

CALIFORNIA Fit Business Kit



Adults spend a lot of time at work, often with little control over the food and drinks available. Making the worksite a healthier place can be great for employees. It can improve their happiness at work and their overall health. A wellness program can also be good for business. According to a number of studies, a wellness program can reduce medical costs and increase productivity.¹ Physical activity and nutrition efforts should be a major part of any wellness plan. The *California Fit Business Kit* has the tools to benefit any wellness program.

STEPS TO USING THE CALIFORNIA FIT BUSINESS KIT:

STEP 1: Complete the Check for Health.

This simple survey will help you focus your efforts.

STEP 2: Start a worksite wellness committee.

A wellness committee is a team, working together for the health of the company's workers. Save the *Nutrition Education and Obesity Prevention Branch—Worksite Program* website link to your favorites. www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx. Here you will find many useful resources including sample policies, printable handouts, and detailed information.

STEP 3: Make a plan.

Your wellness committee can use the *Check for Health* survey to decide which *California Fit Business Kit* tools are right for your site. Every site has different needs. Not every tool is going to be a good fit for every site. Find what works for you. Adapt the tools as needed.

STEP 4: Educate your workers.

Tell workers about the healthy changes that are being made. Let them know why physical activity and good nutrition are important. Provide ways for them to bring health information home to their families.

STEP 5: Evaluate your program.

Taking a good look at your wellness program helps you to make it better in the future. There are a number of ways to evaluate. You can survey workers and ask how happy they are with what you're doing. You can count the number of people who participated in events. Another idea is to redo your *Check for Health* survey every year or so. Then compare it to your first year survey. Look at the progress you've made. You will find on our website another simple evaluation guide.

Congratulations on your decision to start a wellness program. You will soon notice a difference in the improved health, energy, morale, and productivity of workers at your company. We thank you for becoming our partner. Together we can strive to make people's lives better.

¹ 2012 How can wellness programs save employers money while making employees healthier and more productive? Health Policy Snapshot. *Robert Wood Johnson Foundation*, 2012
www.rwjf.org/content/dam/farm/reports/issue_briefs/2012/rwjf401183, accessed 2/26/2014.



TABLE OF CONTENTS

Check for Health	1
Tools	
Starting a Wellness Committee.....	13
Healthy Meetings.....	17
Healthy Dining Menu Guidelines	21
Go for H ₂ O	25
Farm Fresh Produce Delivery.....	29
Healthy Vending Machines	31
Starting a Farmers' Market	35
Creating a Breastfeeding-Friendly Worksite	39
Physical Activity Integration	41
Physical Activity Clubs.....	45
Improving Worksite Stairwells	47
Take Action!	51

Resources

Visit our website for sample policies, printable handouts,
more great information.

www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx



Nutrition Education and Obesity Prevention Branch—Worksite Program

Check for Health

Workplace
Environmental
Assessment



A company's most important asset is its people.¹ A happy, healthier workforce produces better results. How healthy is your workforce? Are you doing all you can to help workers perform at their best? You can create a culture of wellness at your worksite. The *Check for Health* can help you.

THE CHECK FOR HEALTH IS MADE UP OF TWO PARTS:

- The *Worksite Program Information Sheet*—when completed, it provides an overview of the work environment.
 - The *Check for Health Scorecard*—when completed, it shines a light on some specific areas of wellness. It helps you to see where you may want to focus your efforts.
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¹ Baicker, Katherine, David Cutler, and Zirui Song. 2010. Workplace wellness programs can generate savings. *Health Affairs* 29(2): 304-311. <http://content.healthaffairs.org/content/29/2/304.full.pdf+html>, accessed 2/24/2014.

WORKSITE PROGRAM INFORMATION SHEET

Company Name:	
Main Contact Person:	Title:
Email:	Phone:

Describe your workplace (check all that apply)

_____ Full time employees

_____ Part time employees

Industry

- | | |
|---|--|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Health Care/Social Services |
| <input type="checkbox"/> Agriculture, Forestry, Fishing | <input type="checkbox"/> Arts, Entertainment, Recreation |
| <input type="checkbox"/> Accommodation/Foodservice | <input type="checkbox"/> Education |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Construction | _____ |

What are the work schedules? (Check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Regular daytime shift | <input type="checkbox"/> Overnight shift |
| <input type="checkbox"/> Swing shift | |

What is the percentage of employees that are physically active as part of their job duties?

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> less than 25% | <input type="checkbox"/> 50% – 74% |
| <input type="checkbox"/> 25% – 49% | <input type="checkbox"/> 75% or more |

Describe lunch and breaks

For lunch, where are employees getting their food? (Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Bring from home | <input type="checkbox"/> Go offsite to buy from a local fast food restaurant or convenience store |
| <input type="checkbox"/> Eat at onsite cafeteria | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Buy from a food truck | _____ |

During breaks, about what percentage of employees are engaged in healthy behaviors (for example: walking and/or stretching)?

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> less than 25% | <input type="checkbox"/> 50% – 74% |
| <input type="checkbox"/> 25% – 49% | <input type="checkbox"/> 75% or more |

What percentage of employees drink mostly water for hydration, rather than sugary drinks?

- less than 25%
- 25% – 49%
- 50% – 74%
- 75% or more

Describe team meetings

How often are employees together for meetings?

- More than once a day
- Once a day
- 2-3 times/week
- Once a week
- Once a month

On average, how long do the meetings last?

- less than 15 minutes
- 15-30 minutes
- 30 minutes – 1 hour
- more than 1 hour

Who conducts the meetings?

- Crew/shift leader
- Manager
- Upper management

At team meetings, are meals, snacks, or beverages served? (Check all that apply.)

- Meals
- Snacks
- Beverages
- Other, please specify: _____

Why Worksite Wellness?

What are your main reasons/motivations for using the worksite wellness tools in the California Fit Business Kit? Please put them in rank order, with 1 being the most important and 5 being the least important.

- ___ Creating a healthier and happier work environment
- ___ Enhancing employee benefits
- ___ Reducing health care insurance costs
- ___ Reducing accidents and injuries
- ___ Other (specify or describe) _____

What are your main concerns for your employees? Please put them in rank order, with 1 being the most important and 6 being the least important.

- ___ Health & safety
- ___ Obesity and/or the prevention of chronic disease
- ___ Energy and feeling good throughout the day
- ___ Productivity
- ___ Improving employee morale
- ___ Other (specify or describe) _____

Check for Health

A worksite assessment to help you identify ways
to create a healthier worksite



INSTRUCTIONS FOR COMPLETING THE *CHECK FOR HEALTH SCORECARD*

1. Answer “yes,” “in process,” or “no” for each question. Add a checkmark if this is something you’re considering as a “potential priority.” Add comments if you like.
 2. Once you’ve finished answering the questions, add up the tally marks for each Wellness Component.
 3. Each section of each Wellness Component recommends tools from the *California Fit Business Kit* you can use to raise your “yes” score.
 4. Share this scorecard with your Wellness Committee. Ask them to review the scorecard and to develop two priority areas. They can then use the completed *Check for Health* to develop an action plan.
 5. Complete the *Check for Health* annually to see the progress your worksite is making.
-

Wellness Component

GENERAL	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
Management support:					
Do you have a commitment to worksite wellness from key stakeholders such as senior management, human resource managers, or safety officers?					
Does the worksite have a worksite wellness plan or policy in place?					
Does your worksite have a wellness committee?					
Incentives for healthy behaviors: Incentives may include: raffle gifts, company-sponsored lunches, paid time off, reductions in health care premiums, gift cards, etc.					
Does your worksite provide any type of incentives for healthy eating?					
Does your worksite provide any type of incentives for maintaining an ideal weight?					
Does your worksite provide any type of incentives for being physically active?					
Promotional messages for healthy behaviors or health promotion programs at your worksite:					
Does your worksite provide healthy eating messages to the general employee population, such as posters or brochures?					
Does your worksite provide physical activity or exercise messages to the general employee population, such as posters or brochures?					

Wellness Component

HEALTH PROMOTION PROGRAMS AND SERVICES	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<i>Health promotion programs, services, or classes:</i>					
Is it company policy that health promotion programs are provided during company time?					
Does the worksite offer information about food assistance programs like CalFresh and WIC to its employees?					
Does your worksite offer programs, services, or classes in any of the following?					
Healthy eating/nutrition					
Weight management					
Chronic disease self-management (diabetes classes, cholesterol education, arthritis education, etc.)					
Fitness assessments					
Group physical activity					
Health risk appraisals					
Smoking cessation					
Stress management					
Occupational safety & health					

Wellness Component

FOOD ENVIRONMENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<i>Meetings:</i>					
Healthy foods include fruits and vegetables, tofu, whole grains, beans, nuts and seeds, non-fat and lowfat milk products, and lean meat, poultry, and fish. Healthy foods include minimal or no added fat, sugars, or sweeteners. Unsweetened tea or black coffee is included.					
Are healthy snack items available at most meetings on a regular basis?					
Are healthy beverage items available at most meetings on a regular basis?					
Is there a written policy in your worksite to provide healthy food and beverage options at company meetings and/or events?					

