



# Live Well Waco Healthy Worksite Recognition Program

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## 2019 Application

### Introduction

The Live Well Waco (LWW) Healthy Worksite Recognition Program is an initiative developed by the Waco-McLennan County Public Health District (WMCPHD) and LWW Coalition. The purpose of the program is to identify and honor local businesses that promote and support employee wellness and are committed to meeting employee's health needs. The WMCPHD and LWW Coalition are committed to protecting and promoting the health of all residents in Waco-McLennan County.

The LWW Coalition is a community coalition dedicated to improving the health and wellbeing of McLennan County residents through collaborative community action, education, and prevention. LWW focuses on several performance measures that include: nutrition, physical activity, mental health, environmental health, and worksite wellness. The coalition is dedicated to improving the quality of life of residents by encouraging and assisting McLennan County employers with providing health and wellness opportunities to their employees.

The WMCPHD in partnership with the community aims to continuously improve the health and wellbeing of the citizens of our county through creative innovation and collaboration. The LWW Healthy Worksite Recognition Program is an innovative assessment in McLennan County that has the power to improve the health and wellbeing of residents by encouraging worksite wellness through collaboration with McLennan County employees.

### Businesses Interested in Applying

Businesses and organizations that are dedicated to making employee health and wellness a top priority and who actively promote and support employee health and wellness should apply to be recognized by the LWW Healthy Worksite Recognition Program.

### Eligibility

Businesses, organizations, and employers are eligible to apply if they:

- Are located in Waco-McLennan County and
- Have the ability to offer upper-level management support of health and wellness programs

### Participation

To apply for the LWW Healthy Worksite Recognition Program, begin by reviewing the criteria listed in subsequent pages and submit the requested information regarding your organization's existing health and wellness programs.



Complete the employer profile information requested. Then, check all performance measures (boxes) that apply within each of the four categories (*Health Promotion & Education, Nutrition, Physical Activity, and Tobacco & Smoking Cessation*). Finally, submit your organization's Program Overview Form.

Applications must be signed and certified by the senior-most management of your organization to be accepted and reviewed for recognition. If your organization's application is incomplete, it will not be reviewed for recognition.

Please submit only **one** application per organization. If your organization has more than one location, you should submit an application that represents and considers your organization's health and wellness programs overall.

Awards will be given out to organizations that meet the LWW Healthy Worksite Recognition criteria the calendar year before applications are requested.

## **Recognition Levels**

The LWW Healthy Worksite Recognition Program will award organizations of all sizes that have beginner and advanced health and wellness programs. Organizations will be awarded one of four levels:

- Bronze
- Silver
- Gold
- Platinum

## **2019 LWW Healthy Worksite Recognition Program Updates**

- 2019 serves as the pilot of the LWW Worksite Recognition Program
- Organizations awarded one of the four award levels will receive a certificate to advertise their achievement.
- Gold and Platinum applicants will be recognized at a City of Waco Council Meeting



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### Instructions

Applicants will check all performance measures in the categories listed below that outline their organization's achievement of minimum eligibility requirements for Bronze, Silver, Gold, or Platinum recognition.

1. Health Promotion & Education
2. Nutrition
3. Physical Activity
4. Tobacco & Smoking Cessation

Each category has been divided into three types of health and wellness support that can be selected from to achieve an award level.

1. Organizational Processes: processes an organization has in place to promote employee's health and wellness within each of the four categories
2. Reinforcement Structures: structures an organization has in place that make it easier for employees to improve health and wellness within each of the four categories
3. Organizational Impact: expected outcomes that can be observed or measured as a result of organizational processes and reinforcement structures an organization has implemented

### Minimum Eligibility Requirements

Organizations applying must meet the minimum requirements listed below for their designated application level.

#### Bronze

- Organization has a health and wellness program with the goal of improving employees health and wellness
- Has achieved three (3) performance measures from the list provided in each of the four categories
- A minimum of nine (9) performance measures have been achieved from any of the four categories
- Complete one (1) Program Overview Form (350 words)

#### Silver

- Organization has a health and wellness program with the goal of improving employees health and wellness
- Has achieved five (5) performance measures from the list provided in each of the four categories
- A minimum of fifteen (15) performance measures have been achieved from any of the four categories
- Complete one (1) Program Overview Form (350 words)



## **Gold**

- Organization has a health and wellness program with the goal of improving employees health and wellness
- Has achieved seven (7) performance measures from the list provided in each of the four categories
- A minimum of twenty one (21) performance measures have been achieved from any of the four categories
- Complete one (1) Program Overview Form (350 words)

## **Platinum**

- Organization has a health and wellness program with the goal of improving employees health and wellness
- Has achieved nine (9) performance measures from the list provided in each of the four categories
- A minimum of twenty seven (27) performance measures have been achieved from any of the four categories
- Complete two (2) Program Overview Forms (350 words each)

## **Selection of LWW Healthy Worksite Recognition Program Honorees**

A LWW Coalition sub-committee will review applications for organizations that achieve the minimum requirements. The LWW Coalition sub-committee will review applications for completeness; minimum eligibility requirements for application award level, and assess each organization's included Program Overview Forms.



