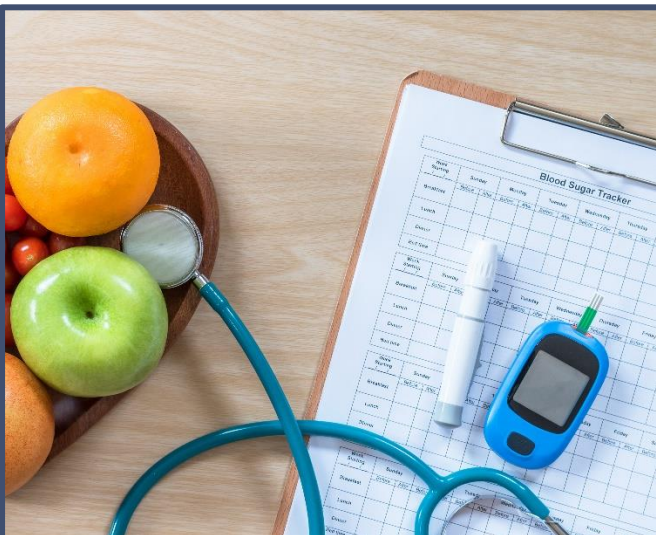




Workplace Wellness Toolkit



Acknowledgements

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**Thank you for helping to incentivize
better health and wellness among State employees:**



Toolkit at a Glance

The Workplace Wellness Toolkit is intended to assist Executive Branch agencies with implementation of the [Workplace Wellness Policy and Procedures](#).¹ This toolkit offers best practices for employers, tips, tools, and shareable resources **(with quick links to additional information)** related to workplace wellness, including organizing and planning workplace wellness initiatives and on a variety of health and wellness topics, such as physical activity, healthy eating, mental health and wellness, chronic condition prevention and management, and more.

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Introduction to Workplace Wellness

The workplace is an important setting for supporting health and wellness. Workers typically spend a third of their day in the workplace, five days a week. Providing opportunities for people to be healthy in and around the workplace can have substantial effects on their health and wellness. Comprehensive workplace wellness initiatives that foster a culture of health and support employees' physical, emotional, and social well-being benefit employees and employers in myriad ways.

Benefits of Workplace Wellness Initiatives for Employers and Employees

- Reduced health risks and improved health status and quality of life among employees
- Lower health care costs and disability and fewer worker's compensation claims
- Improved productivity, morale, and retention
- Reduced absences from illness or injury

According to the [CDC](#), *workplace health programs* are "a coordinated and comprehensive set of strategies which include programs, policies, benefits, environmental supports, and links to the surrounding community designed to meet the health and safety needs of all employees."² Successful workplace wellness initiatives are those that view employees' health and wellness holistically and treat wellness as a core factor of business operations.

Workplace Wellness Initiative Components (Examples of Wellness Activities)

Some examples of wellness activities (events, campaigns, or programs) that may be incorporated into the workplace and offered as a part of an employer's wellness initiative include:

- Online health risk assessments
- Screenings
- Vaccination clinics (e.g., flu)
- Promoting the Employee Assistance Program (EAP) to support employees' mental health and well-being
- Seminars/workshops on health and wellness topics
- Health fairs
- Employee interest surveys
- Lunchtime exercise classes or walking groups
- Challenges – physical activity and/or weight loss/management
- Organizing teams for a 5K run/walk
- Environmental supports, such as signs encouraging employees to take the stairs rather than the elevator and making stairwells more appealing for use (consider music, lighting, cleanliness, and safety)

- Active meetings (e.g., walking, stretch breaks)
- Healthy food options at meetings, trainings, and conferences, as well as in workplace cafeterias, snack bars, and vending machines
- Workplace policies that promote and support employees' health and well-being (e.g., modifying existing dress code policies to allow employees to wear activewear at work while engaged in physical activity)

