wellness programs
Exposure to the Virus	Enhanced health-care benefits, paid leave policies
Reduced Social Support at Work	On-site wellness support
Lack of Work-Life Balance	Work-life initiatives

By integrating these initiatives, employers can effectively address the evolving needs of their workforce in a post-pandemic world.



#### **CALL TO ACTION: HEALTHY WORKSITE RECOGNITION!**

Ready to put intention into action? Apply for Healthy By Design's Healthy Worksite recognition to demonstrate your business's commitment to making the healthy choice the easy choice.

Recognition is free and any size business can apply. Benefits include:

- Certificate and window decal to display at your worksite
- Spotlight on the Healthy By Design website, monthly e-newsletter, social media, and in future Healthy Worksite toolkits
- Recognition of your achievement at a Healthy
   By Design event
- Access to networking and idea-sharing through the Coalition



Visit our website to see more about this opportunity and to apply:

**Healthy By Design: Worksite Wellness** 

#### **ACKNOWLEDGMENTS**

Healthy By Design is a collaborative coalition and our partners are integral to our efforts to make the healthy choice, the easy choice in our community. Thank you to everyone who helped put this toolkit together and who has contributed to the worksite wellness culture in Yellowstone County.

Thanks also goes to our sponsors—Billings Clinic, RiverStone Health, and Intermountain Health St. Vincent Regional Hospital.

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#### For more information:







