

TOBACCO BEST PRACTICES

- **Have you completed a Tobacco Assessment for your worksite ?** *(If it has been more than a year since you last participated in a tobacco workshop, you are eligible to complete a one-year follow up assessment. Upon completion, you will receive a comparative report showing progress that has been made over the past year! There is no cost for the assessment/report. If you are unsure about your eligibility, contact us.)*
- **As a committee, review your Tobacco Assessment Report or Follow-Up Assessment Report. Are your efforts comprehensive/ are you utilizing multiple strategies?** *(Do you need to complete an assessment? Contact us.)*
- **What are your strengths? What elements are missing/can you work on?**
- **Have you developed a Tobacco Plan for your worksite?** *(The next pages are the Health Priority Plan Development Tool. Use this tool as an outline for your own Tobacco Plan. If you have completed this or are able to, your worksite may be ready to move on to another health topic. Check out the website for our workshop schedule or connect with us to learn more about the available options.)*

 **Visit the WorkWell KS website for more information**

We are constantly updating our website to reflect the most recent information about additional resources available to worksites participating in the initiative and working to improve the health of their employees.

www.workwellks.com

HEALTH PRIORITY: [EX: PHYSICAL ACTIVITY]: _____

Worksite Name: _____

Community: _____

Number of employees: _____

Reminder: What is your vision? _____

What is your goal? _____

Timeframe _____

(from planning to implementation of health priority plan, approx. 12 months)

Below, describe the strategies you have used to implement your comprehensive plan. (Attach benefit design and policy strategies.) Examples are included below to help get you started. Please develop multiple interventions for each strategy.

INFORMATION

1. Collect Information I: [EX: Assess employee physical activity]

a. What was the intent? [EX: to establish baseline physical activity metrics so we can: a) determine their levels of physical activity to direct our physical activity plan, and b) to determine if our physical activity plan is helping at a one year follow-up] _____

b. What did you learn from the assessment? _____

c. How did you share the results with your employees? _____

Note: one year after completing an individual assessment (e.g. physical activity), WWKS will send a follow-up assessment. When you complete it, your worksite will be sent a report demonstrating the progress your worksite has made since the initial assessment report.

2. Collect Information II: [EX: Assess employee productivity]

a. What was the intent? [EX: to demonstrate that our physical activity plan is improving employee productivity] _____

b. What did you learn from the assessment? _____

c. How did you share the results with your employees? _____

Note: one year after completing an individual assessment (e.g. productivity), WWKS will send a follow-up assessment. When you complete it, your worksite will be sent a report demonstrating the progress your worksite has made since the initial assessment report.

3. Provide Information I: [EX: *Sit for 30, Move for 2* campaign]

- a. What was the intent? [EX: *to discourage sedentary behavior*] _____

- b. What is your message to employees? [EX: *do not sit for more than 30 minutes without moving for at least two minutes*] _____

- c. What four channels will be used, and who will deliver the messages? _____

| Channel | Who |
|---|---|
| EX: <i>All staff monthly meeting</i> | <i>Executive</i> |
| EX: <i>Company newsletter</i> | <i>Marketing/Public Relations</i> |
| EX: <i>Email nudge twice per day</i> | <i>Communications wellness committee member</i> |
| EX: <i>Posters on walls throughout office</i> | <i>Facilities wellness committee member</i> |

PROGRAM

4. Program I: [EX: *Walking challenge*]

- a. Please describe [EX: *This is a 50,000 step per week program. Participants used smartphones/pedometers to track steps and shared weekly steps with wellness committee event planner. We capped the number of steps to 50,000 per individual to discourage over-exercising.*]

- b. What was the intent? _____
- c. Effective date/duration? _____
- d. How many completed the program? _____

BENEFIT DESIGN

5. Benefit Design I: [EX: *Workplace contribution to health savings account*]

- a. Please describe [EX: *those who complete a 12 week physical activity challenge receive a \$100 HSA contribution*] _____

- b. What was the intent? [EX: *to increase physical activity among employees with predominately sedentary jobs*] _____

- c. How were employees made aware of the opportunity? _____

- d. Effective date/duration _____

6. Benefit Design II: [EX: *Reimburse gym membership*]

- a. Please describe [EX: *those employees who exercise at ABC Gym at least 24 times per quarter will get reimbursed gym membership*] _____

- b. What was the intent? _____
- c. How were employees made aware of the opportunity? _____
- d. Effective date/duration _____

POLICY

7. **Policy I:** [EX: *Flex-Time*]

- a. What was the intent? _____
- b. When did it go into effect? _____
- c. Where can employees access the policy? _____
- d. How will the policy be enforced? _____
- e. What are the consequences for employee non-compliance/abusing policy? _____

8. **Policy II:** [EX: *30 min physical activity break*]

- a. What was the intent? _____
- b. When did it go into effect? _____
- c. Where can employees access the policy? _____
- d. How will the policy be enforced? _____
- e. What are the consequences for employee non-compliance/abusing policy? _____

ENVIRONMENT

9. **Environment I:** [EX: *Added worksite mile markers to designate a walking route*]

- a. What was the intent? _____
- b. Effective date _____

10. **Environment II:** [EX: *Installation of bike rack at worksite*]

- a. What was the intent? _____
- b. Effective date _____

GOOD HEALTH IS GOOD BUSINESS

| | PHYSICAL ACTIVITY | FOOD & BEVERAGE | TOBACCO | WELL-BEING |
|----------------|-------------------|-----------------|---------|------------|
| ENVIRONMENT | | | | |
| POLICY | | | | |
| BENEFIT DESIGN | | | | |
| PROGRAM | | | | |
| INFORMATION | | | | |

BUILDING THE FOUNDATION

EXERCISING LEADERSHIP • DATA • WELLNESS COMMITTEE • INCENTIVES • COMMUNICATION