Employers should aim to create comprehensive, evidence-based workplace wellness initiatives that address the health needs and interests of all employees. For more information and resources on workplace wellness generally, visit the [CDC Workplace Health Resource Center](#), which offers searchable, research-based tools and resources to help employers engage in workplace wellness.³ The [accompanying guide](#) explains what the Workplace Health Resource Center offers and how to navigate it.⁴

Organization and Planning

Wellness Leaders and Committees

A designated leader and a supporting group of employees plan and organize workplace wellness initiatives. **Wellness leaders**, in collaboration with their organization's management, departments, and employees, are responsible for creating and coordinating workplace wellness plans and activities, overseeing the development and maintenance of employee wellness committees, providing ongoing assessment of the effectiveness of initiatives, and directing employees to wellness resources. **Wellness committees** are teams of employees who meet formally and have identified objectives, goals, and strategies to encourage healthy behaviors at the workplace and establish health-friendly work environments.

Establishing a wellness committee is an important step toward creating an effective workplace wellness initiative because wellness committees are essential to communicating with, motivating, and supporting other employees in their wellness goals. Wellness committees should encompass a cross-section of the employee population who are interested in promoting workplace wellness and represent the organization's various levels, occupations, and demographics. The suggested committee size is 5 to 8 members (including the wellness leader, who should oversee the committee), with a total cap of 10 members.

Recruiting Wellness Committee Members

You can recruit wellness committee members in person and via emails, flyers, and employee newsletters. Committee members should represent a cross-section of the employee population to ensure full representation across the workforce.

Wellness committee members should have the following qualifications:

- Personal interest in health
- Dependable, reliable, and respected by fellow employees
- Good communication and interpersonal skills
- Willingness to promote the importance of health and wellness among peers
- Commitment to helping the workplace wellness initiative succeed
- Available to meet at least once a month and regularly participate in wellness activities

[WorkWell NC's Wellness Committee Guide](#) provides more information on the importance and purpose of wellness committees in the workplace and step-by-step instructions for establishing and maintaining a wellness committee.⁵ The guide includes tips for meeting frequency, sample agenda items, committee action plan templates, and more.

Case Study: Wellness Committees at the Tacoma-Pierce County Health Department

The Tacoma-Pierce County Health Department, in Tacoma, Washington, is one of the participating employers in the CDC's National Healthy Worksite Program. Under the program, the health department launched a new employee wellness program and established a workplace wellness committee as a defining feature of the program.

The health department's wellness committee consisted of eight members (including a representative from the health department's management team) who met monthly. Committee members spent an additional hour each month supporting workplace wellness programming. The committee used many different forms of communication to share information about wellness and ongoing wellness activities in the workplace, including emails; meeting announcements; and information posted on bulletin boards, in employee breakrooms, and in restrooms.

The following are some of the key accomplishments of the wellness committee during the health department's participation in the National Healthy Worksite Program:

- Created an employee website to post information about wellness program activities; healthy recipes; and articles that promote the wellness program, highlight success stories, and feature management role models
- Promoted local farmers' markets and distributed locally grown produce to employees
- Encouraged use of on-site exercise facilities, modeled walking meetings, and shared short video clips and posters of simple stretches and exercises employees could perform at their desks
- Organized teams and participation in wellness events such as the American Heart Association's Heart Walk and a bike-to-work month
- Delivered a presentation on stress management and depression to employees, which prompted the committee to then offer monthly self-care discussion groups to which all staff members were invited
- Promoted local stress management resources and support services from the employee assistance program

More information about efforts of the Tacoma-Pierce County Health Department's wellness committee, and how the committee was critical to improving employee health and wellness, is available [here](#).⁶

Needs Assessment and Quality Monitoring

Every workplace has a unique mix of employees with different wellness-related needs and interests as well as different capacities to meet those needs and interests. When creating wellness initiatives, employers must decide which workplace health activities, events, and resources will be the most valuable and effective for their employees. Therefore, it is important to assess what kinds of wellness activities employees are interested in and willing to do, how employers might or might not already be meeting employees' needs and interests, and how effective wellness initiatives are over time at getting high participation and ultimately improving outcomes related to employee health and wellness.