Wellness Component

FOOD ENVIRONMENT—CONTINUED	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<i>Cafeteria:</i>					
If your worksite offers a cafeteria, snack bar, or food service for employees...					
Is menu nutrition information provided, or are healthy food and beverage choices clearly identified on the menu?					
Does your worksite have written policies that require healthy food choices in the cafeteria?					
Are healthy items placed first in the cafeteria line?					
Are there any pricing adjustments to encourage the purchase of healthy foods or discourage the purchase of less healthy foods?					
Are there any policies to reduce large portion sizes of less healthy foods?					
<i>Vending Machines:</i>					
If your worksite has vending machines...					
Are healthy snacks available?					
Are healthy beverages available?					
Does your worksite have written policies that require healthy food choices in the vending machines?					
Is nutrition information visible, or are healthy snacks and beverages clearly identified?					
Are healthy snacks items placed in the top third of the vending machine so that they are visible at eye level?					

Wellness Component

FOOD ENVIRONMENT—CONTINUED	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<i>Restaurants, Mobile Food Trucks, and Farmers' Markets:</i>					
Do the majority of your employees go out to eat for lunch or purchase food from a mobile food cart/food truck?					
Are there healthy restaurants—like smoothie, salad, or sandwich shops—within 4 blocks of your worksite?					
If a mobile food cart or food truck comes onsite, are healthy options available?					
Is there a farmers' market, fruit and vegetable stand, or mobile grocer within 4 blocks of your worksite?					
<i>Snacks & Treats:</i>					
If employees bring high-calorie foods (baked goods, donuts, candy) to share with co-workers, are healthy treats available the majority of the time as well?					
<i>Beverages:</i>					
Is drinking water available free to employees throughout the day?					
Is water presented as an appealing choice (cold, easily accessible, low-cost/free) to employees?					
Do most employees choose water as their beverage of choice?					

Wellness Component

PHYSICAL ACTIVITY	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
Does your worksite have a written policy statement supporting employee physical activity on breaks? (For example: policies that allow workers to take walking breaks or take additional time off during lunch to exercise?)					
Does your worksite have a written policy statement supporting pre-shift or post-shift stretching and strengthening?					
Is physical activity (stretching, strengthening, walking) a regular part of meetings?					
Are there recreational physical activity opportunities onsite? (for example: group fitness classes, gym equipment, walking trails, etc.)					
If your worksite has stairwells, are they easily accessible, clean, and well lit? Are employees encouraged to use the stairwells via signage or other promotional efforts?					
Are workers encouraged to join recreational teams?					
Are there incentives for employees who walk, bike, or take mass transit to work?					

Wellness Component

BREASTFEEDING	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
Does your worksite have a written policy that states your company's support of a woman's choice to breastfeed her infant and describes the worksite accommodation and/or benefits available to her?					
Does the worksite provide a private area for nursing or expressing milk? (It should be quiet, clean, and have enough room for a comfortable chair.)					
Does your worksite provide a place for storing expressed milk such as a small cooler or a small refrigerator?					

CHECK FOR HEALTH SCORECARD

For each category, add up the marks and write the total in your scorecard. The number in parentheses () is the total possible for each category.

<i>Wellness Components</i>	YES	IN PROCESS	NO	<i>Suggested California Fit Business Tools</i>
General—Management Support (3)				<ul style="list-style-type: none"> • <i>Check for Health</i> • <i>Starting a Wellness Committee</i>
General—Incentives for Healthy Behaviors (3)				<ul style="list-style-type: none"> • <i>Take Action!</i>
General—Promotional Messages (2)				<ul style="list-style-type: none"> • <i>Take Action!</i> • <i>Physical Activity Integration</i>
Health Promotion Programs and Services (11)				<ul style="list-style-type: none"> • <i>Starting a Wellness Committee</i> • <i>Physical Activity Integration</i>
Food Environment—Meetings (3)				<ul style="list-style-type: none"> • <i>Healthy Meetings</i> • <i>Go for H₂O</i>
Food Environment—Cafeteria (5)				<ul style="list-style-type: none"> • <i>Healthy Dining Menu Guidelines</i>
Food Environment—Vending Machines (5)				<ul style="list-style-type: none"> • <i>Healthy Vending Machines</i>
Food Environment—Restaurants, Mobile Food Trucks, and Farmers’ Markets (4)				<ul style="list-style-type: none"> • <i>Farm Fresh Produce Delivery</i> • <i>Starting a Farmers’ Market</i>
Food Environment—Snacks & Treats (1)				<ul style="list-style-type: none"> • <i>Healthy Meetings</i> • <i>Take Action!</i>
Food Environment—Beverages (3)				<ul style="list-style-type: none"> • <i>Go for H₂O</i> • <i>Healthy Vending Machines</i>
Physical Activity (7)				<ul style="list-style-type: none"> • <i>Improving Worksite Stairwells</i> • <i>Physical Activity Clubs</i> • <i>Physical Activity Integration</i> • <i>Healthy Meetings</i>
Breastfeeding (3)				<ul style="list-style-type: none"> • <i>Creating a Breastfeeding-Friendly Worksite</i>
WORKSITE TOTALS (50)				

Using your Check for Health scorecard and looking at the available tools in the *California Fit Business Kit*, what are two priority areas for your worksite?

1) _____

2) _____





Nutrition Education and Obesity Prevention Branch—Worksite Program

Starting a Wellness Committee

There are two keys to any successful wellness program: the right people and the right tools. Before you can get working, you'll need to form a team. This small group of people will work together to share their talents and ideas. They will help build a culture that supports wellness. This tool is needed since staff involvement is vital for the success of the program.

STEPS TO SUCCESS

1. Decide who will be the Wellness Coordinator.
2. The Wellness Coordinator forms a committee.
3. Get buy-in from management.
4. Together, figure out the needs of your worksite. Set goals.
5. Evaluate your program. Make changes as they are needed.

TOOL TIPS

Find Your Coordinator

This person will lead meetings and guide the program. This may be you, or you may be looking for someone. Whoever it is, this person should be able to:

- be a good role model for living healthy.
- get people excited about the program.
- be a good leader.
- work well with all different kinds of people.
- assign duties to team members.
- work with the group to determine “next steps.”

Form a Committee

The Wellness Committee should meet regularly. You may choose to hold regular meetings once a month. During busy times, you might meet once a week. Keep meetings simple and fun. Here are some steps to get your committee started:

Invite People to Join

A strong committee will include people from different shifts and departments. It could include managers, line workers, and janitorial staff. Each will be able to bring different viewpoints and ideas.

Create a Mission Statement

Your mission statement is just a sentence or two. It will state the purpose of the committee.

SAMPLE MISSION STATEMENT:

The mission of our Wellness Committee is to establish and maintain a worksite that provides support for a healthy lifestyle.

Assign Duties

You don't want one person doing all of the work. Some duties might include:

- **Sponsor.** This will be a person in management who can help get plans approved. They'll also help you get money when you need it.
- **Coordinator.** He or she will lead meetings and keep people excited about the program.
- **Committee member.** There may be many members acting in this role. They will share their ideas and support program activities as needed.

Get Buy-In From Management.

You need the support of those who make the big decisions. Get management on your side. Meet with them one-on-one. Let them know what you want to accomplish. Get their feedback. You might put together a presentation for the management team. Be sure to include the following details:

- What the committee can do
- How they can do it
- People who support the wellness program
- The resources needed
- Why a wellness program is good for business

IN AGRICULTURE:

Your Wellness Committee could include farm owners, operators, or managers as well as crew supervisors.

Set Goals

A wellness program needs a destination. You've made a good start by creating a mission statement. Now it's time to get specific. If you haven't yet, complete the *Check for Health* survey. This will help you understand the wellness needs of your site. Use the results to set some goals.

This is where the action happens! The *California Fit Business Kit* has a number of tools to get you started. They can be adapted to fit your needs. Choose some tools to implement. Define what success will look like at small levels and in the long term. With every success, celebrate!

Evaluate Your Program

Once a year, or so, you should step back and take a look at what you've accomplished. Also note what you have not yet accomplished. Look at the goals you set a year earlier. What went well? What could be done better? You may choose to ask committee members to evaluate the program. Alternatively, conduct an employee satisfaction survey. Use the results to make any changes necessary to improve the program. A great program will be one that continues to learn and grow.



IN AGRICULTURE:

Agricultural businesses can have different management structures. We encourage employers and employees to adapt these suggestions to best fit their organization. If you have a small workforce, your farm's workgroup may become your wellness committee. It is important to engage members of the workforce from the beginning. These may be crew leaders or members of your crews with seniority but who still have a close relationship to the other workers. Keep in mind that for a wellness program to work, employees at all levels need to buy into it. Creating an environment in which employees take ownership throughout the process and feel that their input is valued, is essential to a successful Wellness Committee and ultimately to the success of the program.

TAKE IT FURTHER

- Keep employees in the loop. Post meeting notices and minutes. They may have questions or suggestions.
- Regularly add new members to the committee. Include members of groups you want to target. They'll bring new energy and ideas to the group. Make it fun and rewarding.
- Survey employees to learn their interests. What kinds of health efforts interest them? Maybe it's joining a worksite sponsored soccer team, or being a part of a lunchtime walking group. Maybe they'd like to have healthy snacks available in the cafeteria. A wellness program is about behavior change. People are more willing to change if they are able to give input.

- Give your committee a fun name and logo! You'll be able to brand your activities.
- Keep a connection with management. Let them know about your successes.
- Work with management to build health into the business plan. This will help sustain the program for the future.
- Invite employees to submit their personal health accomplishments. For instance a photo of someone running a 5k, or a favorite healthy recipe. Include these items in a newsletter.