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## 2019 Application

### Employer Profile

#### 1. Contact Information

Organization Name	
Name of Organization Contact	
Department	
Employer Address	
City/Town	
State	
ZIP Code	
County	
Email Address	
Phone Number	

#### 2. Organization Information

Website Address	
# of Years Wellness Program in Place	
Total Number of Employees	
Mission Statement for Wellness Program*	
Budget for Wellness Program*	

\* Indicates requirement of Platinum applicants only

#### 3. Certification

As the employee representative for my organization, I certify that my organization implements the following health and wellness programs and these programs are currently in place and have been implemented within the previous calendar year.

Please type your full name in the text box below to state your understanding and agreement of the certification statement listed above.



# Live Well Waco Healthy Worksite Recognition Program

## Health Promotion & Education

Category	Requirements
Organizational Processes	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization provides health and wellness education information through a variety of resources</li> <li><input type="checkbox"/> Organization offers health and wellness information to employees on a <i>monthly</i> basis (newsletters, social media, emails, programs, etc.)</li> <li><input type="checkbox"/> Organization provides seasonal health information to employees (flu vaccines, safety, emergency preparedness)</li> <li><input type="checkbox"/> Organization has a designated onsite employee that provides wellness information to staff</li> <li><input type="checkbox"/> Organization has a designated committee for wellness</li> </ul>
Reinforcement Structures	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization promotes healthy living by offering events (lunch and learn sessions, chronic disease self-management seminars, and or wellness challenges) to employees during work hours</li> <li><input type="checkbox"/> Organization promotes healthy living by encouraging employees to attend events (lunch and learn sessions, chronic disease self-management seminars, and or wellness challenges) held by the organization or partner organizations</li> <li><input type="checkbox"/> Organization provides a health and wellness resource guide (a list of health and wellness community resources and opportunities, organization policies and reinforcement structures, etc.) to employees</li> <li><input type="checkbox"/> Organization has health and wellness books, materials, brochures, etc. onsite for employee's use</li> <li><input type="checkbox"/> Organization offers training in first aid, CPR, and use of AED</li> <li><input type="checkbox"/> Organization provides mother friendly environments such as an onsite location designated for breastfeeding or pumping and offers appropriate break time for mothers to breastfeed or pump</li> </ul>
Organizational Impact	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organization will measure employees' ability to engage in health and wellness activities at work</li> <li><input type="checkbox"/> The organization will request employee feedback on health promotion and education events at least once a year</li> <li><input type="checkbox"/> The organization will measure employee participation in onsite health and wellness seminars, yearly</li> <li><input type="checkbox"/> The organization experiences maintained or improved participation in onsite health and wellness seminars, yearly</li> </ul>



# Live Well Waco Healthy Worksite Recognition Program

## Nutrition

Category	Requirements
Organizational Processes	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization sends out <i>quarterly</i> communication promoting healthy eating and/or updates <i>quarterly</i> (newsletters, social media, emails, programs, etc.)</li> <li><input type="checkbox"/> Organization sends out <i>monthly</i> communication promoting healthy eating and/or updates <i>monthly</i> (newsletters, social media, emails, programs, etc.)</li> <li><input type="checkbox"/> Organization promotes fruit and vegetable consumption at meetings/events</li> <li><input type="checkbox"/> Organization promotes nutrition by offering health and wellness events (lunch and learn sessions, nutrition and cooking seminars, nutrition centered wellness challenges, etc.) to employees during work hours</li> <li><input type="checkbox"/> Organization promotes nutrition by offering weight management classes to employees during work hours</li> </ul>
Reinforcement Structures	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization's vending machines provides healthy vending options</li> <li><input type="checkbox"/> Organization is making changes to provide healthy vending options</li> <li><input type="checkbox"/> Organization provides a clean and safe break room for employees (provides microwaves, refrigerators, sink, kitchen area, etc.)</li> <li><input type="checkbox"/> Organization provides filtered water, a water cooler, or continuous access to bottled water for employees</li> <li><input type="checkbox"/> Organization provides fruit and vegetables at some meetings/events</li> <li><input type="checkbox"/> Organization provides healthy beverage options at meetings/events</li> </ul>
Organizational Impact	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organization will report an increase of fruits and vegetables available to employees during work hours</li> <li><input type="checkbox"/> The organization will report an increase of healthy beverages available to employees during work hours</li> <li><input type="checkbox"/> The organization will measure employee participation in nutrition based wellness programs or challenges annually</li> <li><input type="checkbox"/> The organization will measure employees' access to healthy foods and beverages while at work on an organization survey</li> <li><input type="checkbox"/> The organization will measure employees' behavior change or a desire to engage in healthy behaviors (i.e., eat more fruits and vegetables, drink more water, etc.) after each worksite wellness program on an organization survey</li> </ul>