Planning a Workplace Wellness Initiative

Assessing workplace health is an important step while planning a workplace wellness initiative. Workplace health assessments collect information on an individual and organizational level to determine what workplace factors influence employees' health and wellness and to identify potential opportunities to improve employees' health and wellness.

Some key questions to ask while assessing workplace health include the following:

- What are the most significant (and the most common) health issues affecting employees?
- What are employees' health and safety concerns?
- What features, resources, or opportunities would employees like to see offered in a workplace wellness initiative?
- What steps have already been taken to address employees' health and wellness (that is, are there any existing policies and programs related to these issues)?

Some of the more frequently used data sources for workplace health assessments include the following:

- **Employee surveys:** Health risk appraisals, satisfaction surveys, and interest assessments provide direct input from employees on their health needs and preferences for workplace wellness programs. Surveys are also useful tools for evaluating the success of a wellness program over time.
- **Interviews:** Interviews with supervisors, managers, and employees can provide important information for planning workplace wellness programs.
- **Assessment of current activities:** Reviewing the existing wellness-related programs and policies can provide important information about the activities and services employees currently use.
- **Health care and prescription claims data:** The Statewide Benefits Office (SBO) provides organization-specific score cards annually to agency leadership that contain aggregate data (for example, health care utilization, screening rates, site of

care usage, and condition prevalence) for their agency's employees who are enrolled in a State of Delaware health plan. Benchmark comparisons against other State agencies and the State overall are included. Agencies are encouraged to act on the areas of opportunity in the score card by incorporating them into their wellness plans, activities, and communications. A Group-Level Score Card can be found on the SBO, DHR [Facts and Figures](#) page.³²

More information about workplace health assessments is available [here](#).⁷

The resources that follow offer additional guidance on assessing employee and workplace wellness, including tools employers can use to help plan and monitor their programs.

- [Employee Level Assessment](#): This web page offers guidance for designing and delivering surveys that assess the health needs and interests of employees, including considerations for distributing the surveys and analyzing results. *Developed by CDC.*⁸
- [CDC Worksite Health ScoreCard](#): The CDC Worksite Health ScoreCard is a tool that helps employers assess whether their workplace offers evidence-based health promotion programs, policies, benefits, and environmental supports to employees. The score card is a helpful tool to use while planning a workplace wellness initiative and evaluating changes made in wellness policies, plans, and activities over time. This web page provides an overview of the score card as well as links to the tool and scoring methodology. *Developed by CDC.*⁹
- [CDC Employee Health Assessment \(CAPTURE\)](#): The CDC Employee Health Assessment is a survey that assesses employees' health status, health behaviors, readiness to change, needs and interests related to worksite health and safety, and work-related health history. *Developed by CDC.*¹⁰
- [CDC National Healthy Worksite Program Health and Safety Climate Survey \(INPUTS\)](#) and [accompanying user manual](#): The CDC National Healthy Worksite Program Health and Safety Climate Survey is a tool to assess employees' perceptions of the work environment, working conditions, and the attitudes of supervisors and coworkers that support a healthy worksite culture. The user manual provides guidance for administering and scoring the survey. *Developed by CDC.*^{11, 12}
- [Carefully Crafting Your Organization's Wellness Plan](#): Developing a wellness plan is an important part of establishing a workplace wellness initiative. This brief provides instructions for creating a wellness plan that includes vision and mission statements and SMART goals and objectives. *Developed by Wellness Council of America.*¹³

Monitoring and Evaluation of Workplace Wellness Initiatives

In addition to assessing the needs of employees at the start of a wellness initiative, employers must also monitor the progress and success of workplace wellness initiatives over time to ensure that participation is sufficiently high and that the activities positively influence employees' health and wellness. When planning a workplace wellness initiative, agencies and departments should include a monitoring and evaluation plan to measure the quality and effectiveness of the initiative.