RESOURCES

Visit our website at

www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample wellness policies, meeting minutes, interest surveys.
- detailed guides to starting a Wellness Committee.
- printable handouts.
- more information.

The *Nutrition Education and Obesity Prevention Branch* focuses on fruit, vegetable, and healthy beverage consumption and physical activity promotion. *The California Fit Business Kit* does not address tobacco, alcohol, mental health, or other issues of importance in worksite wellness. Here are some resources your wellness committee may find helpful:

- California Tobacco Control Program: www.cdph.ca.gov/tobacco
- The Partnership at Drugfree.org: www.drugfree.org
- Centers for Disease Control and Prevention (CDC) Mental Health page: www.cdc.gov/mentalhealth
- As needed, you may want to contact your Employee Assistance Program provider.



This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663. For important nutrition information, visit www.CaChampionsForChange.net.





Healthy Meetings

Do you want employees to be alert and focused at meetings? If so, offer healthy snacks and beverages and add short activity breaks to help boost energy. You will show staff you care about their health by serving healthy foods and beverages and making time for physical activity breaks. This tool will give you ideas on how to make meetings healthy for employees.

STEPS TO SUCCESS

1. Talk with the Wellness Committee. Discuss how the *Healthy Meetings* tool can help everyone at work stay healthy.
2. Come up with a plan.
3. Talk to staff about the healthy changes being made.
4. Review and update policies as needed.

TOOL TIPS

Tips to Make Meetings Healthy and Productive

We are surrounded by food all day, every day. Consider not serving food at mid-morning or mid-afternoon meetings. If food is served, emphasize fruits and vegetables. Offer water to drink. Follow the tips below to ensure you are offering healthy options that will keep staff full of energy and on task!

General Tips

- Serve fruits and vegetables every time food is served.
- Serve a variety of whole grains.

- Provide fat-free or lowfat (1%) dairy.
- Offer lean meat. Try skinless poultry, fish, beans, tofu, eggs, or nuts and seeds.
- Offer fat-free, lowfat, low-calorie foods.
- Offer foods that are low in salt and sodium.
- Serve small portions of items high in calories, sugar, or salt.
- Offer vegetarian, lactose free, and gluten free options for employees with food sensitivities or allergies.

Meal and Snack Ideas

- Whole or cut-up fresh fruits that are in season
- Cut-up fresh vegetables with lowfat dips
- Salads with a variety of colorful vegetables and fruit
- Dried fruits and nuts
- Sandwich trays with fresh vegetables, lean meats, sliced lowfat cheeses, and lowfat spreads
- Beans, peas, and lentils as healthy side dishes
- Whole wheat mini bagels
- Lowfat string cheese or yogurt cups



Beverage Ideas

- Pitchers of water
- Coffee, hot tea, and unsweetened iced tea
- Fat-free or lowfat (1%) milk
- 100% fruit or vegetable juice, 6-8 ounces per serving

IN AGRICULTURE:

Provide fresh fruits and vegetables straight from your farm at meetings. Or make trades with other farms nearby to offer something different.

For more healthy food options, visit www.ChooseMyPlate.gov. Or find *Nutrition Education and Obesity Prevention Branch* recipe books at www.CaChampionsForChange.net.

Tips for Fun Physical Activity at Meetings

Take a break! A meeting break is a chance for employees to get some physical activity while providing an energy boost to get through the day. You do not have to be an expert to lead a physical activity break. Just remember to have fun and be safe!

A physical activity break is:

- completely voluntary.
- moving at your own pace that feels comfortable.
- a chance to be active for a short time during the work day.
- an energy booster.

A physical activity break does not need to:

- make people sweat.
- cause pain or discomfort.
- be led by a professional.

Easy Tips on How to Lead a Physical Activity Break:

- If your job is physically active already, you may benefit from light stretching rather than a warm up or vigorous activity.
- Energy breaks can take place indoors and outdoors.
- Make sure there is plenty of space to avoid injury.
- Tell participants to do only what feels good for them and to stop if there is pain or discomfort.

Physical Activity Ideas:

- 1 – 2 minutes of stand-up-and-stretch activity
- 3 – 10 minutes of activity that warms up muscles and gets the heart pumping
- Lead a 10-minute brisk walk inside or outside the building. Take the stairs if possible
- Slowly stretch neck, shoulders, arms, hands, back, legs, and feet. Avoid bouncing and jerky movements
- Move arms, head, and torso in circles

Employees may lift knees higher or pump their arms if they want to get a more vigorous workout IF it feels comfortable.

Web Links for Quick and Easy Physical Activities:

You will find on our website many resources for quick and easy physical activities, including:

- *Shape of Yoga* videos and booklets.
- *Power Up in 10* videos and booklets.
- *Network for a Healthy California—Playing for Healthy Choices* physical activity cards.
- information on stretching activities.
- much more.

GO FURTHER

TAKE IT HOME

Connect employees to community food assistance resources. Provide information on:

- CalFresh (SNAP, formerly food stamps).
- WIC.
- food pantries.
- free/reduced school breakfast and lunch.
- afterschool or summer meals for their children.

CATERED MEETINGS

If you have a meeting catered, let your vendor know you prefer healthy items.

LEAD BY EXAMPLE

Management and other leaders can commit to healthy eating and encourage all staff to do the same.

OFFER INCENTIVES

Reward staff for participating in the wellness program and for reaching healthy goals.

PROMOTE HEALTHY MESSAGES

- Promote healthy messages through paycheck stuffers.
- Hang healthy eating and physical activity posters in the break room, changing room, or any door/wall.
- Have a wellness display in the break room.
- Keep messages fresh. Change posters and displays often.
- Find handouts and paycheck stuffers at: www.HarvestOfTheMonth.com.

FOR MORE INFORMATION:

Visit our website at

www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample healthy meeting policies.
- printable handouts.
- healthy recipes.
- video links.
- more information.



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Healthy Dining Menu Guidelines



Do you have a cafeteria at your worksite? How about a kiosk? What kinds of foods are served? Ask your onsite food service team to follow a healthier menu standard. Use this tool to get more healthy foods to your workers. This tool provides a set of healthy standards that can be used by the food service team.

STEPS TO SUCCESS

1. Work with your Wellness Committee. Discuss whether or not this tool is a good fit for your site.
 2. Work with your onsite food service team. Provide them with the criteria for *Healthy Dining*. You will find them on the next page.
 3. Let employees know about healthy dining changes. Promote the new healthy options.
 4. Evaluate your program often. Make changes as needed.
- Get feedback from employees on what worked or didn't work.
 - Change options if necessary.
 - Continue to identify new healthy ideas for the vendors.
 - Consider contracting with local farmers or using a Farm-to-Fork system to purchase locally-grown fruits and vegetables.

TOOL TIPS

What can the Wellness Committee do? They can help to make the transition easier for your vendor.

- Ask employees what kinds of healthy foods and beverages they would buy.
- Survey employees about their healthy food and beverage preferences.
- Share the information with your vendor. Suggest a trial period.
- Make signs to promote the healthy choices. Mark foods with stickers to help make the healthy options stand out.
- Suggest that salad, fruit, and water or another healthy beverage, are the default choices in combo meals.

FARM-TO-FORK:

Farm-to-Fork programs celebrate regional farming and support farms in getting produce to local consumers. There are a number of ways to encourage Farm-to-Fork programs, including establishing local distribution systems and supporting those who want to buy locally. For more information, visit the *Harvest of the Month* website at www.HarvestOfTheMonth.com.

Tips for Creating a Healthy Dining Menu

Use these tips when you plan events with food and beverages. Share these tips with your food service team.

- Serve healthy beverages. Provide water, or fat-free or lowfat (1%) milk. Choose unsweetened tea or other drinks without added sugars. Serve 100% fruit juice in 6 – 8 ounce size.



- Provide whole wheat bread for sandwiches.
- Offer a salad or soup packed with veggies before serving the main meal. This can help employees control hunger and feel satisfied sooner.
- Serve salad dressing on the side. Then diners can limit the amount they use.
- Offer main dishes that include vegetables. Try stir-fries, kebobs, or vegetable soup.
- Serve steamed, grilled, roasted, or broiled dishes. Eliminate those that are fried.
- Offer small and medium portions on main dishes and sides.
- Offer items from a menu instead of the “all-you-can-eat” buffet.
- Provide to-go containers for diners wishing to save a portion of their meal for later.
- Offer fruit as a dessert option.
- Provide snacks that diners can take with them. Try prepackaged fresh fruit, cut-up vegetables, lowfat string cheese sticks, or unsalted nuts.

GO FURTHER

- Work with management to create policies that address healthy dining options.
- Offer healthy menu items at a discount. If needed, offset by raising the prices of less healthy options.
- Invite your food service provider to talk about the healthy changes, or do a food demo, in a staff meeting.
- Are there restaurants near your worksite? Look over their menus and highlight healthy items. Ask the restaurant for discounts for your employees on these dishes in exchange for promoting them within your site.
- Show the families of your employees that their health is important to you. Does your site have company picnics? Use the *Tips for Creating a Healthy Dining Menu*, on the previous page, when choosing what you’ll serve. Provide opportunities for physical activity. Hold a kickball game. Try relay races or water fights.