## Live Well Waco Healthy Worksite Recognition Program

### Physical Activity

Category	Requirements
Organizational Processes	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization sends out <i>quarterly</i> communication promoting physical activity and/or updates written or visual mediums <i>quarterly</i></li> <li><input type="checkbox"/> Organization sends out <i>monthly</i> communication promoting physical activity and/or updates written or visual mediums <i>monthly</i></li> <li><input type="checkbox"/> Organization provides discounted gym or recreational center memberships for employees interested in physical activity</li> <li><input type="checkbox"/> Organization promotes active meetings for employees (standing, stretching, walking, jogging, etc.)</li> <li><input type="checkbox"/> Organization promotes participation in physical activity groups before work, during lunch, or after work (walking, jogging, group exercise classes, etc.)</li> </ul>
Reinforcement Structures	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization provides organized independent or group physical activity programs for employees</li> <li><input type="checkbox"/> Organization provides employees with small exercise equipment (stretch bands, ankle weights, hand weights, jump ropes, etc.)</li> <li><input type="checkbox"/> Organization allows employee access to equipment that promotes activity while working (standing desk, fitness balance chair, etc.)</li> <li><input type="checkbox"/> Organization has signage encouraging employees to participate in on-site physical activity (e.g., taking the stairs, stretch breaks)</li> <li><input type="checkbox"/> Organization has established/is in the process of establishing safe walking routes near the workplace or at the nearest park or school by the work location</li> <li><input type="checkbox"/> Organization provides bicycle storage for employees to use onsite</li> </ul>
Organizational Impact	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organization will measure employees' behavior change or a desire to engage in healthy behaviors (i.e., participating in more physical activity, engaging in walking meetings, etc.) after each worksite wellness program on an organization survey</li> <li><input type="checkbox"/> The organization will measure employees' ability to be physically active at work on an organization survey</li> <li><input type="checkbox"/> The organization will measure the number of active meetings held each year</li> <li><input type="checkbox"/> The organization will measure the number of employees with access to physical activity (discounted employer gym memberships, onsite fitness equipment, etc.)</li> <li><input type="checkbox"/> The organization will measure employee participation in a physical activity based wellness challenge/program through work</li> </ul>





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## Tobacco & Smoking Cessation

Category	Requirements
Organizational Processes	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization has a smoking and tobacco use policy that is clearly communicated to all employees</li> <li><input type="checkbox"/> Organization is a tobacco-free and smoke-free site that applies to inside and outside the location(s) within 200 feet of the entrance</li> <li><input type="checkbox"/> Organization promotes the services of the Texas state quitline: 1-877-YES-QUIT, through emails, posters, bulletin boards, newsletters, social media and other mediums</li> <li><input type="checkbox"/> Organization promotes or encourages cessation classes (i.e., reimbursement for class completion)</li> </ul>
Reinforcement Structures	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organization provides self-management materials and educational resources for tobacco cessation</li> <li><input type="checkbox"/> Organization provides tobacco cessation aids and medications, either directly or through insurance benefits (i.e., Chantix, nicotine patches, etc.)</li> <li><input type="checkbox"/> Organization provides incentives for tobacco cessation</li> <li><input type="checkbox"/> Organization offers a smoking cessation program</li> <li><input type="checkbox"/> Organization offers a smoking cessation program during work hours</li> <li><input type="checkbox"/> Organization displays tobacco-free or non-smoking signage</li> </ul>
Organizational Impact	<ul style="list-style-type: none"> <li><input type="checkbox"/> The organization will measure the number of employees that report using tobacco and smoking products</li> <li><input type="checkbox"/> The organization will report a decrease in employee tobacco usage</li> <li><input type="checkbox"/> The organization will measure the number of employees utilizing tobacco cessation programs</li> <li><input type="checkbox"/> The organization will measure employees' knowledge of available resources for smoking cessation</li> <li><input type="checkbox"/> The organization will measure employees' behavior change or a desire to engage in healthy behaviors (i.e., quit smoking, smoke less frequently, etc.) after each worksite wellness program on an organization survey</li> </ul>