FOR MORE INFORMATION:

Visit our website at www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample policies.
- printable handouts.
- more information.

Criteria for “Healthy Dining”



As the food service team you have the opportunity to offer a healthier menu to the employees you serve. The following criteria are a resource tool to help with planning healthy menu choices and using healthy recipes. Work together with the wellness committee to offer healthier foods and beverages in the cafeteria, at meetings, and events.

1. Each serving of food must contain at least one* serving of fruit or vegetable per portion of the recipe. Baked goods are allowed, provided one serving contains a full serving of a fruit, vegetable, or dried beans/peas, and meets the fat, saturated fat, cholesterol, and sodium criteria, as specified below.
 2. Each serving of food should limit the amounts of fat and cholesterol:
 - total fat is $\leq 30\%$ of total calories.
 - saturated fat is $< 10\%$ of calories.
 - trans fat is < 0.5 g per serving.
 - the fat found naturally in fruits and vegetables does not contribute to the limits above. Further, up to $\frac{1}{4}$ oz. of nuts is allowed per serving without their fat content contributing to these restrictions. Nuts and nut butters must be in their natural form without anything added or removed (e.g., no added oils, removed oils, added sodium, or added sugars).
 - cholesterol is not more than 100 mg per serving.
 3. Each serving of food should not contain more than 480 mg of sodium per serving.
 4. Each serving of food must offer ≥ 1.4 g/100 calories naturally occurring fiber (28 g of fiber/2000 calories).
- * One serving of fruit or vegetable is defined as:
- one medium piece of fruit (i.e., 1 medium orange).
 - $\frac{1}{2}$ cup cut-up raw or cooked—fresh, frozen, or canned (i.e., 6 baby carrots, 16 grapes).
 - $\frac{1}{2}$ cup cooked dry peas, beans, lentils, or kidney beans.
 - 1 cup leafy salad greens.
 - $\frac{1}{4}$ cup dried fruit (i.e., $\frac{1}{4}$ cup raisins).
 - 4 oz. ($\frac{1}{2}$ cup) 100% fruit or vegetable juice
5. Serve healthy beverages. Provide water at no charge, or fat-free or lowfat (1%) unflavored milk. Serve unsweetened tea or other drinks without added sugars. Serve 100% fruit juice in 6 – 8 ounce size.

ATTRIBUTES

Produce for Better Health Foundation:
www.pbhfoundation.org



This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663. For important nutrition information, visit www.CaChampionsForChange.net.



Go for H₂O



The body needs water to live. Water helps control the body's temperature. It helps the body use nutrients found in food. It helps carry oxygen from the lungs, and food from the stomach to the rest of the body.

Lack of water can lead to dehydration. This occurs when you don't have enough water in your body to carry out normal functions. Even mild dehydration can make employees feel tired and not want to work. People working outdoors and in the heat need to take great care to stay hydrated. This tool will give employees tips and ideas on how to drink plenty of water throughout the day.

STEPS TO SUCCESS

1. Work with your Wellness Committee to decide whether or not your worksite would benefit from using this tool. Talk about which methods would work best for your site.
 2. Ensure that clean drinking water is easily accessible at work. Be sure to address remote worksites.
 3. Teach staff about why drinking water is important. Get their feedback about teaching techniques they think would be helpful.
 4. Talk to them about why the changes are being made and what management is doing to support the health of their workers.
 5. Evaluate your efforts often. Make changes as needed.
- Ask workers for ideas on how to promote Water Wednesdays.
 - Some examples of activities to promote Water Wednesdays:
 - Encourage employees to drink water instead of sugary drinks (e.g. soda, sports drinks, energy drinks).
 - Invite workers to pair up for the day to remind each other to drink water.
 - Ask workers to think of an activity they often do. This might be going on break or finishing a task. This can serve as a reminder to check their thirst.
 - Suggest that workers set a timer on their watch to remind them to take a drink of water.
 - Purchase or work with partners to secure donations of refillable water bottles.
 - Ask workers where they would like to have access to water.
 - Remind workers to treat every day like Water Wednesday. Choose water instead of sugary drinks all week long.

TOOL TIPS

Water Campaigns

- **WATER WEDNESDAYS.** Start a weekly program to encourage employees to drink water. Talk about different cues to help you remember to drink water while at work.
 - Create “Water Wednesday” posters. Or make a “healthy” bulletin board with new water promotion messages every week.

¹ Montain SJ, Latzka WA, 1999, Water and Electrolyte Requirements for Exercise [abstract]. *Clinics in Sports Medicine*, 1999; 18(3):513-524
<http://www.sciencedirect.com/science/article/pii/S0278591905701654>, accessed 2/27/2014.



Graphic Attribute: The Los Angeles County Department of Public Health’s Choose Health LA initiative highlights healthier offerings in county cafeterias through signage and other promotional materials.

- **COME UP WITH A SLOGAN AND/OR LOGO.** Sponsor a contest to come up with a catchy slogan or logo that encourages workers to drink water. Talk to management about having the winning slogan or logo displayed on:
 - t-shirts or hats.
 - posters.
 - in newsletters.
 - water bottles.
 - cups and mugs in the kitchen.
 - on the front of vending machines.

- **INCLUDE “DRINK WATER” MESSAGE IN PRE-SHIFT MEETINGS.** Especially during the hot days of summer, include a reminder before each shift, about the importance of drinking water.
- **START A WATER CHALLENGE.** Hold a 5- to 10-week challenge to encourage workers to switch from sugary drinks to water. Look at the *Take Action!* guide, another tool in the *California Fit Business Kit*, for ideas. Give participants a log to track their progress. Provide rewards for participating. Water bottles or hydration packs make good prizes.
- **WRITE NEWS BULLETINS.** Include articles about the importance of hydration in employee newsletters, pay envelopes, emails, or any type of routine communications.
- **MAKE CONNECTIONS.** Do you have a fruit and veggie club? Work with them to provide in-season fruits and herbs to make flavored water. Try sliced cucumbers, lemons, or strawberries with mint or rosemary. Does your site take stretch breaks? Promote water to quench their thirst. Encourage employees to drink water and eat healthy snacks. Our bodies can get the sugar and salt they need naturally from the foods we eat, instead of a sports drink.

IN AGRICULTURE:

From harvest to water stations. Start a program that makes it easy for harvesters to get clean, cool water. Have water stations at all of the trucks and card check points. When harvesters deliver their containers, the crew supervisors and card check personnel will remind the crew to have a cup of water. Make sure restrooms are easily accessible.

Other Ways to Encourage Water Consumption at Work

- Provide water at the beginning and end of each day and during all breaks.
- Remind employees to drink water. Ring a bell or blow a whistle.
- Train all employees on the signs, symptoms, and dangers of heat-related illness. (Find resources at www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx.)
- Keep an eye on the temperature. Be aware of heat waves. Provide more water reminders these days.
- Encourage employees to drink smaller amounts more often.
- Make restrooms easily accessible.
- Remind employees that there are no consequences for using the bathroom.
- Keep bathrooms clean and well maintained. Employees should not avoid drinking water to avoid using the bathrooms.
- Make water readily available to those working outdoors.
- Provide bottled water at vending machines for an equal or lower price than other drinks. If needed, raise the price on sugary beverages to offset costs.

TOO MUCH OF A GOOD THING...

Never force yourself, or anyone else, to drink water. Do not host water drinking contests or competitions. Hyponatremia is a disorder of water balance and can be caused by forcing the body to drink too much water. Though rare, when this happens, water dilutes the blood sodium to a dangerous level.

DID YOU KNOW?

Eating snacks such as salted nuts and a banana can help supply the electrolytes you lose when you sweat.

GO FURTHER

- Decide which techniques are the most effective and include them in company wellness policies.
- Serve water at meetings and events instead of sugary drinks.
- Ask management to model water consumption.
- Adopt vending policies that provide a predominance of healthy beverage options at a price advantage (or go for 100% healthy).

FOR MORE INFORMATION:

Visit our website for great printable handouts, sample policies, and more information www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx

California Department of Public Health's *Rethink Your Drink* Campaign www.cdph.ca.gov/programs/cpns/Pages/RethinkYourDrink.aspx

rethink YOUR DRINK

The *Nutrition Education and Obesity Prevention Branch—Rethink Your Drink* Campaign is led by the California Department of Public Health.

The Campaign's primary goals are to:

- 1) educate low-income Californians about healthy drink options
- 2) help identify drinks with added sugar
- 3) make the link between consumption of sugary drinks and health risks

In this way, the Campaign hopes to shift consumption toward healthier, more affordable beverages like water. At the same time, the Campaign hopes to stimulate community-level partnerships and invite local environmental changes that will improve access, affordability and desirability of healthy beverages.



This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663. For important nutrition information, visit www.CaChampionsForChange.net.



Farm Fresh Produce Delivery



I magine having sweet, juicy fruits and crisp, crunchy vegetables delivered to your worksite. Think of the impact this could have on health and productivity! This tool will explain how to have boxes of fresh fruits and vegetables from local farmers delivered right to your worksite. Workers can eat them for a snack, or take them home to their families.

STEPS TO SUCCESS

1. Work with your Wellness Committee. Discuss the benefits of having fresh produce delivered to your site.
2. Find the money.
3. Choose a vendor.
4. Promote the program to workers.
5. Evaluate the program. Update as needed.

TOOL TIPS

Finding the Money

Figuring out how to fund the project can be a little tricky. Explore all of your options. Here are some to consider:

- Ask management to fund this project. They may be surprised by how well this small investment goes over with employees.
- If management is unwilling to pay for the deliveries, you can look at other options. Individual workers or groups of co-workers may be interested in paying for the produce themselves. The Wellness Committee could help with details.
- Management and staff could share the cost.
- Get creative with fundraising! Give workers the option of paying to wear blue jeans on Fridays. At a special event, let staff pay to throw water balloons at the boss.

Choosing a Vendor

Community Supported Agriculture (CSA), is a network of people who pledge to support a local farm, or farms. Members pay a price at the beginning of the growing season for a share of the anticipated harvest. Once harvesting begins, they receive weekly shares of vegetables and fruits.

There are also private produce delivery vendors to choose from. Go to www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx for links to vendors and CSA information. Or you can do your own Internet search. Try “produce delivery <your city>.” For example search “produce delivery Los Angeles.” This will help you get an idea about your options.

FARM-TO-FORK STAGES:

Farm-to-Fork refers to the system that gets our food from the soil (farm) to our dinner tables. Here are the steps:

1. harvesting
2. storage
3. processing
4. packaging
5. sales
6. consumption/table

IN AGRICULTURE:

- Allow employees to take home food from the farm. Provide recipes for preparing meals using the produce. Use your produce to offer culturally appropriate dishes at farm meetings or picnics.
- Host a farm stand with other local growers in the area to offer produce at discounted prices.
- Offer fruits and vegetables as snacks.

Things to consider when choosing a vendor:

- Do they deliver, or will someone have to pick up the order?
- Do they offer a package size that meets your needs?
- What is the cost? How are payments made?
- What is the company's reputation?
- What is the length of the contract?
- Is there a variety offered?
- What form you'll need — raw, washed, etc.?

Getting Out the Produce

- Choose a person to be responsible for passing out the produce. This might be a good job for someone on the Wellness Committee.
- Items could be left in break rooms, available in meetings, or delivered straight to workers.
- Make plans for what to do when someone is on vacation.
- Talk about what to do when there is leftover produce.

Evaluate the Program

Once the produce delivery has been going for a couple of months, evaluate it. Are the fruits and vegetables being eaten? Are the employees happy with the service? Is the cost what you expected? Make improvements based on your evaluation results.

GO FURTHER

- Have a contest to see who can create the best dish using the produce.
- Post nutrition facts and recipes for each item. Find great information at *Nutrition Education and Obesity Prevention Branch—Harvest of the Month Program*: www.HarvestOfTheMonth.com

FOR MORE INFORMATION:

Visit our website at www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- links to vendors.
- printable handouts.
- more information.



Healthy Vending Machines



Do you find workers looking for snacks throughout the day? Do you wish there was an easy way for staff to pick up something healthy? This simple guide will help you get healthy snacks into the hands of hungry workers.

STEPS TO SUCCESS

1. Here is another great project for the Wellness Committee! They can come up with a plan to make healthy vending a success.
2. Decide what kinds of changes need to be made. Get staff input.
3. Talk to your vendor.
4. Educate workers on how they can benefit from the vending changes.
5. Every few months talk about how the program is going. Make changes as they are needed.

TOOL TIPS

What Changes Should You Make?

There is no law telling private companies what they need to have in their vending machines. But you can choose to create a healthier work environment for the good of your workers. And you get to decide what kinds of changes you want to make.

Some ideas to consider:

- There are already lists of healthy vending items out there. One can be found here: www.fitpick.org. You can find others on our website www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx.

- Emphasize that you are making the health of your workers a priority. This will help get buy-in from workers. Promote the viewpoint of “providing additional healthy snacks because we care” rather than “taking away delicious snacks.”

You may want to phase-in your new healthy standards little by little. For example:

- 35% of vending items meet the new standards for the first month.
- 50% of vending items meet the new standards after 2-3 months.
- 75% of vending items meet the new standard after 3-4 months.
- 100% of vending items meet new standard after 6 months.

Working with Your Vendor

Businesses can decide what foods are in their onsite vending machines. You can tell your vendor what foods you want. Some vendors may not want to make healthy changes. They may believe it will hurt their sales. Other vendors will be happy to make healthy changes. For the health of your workers, find out what your vendor is willing to do. If you are choosing a vendor, ask what healthy foods will be offered.

Go to www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx for an example of a letter a business might send to their vendor.

More Tips for Making It Work

Now your vending machines have more healthy options. Great! But how can you make it more likely that your co-workers will choose the healthy options?

- **Price**
Make sure healthy items aren't too expensive. You may want to raise the price of unhealthy items, and lower the price of healthy items.
- **Placement**
Place healthier food and drinks at eye level.
- **Promotion**
Vending machines are big boxes. Use the sides and the front to promote healthy items. Find a mini-poster you can use on our website. Many vendors have stickers to indicate a snack is healthy.
- **Taste Tests**
Let workers sample a variety of healthy snacks. Workers can vote on their favorites. Ask your vendor to provide you with samples. Stock the favorites!
- **Survey**
Survey workers periodically about things they would like to see more or less of in the vending machines. This will give you a way to evaluate its effectiveness, and will give workers a way to give feedback. It might also help to identify areas to do nutrition education.
- **Educate**
Post the healthy vending policy and share it with the workers. Invite a speaker to offer lunch-time nutrition classes.

PATIENT PROTECTION AND AFFORDABLE CARE ACT

Section 4205 of the *Patient Protection and Affordable Care Act* requires vending companies operating more than 20 machines to post calories for all items in their machines.

GO FURTHER

- Ask your vendor to post calories.
- Invite a speaker to come in and teach your staff how to read nutrition labels.
- Give workers health information they can take home to share with their families.

FOR MORE INFORMATION:

Visit our website at www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

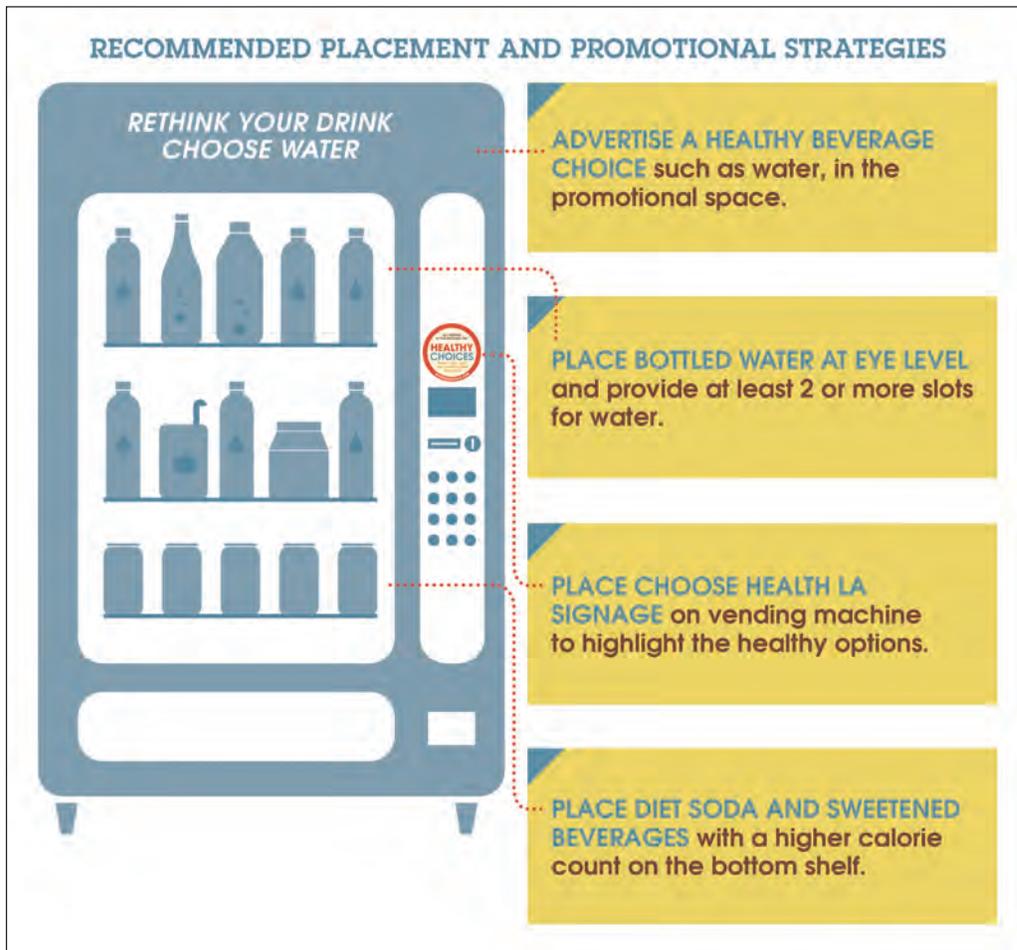
- sample policies.
- printable posters.
- printable handouts.
- more information.

ATTRIBUTES

*National Alliance for Nutrition & Activity
Model Beverage and Food Vending Machine
Standards*

Example of Healthy Vending Machine Offerings

The Los Angeles County Department of Public Health's *Choose Health LA* initiative promotes healthier offerings in vending machines. For more information on how to start a healthy vending machine policy visit www.choosehealthla.com.



Attribute: The Los Angeles County Department of Public Health's *Choose Health LA* initiative promotes healthier offerings in vending machines (www.choosehealthla.com).

Example of Food and Beverage Standards



Consider sharing these standards with the company that services your vending machine.

- **Food Standards**

- ≤ 35% calories from fat (except nuts, nut butters, seeds, reduced-fat cheese, dried fruit & nut/seed combos), and
- < 10% calories from saturated fat (except reduced-fat cheese, dried fruit & nut/seed combos), and
- ≤ 35% sugar by weight (except fruit, non-fried vegetables, dried fruit & nut/seed combos), and
- < 0.5 grams trans fat per serving, and
- ≤ 230 milligrams sodium

- **Beverage Standards**

- Water with no additives, including vitamins, minerals (e.g., electrolytes), stimulants (e.g., caffeine) and sweeteners.
- Unflavored* fat-free or 1% cow's milk with no added sweeteners.
- Unflavored* non-dairy milk alternatives with no added sweeteners.
 - No more than 2.5 grams of fat per 8 fluid ounces

- 100% fruit or vegetable juices or juice/water combinations with a maximum of 160 calories, 230 mg of sodium per container and no added sweeteners.
- Coffee and tea with no added caloric sweeteners.

* Unflavored milk means there can be no chocolate, strawberry, vanilla or other flavored milk and non-dairy milk alternatives offered or sold.

ATTRIBUTES

Food standards adapted from California Department of Education, Nutrition Services Division.

Beverage standards adapted from California Project LEAN's 100% Beverage Standards for Adult Settings.



Starting a Farmers' Market



Would workers enjoy shopping for local produce on their lunch break? Having a farmers' market near your work will bring more healthy choices to your workers. It's easier than you think to get one started!

STEPS TO SUCCESS

1. Enlist the help of your Wellness Committee. Read through this tool to see if starting a farmers' market is a viable option.
2. Use this guide to open and promote the farmers' market.
3. Let workers know about the program. Educate them on the benefits of eating more fruits and vegetables.
4. Routinely evaluate your program. Update as needed.

CERTIFIED FARMERS' MARKET VS. FARM STAND

A certified farmers' market is different than a farm stand. Farm stands are required to operate on or near the farm where the produce was grown. Certified farmers' markets are less regulated in proximity, and are certified by and operating in a location approved by the county agricultural commissioner. Both are required to meet certain health and safety standards, but are exempt from some other requirements such as grade, size and packaging. For more information, visit the California Department of Food and Agriculture at www.cdfa.ca.gov.

TOOL TIPS

Before You Get Started

Thinking about setting up a farmers' market? Here are a few things to consider before you get started:

- Find out if there are already farmers' markets nearby at www.cafarmersmarkets.com. If they already exist near your site, you might not choose to start your own. You could promote the existing markets to your staff instead.

If you believe you'd like to open a farmers' market:

- Opening a market takes time and effort. Share the work! Consider partnering with other businesses in your area.
- Think about where you'd like the market to be. At your site? At a community park? Make sure there's enough space for:
 - farmers to park their trucks to drop off their loads.
 - each farmer to set up a 10' x 10' booth.
 - patrons to safely and easily walk around.
- A small farmers' market with about five vendors needs about 300 regular customers to be successful. Make sure you have enough customers to support it.

- There are certain features a market site must have. They are:
 - electricity and water to meet local codes and laws.
 - restrooms within 200 feet. These should meet the codes for health and for disabled persons.
 - storage for market supplies.
 - parking, if you are expecting people to drive in.
 - enough trash cans.
 - appropriate zoning. Check with the appropriate authorities to make sure a farmers' market would be legal at the site.

IN AGRICULTURE:

- Allow employees to take home food from the farm; provide recipes for preparing meals using the produce and offer culturally appropriate dishes using the produce at farm meetings or picnics.
- Host a farmstand with other local growers in the area to offer produce at discounted prices.
- Provide fruits and vegetables offered at the farm as snacks.
- Provide access to an employee refrigerator or cooler for employees to store fruits and vegetables provided.

Getting Ready to Open the Farmers' Market

Once you have decided to start a farmers' market, here's what to do:

- Put together a team to work on this project. This might be the Wellness Committee.
- Read below about two different approaches. One is the farmers' market association approach. The other is to work with local farmers directly.
 - **Farmers' Market Association.** Go to www.cafarmersmarkets.com to find out if you have a farmers' market manager in your area. If you do, let them know you want to start a market at your site. The manager can help work out the details. He or she can get the permits needed and work with the farmers. Your role at the worksite will be to provide space and promote the market.
 - **Work with farmers directly.** You could also contact one or more farms. They may be able to take care of many of the details, including insurance. You will provide the space, promote the event, and work with the farm on the rest of the details. To find a list of farms near you, go to www.guide.buylocalca.org, or contact your local Farm Bureau.
- Most farmers' markets run from early May to late October. They are typically open one day each week for about four hours. Decide when you'd like to be open for business.
- Decide how many farmers you'd like to participate. Make sure you have enough customers to support the size.

- Do you want to include hot food vendors? Or sell flowers? Perhaps you'd like to have entertainment. Make these arrangements. If you are working with a farmers' market manager, he can help with these details.
- List the rules. Here are the rules from Davis Farmers' Market for you to review: www.davisfarmersmarket.org/info/DFM_Rules.pdf. Your farmers' market manager may draft the rules for you.
- Make sure your market accepts CalFresh (formerly food stamps)! This can be done using tokens or through receipts and an Electronic Benefit Transfer (EBT) system. For more information, visit www.ecologycenter.org/ebt/. Or visit us at www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx.
- Make sure you've completed all of the necessary permits and licenses before the grand opening.

Promoting the Farmers' Market

Once your farmers' market is ready to go, you'll need to promote it. Here are some tips:

- Get the information to your workers. Make a big deal out of opening day. Let them know the regular hours of operation. Use email, flyers, and posters. Get people talking.
- Distribute reusable bags to your workers with the market's days and hours listed.
- Send weekly reminders.
- Set up fun activities like food demonstrations. Provide taste testing. Give workers the opportunity to taste different kinds of foods. For taste testing ideas, check out www.HarvestOfTheMonth.com
- Share recipes. Ask employees to submit their favorite recipes using foods from the market. Put them together and share them. Or list one each month in a newsletter.



GO FURTHER

- Organizing a farmers' market is a lot of work. Find employees who love the program and enlist their help.
- Keep things fresh. Hold regular contests and events to keep people engaged.

If there are farmers' markets nearby:

- Provide a list to your workers. Include addresses, days and hours.
- Organize a group to walk to the markets during the lunch hour.

Onsite Garden

Maybe a farmers' market is not right for your site. But perhaps you have space for a garden instead. A garden can encourage physical activity and healthy eating, while making your campus more beautiful. It can also support relaxation and teamwork among co-workers. Here are some tips for starting an employee garden:

- Find out if workers want to start a garden.
- Talk to an expert to find out if your space will work.

- Provide space and supplies to get started. Provide 2-3 hours a week for one or more workers to maintain the garden.
- Start small. Leave room for growth, but keep things simple at first.
- Choose someone to coordinate the efforts.
- Set up a way to distribute the fruits and vegetables.
- Make a plan for how and when staff will work in the garden.
- Be realistic. It may take a year or more to get going.
- Think about how the garden will be good for morale.
- Hold a harvest party!

FOR MORE INFORMATION:

Visit our website at www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample rules.
- more information.



Creating a Breastfeeding-Friendly Worksite



Supporting breastfeeding saves money! Breastfeeding mothers and their babies are healthier.¹ Parents miss fewer days of work because their babies are sick less often.¹ It is also the law. State law says employers must provide a private space that is not a bathroom, for a mother to pump her milk. They also must offer the time to do so.

STEPS TO SUCCESS

1. Work with your Wellness Committee. Talk about how your worksite would benefit from supporting new moms.
 2. Review the California Lactation Accommodation Law.
www.californiabreastfeeding.org
 3. Create a program that supports new moms.
 4. Educate workers about the new breastfeeding program.
 5. Twice a year talk about how the program is going. Make changes as needed.
- An insulated cooler with ice packs or small private refrigerator will be provided to store expressed milk.
 - A sample policy can be found at the *Nutrition Education and Obesity Prevention Branch—Worksite Program* website at www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx.
 - Share the policy with all workers.

TOOL TIPS

Steps to Becoming a Breastfeeding-Friendly Worksite

- Have a written policy that supports breastfeeding employees. Include the following information:
 - The company expects positive attitudes towards women who return to work and continue to breastfeed. This is expected of staff at every level.
 - Breastfeeding employees can use break times to pump milk.
 - A comfortable, private space will be provided to moms for pumping their milk. It will have an electrical outlet and be

separate from the restroom. It will be close to the employee's work area.

- An insulated cooler with ice packs or small private refrigerator will be provided to store expressed milk.
- A sample policy can be found at the *Nutrition Education and Obesity Prevention Branch—Worksite Program* website at www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx.
- Share the policy with all workers.

Good for Business¹

Supporting breastfeeding moms is good for business. Research has found that companies with lactation programs are 60% more likely to keep their new mothers as employees than companies that do not.

Employers who support their breastfeeding workers have:

- women who return to work earlier.
- breastfed babies that get sick less often. This can mean less sick time taken by parents.
- lower health care costs.
- happier employees.
- workers that are more likely to stay on the job.
- better company image.

¹ Office of Women's Health. The Business Case for Breastfeeding: For Business Managers. U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau, 2008. <http://www.womenshealth.gov/breastfeeding/government-in-action/business-case-for-breastfeeding/business-case-for-breastfeeding-for-business-managers.pdf>, accessed 3/1/14.

Healthy for Mothers and Babies

Mothers who breastfeed have:²

- more time between pregnancies.
- an easier time returning to work.
- reduced risk of certain cancers.
- reduced risk of diabetes.
- slightly more weight loss.
- better management of stress.

Babies who are breastfed are:^{2,3}

- less likely to develop ear infections, colds, and flus.
- less likely to develop allergies and asthma.
- lower risk of diabetes, certain cancers, and obesity.
- lower risk of Sudden Infant Death Syndrome (SIDS).
- fewer trips to the doctor.
- healthy brain development.

It's the Law

State law says that employers must support breastfeeding women. They should provide time and a private space, other than a bathroom.

IN AGRICULTURE:

- Provide access to an employee refrigerator or insulated cooler with ice packs for workers to store pumped breast milk.
- Allow a flexible time schedule for pumping milk.
- Provide a private space for breastfeeding moms to use such as a personal pop up tent.

Women should be able to keep breastfeeding when they return to work.

Find California's breastfeeding laws at California Breastfeeding Coalition:

www.californiabreastfeeding.org/laws.html.

GO FURTHER

After creating a policy, worksites should:

- Set aside a room as a "Lactation Room" for breastfeeding moms to use.
- Provide a sink with warm water and a small private refrigerator near or in the room.
- Allow a flexible time schedule for pumping milk.
- Provide options such as part-time work or working from home to breastfeeding employees. This will make it easier for moms to come back to work.
- Offer longer maternity leave.
- Provide workers with breastfeeding resources and services in the community.
- Include breastfeeding information in the employee wellness program.
- Encourage workers to form a breastfeeding support group.
- Provide fresh water in the lactation room to help moms stay hydrated.

FOR MORE INFORMATION:

Visit our website at

www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample policies on breastfeeding in the workplace.
- printable handouts.
- links to the law.
- more information.

² Ip S, Chung M, Raman G, et al. Breastfeeding and maternal and infant health outcomes in developed countries. *Evidence Report/Technology Assessment No 153*. AHRQ Publication 07-E007. Rockville, MD: Agency for Health Care Research and Quality, April 2007.

³ Kramer MS, Aboud F, Mironova E, et al. Breastfeeding and child cognitive development: new evidence from a large randomized trial. *Arch Gen Psychiatry*. 2008;65:578-587.

Physical Activity Integration



Many of us work physically demanding jobs. Whether on a farm or in a hotel, your body is working hard. Sprains, strains, and back injuries sometimes happen. Stretching or warming up may help reduce injuries. And although workers may be active on the job, it might not be enough for good health. Finding ways to bring physical activity (PA) into the work day can help workers be fit and reduce the risk of injury.

STEPS TO SUCCESS

1. Work with your Wellness Committee. They will have the experience to know which methods will benefit your staff.
 2. Find out what kinds of PA programs interest employees.
 3. Develop a plan.
 4. Let workers know about the program. Educate them on the benefits of PA. Recognize their successes.
 5. Evaluate your program. Make changes as they are needed.
- Ask the PA expert to lead the warm ups once a week for a month. Then the staff can take turns leading others to correctly do the warm ups and avoid injuries.
 - Make it a routine. Do the warm ups every day at the beginning of the shift.
 - Get workers involved in leading the warm up.
 - Post signs that explain the importance of starting each day with a warm up.

TOOL TIPS

- **DAILY WARM UP.** Start each shift with a 5-10 minute warm up followed by stretching.
 - Ask management if they will hire a PA expert to come to your site. He or she can look at repetitive movement and job tasks. He or she might also be able to test worker fitness levels. Then he or she can determine which stretches and warm ups might help prevent injury. He or she may also find less harmful ways to do certain tasks.

IN AGRICULTURE:

Farming is physical labor. It can work the muscles in all areas of the body while burning calories. In 1996, 34% of lost-time injuries in agriculture were due to sprains and strains. And almost a quarter were due to back injuries.¹ There is a double concern when addressing physical activity at agricultural sites. Although workers may be active while at work, it may not be enough to maintain health or reduce stress. Further, if workers do not warm up and stretch before their activities in the field, this may increase their likelihood of injury.

¹ National Center for Farmworker Health, www.ncfh.org/?sid=36; 2002, accessed 2/27/2014

- **WALK AND TALK MEETINGS.** Conduct meetings while walking around the building, field, or campus. This will provide workers with a break from their repetitive movements.
 - Set an amount of time for the meeting so people can prepare to spend the time walking.
 - Bring a note pad. Jot down notes from the meeting, if necessary.
 - Let people know in advance so they can bring a water bottle or coat and wear appropriate shoes.
 - As always, have a meeting goal.
- **PA EVENTS.** Show support for PA through company and community events:
 - Sponsor a company team in a local league made up of workers or others.
 - Host a company BBQ for staff and their families. Include fitness games.
 - Sponsor a charity sports event with a company team.
- **PA CHALLENGE.** Work with your Wellness Committee to organize a PA challenge. The *Nutrition Education and Obesity Prevention Branch's Take Action!* is one option. A challenge is a good way to launch a wellness program. It can encourage workers to take part in other wellness activities. Team challenges spark competition, social support, and goal setting.
- **PARTNER WITH LOCAL HEALTH AND FITNESS EXPERTS.** Partners may help by offering health screenings, fitness assessments, and classes.
 - **Health education classes.** Offer health education classes during lunch or after work. Here are some organizations who may be able to provide classes:
 - Local health department
 - City parks and recreation
 - American Heart Association
 - Local hospitals, clinics, or health plans
 - **Fitness classes.** Hire a local instructor to conduct on-site fitness classes one day a week. Classes might include:
 - Yoga
 - Zumba
 - Aerobics
 - **Professional assessments.** Hire a fitness expert to conduct fitness assessments. Also, consider finding someone who can perform ergonomic analyses. They can help you determine which repetitive movements might cause problems. They may help you figure out better ways to do tasks to avoid injury.
 - **Health fair.** Sponsor a health fair at your site. Try working with a local clinic. Ask them to do health screenings. Invite health-focused organizations to attend. Provide employees with information on nutrition and PA. Give it to them in a way that they can take home to share with their families.
 - **Gym club memberships.** Ask for reduced rates for memberships at local health clubs.

AGRICULTURE RESOURCES:

Educational and injury prevention tip sheets can be found on the National Center for Farmworker Health:

www.ncfh.org/index.php?pid=113

The Centers for Disease Control and Prevention's Simple Solutions: Ergonomics for Farm Workers guide can be found here:

www.cdc.gov/niosh/docs/2001-111/pdfs/2001-111.pdf



GO FURTHER

Employers can help to encourage a strong wellness program by providing basic resources and support. The following are ways that an employer can support a wellness program.

- **Make policies.** Decide which techniques have been successful and write them into company health policies, where appropriate.
- **Lead by example.** Nothing shows your dedication to wellness more than getting involved and improving your own health. Participate in your wellness program. Model healthy behaviors.
- **Offer incentives.** Incentives should support activities in your program. Some examples of incentives for PA include:
 - Pedometer
 - T-shirts with health messages
 - Hats/bandanas
 - Refillable water bottles
 - Paid time-off
 - Gift cards to healthy restaurants or local gyms
 - Sports equipment for the family

- **Provide healthy messages.** Offer workers information about your wellness program. Include educational information about PA, and motivational support. Some tips for effective messaging include:

1. Promote your messages through paycheck stuffers, brochures or handouts, posters, or wellness bulletin boards.
2. Hang posters in high traffic areas. Try the break room fridge, or the restroom.
3. Change posters, bulletin boards, and paycheck stuffers often.
4. Have a wellness display in the employee break room. Include brochures and healthy recipes.

FOR MORE INFORMATION:

Visit our website at www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample policies.
- printable handouts.
- more information.



This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663. For important nutrition information, visit www.CaChampionsForChange.net.





Physical Activity Clubs

H healthy workers are less likely to be absent and more likely to do good work.¹ A worksite physical activity (PA) club can promote teamwork and increase morale.¹ This tool has the steps you need to create a successful PA club at your worksite.

STEPS TO SUCCESS

1. Work with your Wellness Committee. Decide whether or not your worksite would benefit from starting a PA club.
 2. Find out what types of clubs interest staff. Make a plan.
 3. Educate workers on the benefits of PA.
 4. Routinely evaluate your efforts. Make changes as needed.
- stretching
 - yoga
 - soccer
 - any combination of activities and interests
- **SET UP MEETING TIMES.** Choose a time when most workers can attend. Try to get the club together at least 2 to 3 days a week.
 - **PROMOTE THE CLUB.** Once you have members, activities, and meeting times, have a kick-off event. Announce the club at company meetings. Make posters and flyers to tell workers about the club. Make sure your flyers tell workers when the kick-off will happen. Include a contact number and email in case workers have questions. Tell them to bring a coworker!
 - **HOST A GREAT KICK-OFF EVENT.** Use the event to share handouts about the benefits of PA. Pass around a sign-up sheet for new members. Tell all members to check in with their doctors before taking part in PA.

TOOL TIPS

Getting Started

- **THIS IS A JOB FOR YOUR WELLNESS COMMITTEE.** They can spread the word about a PA club and get people to be part of it. Invite people who are already active.
 - **PLAN FOR SUCCESS.** Be sure to choose activities in which workers are interested. Do your research. Survey staff. Discuss which activities are suitable for your site. Consider available space and weather. Are most employees physically able to participate? Start a club that works for everybody. Some suggestions:
 - walking
 - aerobics
 - bicycling
 - weightlifting
- **KEEP THE CLUB GOING**
 - **ROTATE CLUB LEADERS.** Keep things fresh. Different club leaders will have different ideas and talents.
 - **SPREAD THE WORD.** Keep new members coming. Pass out calendars with the club activities.

¹ Baicker, Katherine, David Cutler, and Zirui Song. 2010. Workplace wellness programs can generate savings. *Health Affairs* 29(2): 304-311. <http://content.healthaffairs.org/content/29/2/304.full.pdf+html>, accessed 2/24/2014.



- **GIVE CLUB MEMBERS PRIZES.** Create a simple activity log for club members to track their progress. If money exists, give members pedometers, water bottles, healthy snacks, or other small items. Recognize the most improved or most active members.
- **EVALUATE YOUR PROGRAM.** Track how many people attend club events. Ask members to fill out surveys. Make changes when needed.
- **SHARE YOUR SUCCESS WITH COMPANY LEADERS.** This will help you get support from management for other wellness efforts.
- **CONGRATULATE YOURSELF FOR A JOB WELL DONE!** You've helped to make health a part of the work culture.

GO FURTHER

- Work with management to create policies that promote PA.
- Have club members alternate bringing in healthy snacks to share.
- Start a company-sponsored baseball or soccer team.
- Start a group to train for a running or walking event, such as a 10k.
- Celebrate health holidays, such as Bike to Work Day.

FOR MORE INFORMATION:

Visit our website at

www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample policies.
- printable physical activity tracker.
- printable handouts.
- more information.



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Improving Worksite Stairwells



Would you like to be more active during the workday without having to leave work? You can! Taking the stairs is a great way to add physical activity to your day. And it's free!

STEPS TO SUCCESS

1. Work with your Wellness Committee. Would your worksite benefit from improving your stairwells? And from promoting their use?
2. Make a plan. Read through this tool to find out how to make your stairwells safe places to walk.
3. Work with management to make the changes.
4. Get workers on board. Let them know about the improvements. Educate them on the value of getting physical activity by taking the stairs.
5. Routinely evaluate your stairwell program. Make changes as needed.

TOOL TIPS

Stairwell Basics

Make your stairwells safe and enjoyable. Be sure the following elements are in place:

- Only staff should be able to get in the stairwells from outside.
- Stairwells should be well lit and feel safe. Install mirrors and video cameras, if needed.
- They should be well maintained — no broken

doors, steps, handrails, or tripping hazards. The steps should have non-slip treads.

- Stairwells and handrails should be cleaned often.

Get Staff to Take the Stairs

Your stairwells are safe to use. Now how do you get workers to use them? Here are some ideas:

- Educate staff on the benefits of taking the stairs. It is physical activity, which helps with weight loss and overall good health.
- Help staff get started by encouraging them to take the stairs instead of the elevator once a day.
- Encourage all workers to participate, from management to maintenance. Each person can model healthy living and support one another.
- Have a fun competition. Measure one flight of stairs. Figure out how many flights it would take to climb the Empire State Building. Provide staff with a paper to track their progress. Or try a larger goal, like Mt. Everest. Staff can work in teams.
- Provide prizes! Something as simple as a ribbon or sticker can be a good incentive. Recognize employees in a newsletter. A little recognition can be really encouraging.

- Team up with colleagues to start a “Stairwell Club.” The team members can encourage one another.
 - Take the stairs for physical activity when the weather is bad outside.
 - Make charts for the break room or stairwells where members can track the number of flights they’ve taken.
 - Recognize club achievements in newsletters.
- Post signs near the elevator. You can find some to print at the *Nutrition Education and Obesity Prevention Branch—Worksite Program* webpage at www.cdph.ca.gov/programs/cpns/Pages/WorksiteFitBusinessKit.aspx.
- Or create your own signs. Here are some examples:
 - That’s one small step for me. One giant leap toward good health.
 - Do some reps... take the steps.
 - For a better today and a healthier tomorrow.
 - Physical activity will add years to your life, and life to your years.
 - Raise your fitness level one step at a time.
 - Sneak activity into your daily routine.
 - Step up to a healthier lifestyle.
 - Small steps make a big difference.
 - The cheapest gym anywhere... the stairs!
 - The victory is not always to the swift, but to those who keep moving.
 - There are 1440 minutes in every day... schedule 30 of them for physical activity.
 - Your heart needs exercise. Here’s your chance.
- We are what we repeatedly do. (Aristotle)
- In one minute a 150 pound person burns approximately 10 calories walking up the stairs, and 1.5 riding the elevator.¹
- Change posters and messages often.
- Provide music in the stairwells.
- Add color! Paint the walls in the stairwell a happy color. Or ask gifted staff or local artists to paint a mural.
- Rename the stairwells as “The Fitness Zone.” Use this name on signs and in the newsletter. Add signs to stairwell doorways: “YOU ARE NOW ENTERING THE FITNESS ZONE.”
- Put footprints on the floor that lead from the elevator to the stairs. Have a message spelled out along the way.



Attribute: Poster from Center for Disease Control and Prevention, Healthier Worksite Initiative
http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/stairwell_messages.pdf

¹ Ainsworth BE, Haskell WL, Herrmann SD, Meckes N, Bassett Jr DR, Tudor-Locke C, Greer JL, Vezina J, Whitt-Glover MC, Leon AS. 2011 Compendium of Physical Activities: a second update of codes and MET values. *Medicine and Science in Sports and Exercise*, 2011;43(8): 1575-1581
<https://sites.google.com/site/compendiumofphysicalactivities>, accessed 2/24/2014.

GO FURTHER

- Stairwells are a great place to be physically active, but it's important to use caution. Here are a few tips to share with your employees:
 - Advise employees to consult with their doctors before increasing the amount or intensity of physical activity or beginning a vigorous exercise program.
 - Always use the handrail.
 - Keep your eyes on the stairs at all times.
 - Take one step at a time.
 - Never stop on a landing to converse with someone or congregate right outside a door at the top or bottom of a stairwell.
- Work with management to create policies that care for safe stairwells and promote their use.

FOR MORE INFORMATION:

Visit our website at www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- sample posters.
- printable handouts.
- more information.



ATTRIBUTES

Physical Activity and Nutrition Coordinating Committee (PANCC), Issue Memo—Promoting Stairwell Use in the East End Complex, California Department of Public Health internal/unreleased document, 2003.



This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663. For important nutrition information, visit www.CaChampionsForChange.net.





Take Action!

Take Action! is a free 10-week program. Workers set goals for eating more fruits and vegetables, or being more physically active. They work in teams to support each other. This program can improve teamwork and morale. This is a great way to kick-off a new wellness program.

STEPS TO SUCCESS

1. Work with your Wellness Committee.
Discuss how your worksite would benefit from taking part in *Take Action!*
2. Use the full version of the *Take Action!* guide, found online at www.takeactionca.com. You will find more tips on making the program work for your site.
3. Plan, promote, and put on your own *Take Action!* program.
4. Evaluate your program. Share the results with management and workers.

TOOL TIPS

The Four Phases of Take Action!

1. PLANNING PHASE

- Seek management support for *Take Action!* Let them know it:
 - is flexible.
 - is a 10-week program.
 - encourages workers to eat fruits and vegetables.
 - encourages workers to be physically active.
- Recruit a planning committee (or use your worksite wellness team). Recruit team captains.

- Plan your *Take Action!* kick-off event.
- Get prizes. These might include:
 - t-shirts
 - water bottles
 - healthy snacks
 - jump ropes
 - exercise balls

2. PROMOTION PHASE

- Promote your program through:
 - emails
 - flyers
 - announcements at meetings
- Conduct your *Take Action!* kick-off event.
- Register participants at the kick-off event. Have them set their *Take Action!* goals.

3. ACTIVITY PHASE

- Hold activities and workshops that support your *Take Action!* program. Some suggestions:
 - healthy cooking demonstrations
 - health and nutrition-based lectures
 - physical activity classes, such as:
 - tai chi
 - yoga
 - Zumba



- Support the team captains. Then they will support the program participants.
- Give prizes to participants who meet their goals.
- Have a celebration at the end of the program.

4. EVALUATION AND CELEBRATION PHASE

- Collect and analyze program evaluation forms. Determine how many participants met their goals.
- Share the results with management and workers.
- Celebrate!

For more details, please visit the website at: www.takeactionca.com. Here you will find:

- the complete *Take Action!* guide.
- educational materials and activities.
- resources.

GO FURTHER

- Make *Take Action!* an annual event. Or make it semi-annual, once as a physical activity tool, and once focusing on nutrition.
- Invite staff family members to participate.

RESOURCES

Visit our website at

www.cdph.ca.gov/programs/cpns/Pages/WorksiteProgram.aspx for:

- printable handouts.
- physical activity trackers.
- link to www.takeactionca.com.
- sample promotional material.
- more information.



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