Monitoring and evaluation plans examine two kinds of measures related to activities: **process measures** and **outcome measures**. **Process measures** reflect the steps taken to implement a workplace wellness initiative and their resulting activities. Some examples of process measures are the number of presentations on wellness topics offered to employees, employee attendance at wellness activities, and the costs of offering wellness activities.

Outcome measures examine events or conditions that indicate the initiative has successfully achieved its goals. Short- and intermediate-term outcome measures include reduced levels of risky health behaviors (such as tobacco use) or increased use of on-site fitness facilities, and long-term outcome measures include reduced illnesses or injuries over time. It is important for outcome measures to align with the goals of the workplace wellness initiative and to assess likely results among employees.

More information on evaluating workplace wellness initiatives (including the CDC framework for evaluation and other outcomes of interest) is available [here](#).¹⁴

Equity and Accessibility

Employers must assure that all employees have equitable access to the same wellness opportunities and supports in the workplace regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other category protected by applicable State and/or federal law.

How to Build Equitable and Accessible Workplace Wellness Initiatives

Health equity in workplace wellness means assuring that every person has a fair and just opportunity to be as healthy as possible. This requires removing the obstacles people face in achieving their full health potential because of their social position or other socially determined circumstances. It is important for all workplace wellness initiatives to be **equitable**.

Here are some considerations for assuring a workplace wellness initiative is equitable, accessible, and inclusive:

- **Planning teams such as the wellness committee should be diverse and represent the entire employee population.**
- **Marketing materials should represent and be accessible to all employees.** In addition to using photos or videos of employees from different backgrounds in marketing materials, the materials should be produced in different formats (for example, they could be audio based, picture based, large print, electronic, and in multiple languages).
- **Make wellness activities accessible for all, regardless of physical ability level.** Instead of encouraging employees to engage in a step challenge, consider a movement or physical activity challenge. As a part of the wellness activities offered, provide educational opportunities to employees who are new to physical activity or struggle with health conditions that make physical activity difficult or painful, such as arthritis. Recognize different indicators of success beyond the standard number of steps taken, such as number of minutes spent engaging in physical activity. [Inclusive Worksite Wellness: Strategies for Including Employees of All Abilities in Wellness Initiatives](#), by the National Center on Health, Physical Activity and Disability and Alabama Department of Public Health, is an excellent resource for making workplace wellness initiatives inclusive of employees with disabilities.¹⁵

As described earlier, a critical step in planning a workplace wellness initiative is taking the time to assess an employee population's health needs and interests to assure wellness activities are equitable and accessible.

Information about the State of Delaware as an equal opportunity employer, including related State policies, procedures, and resources, is available [here](#).¹⁶ General



information on diversity, inclusion, and inclusive diversity in the workplace is available [here](#).¹⁷

Promoting Employee Benefits

The State of Delaware's [State Employee Benefits Committee \(SEBC\)](#) is the governing body that manages employee benefit coverage including health, prescription, dental, vision, and other employee benefit options.¹⁸ The SEBC upholds the mission of the Group Health Insurance Plan (GHIP), which is to “Offer State of Delaware employees, retirees, and their dependents adequate access to high quality health care that produces good outcomes at an affordable cost, promotes healthy lifestyles, and helps them be engaged consumers.” To support this mission, the SEBC develops and updates the [GHIP Strategic Framework](#).¹⁹ The Statewide Benefits Office (SBO) functions as the “administrative arm” of the SEBC by implementing actions to achieve the goals, strategies, and tactics in the GHIP Strategic Framework.

There are many resources and services available to employees and their covered dependents as part of their benefits package through the State of Delaware that can help them improve their health and well-being.

Visit the [SBO website](#) for information on the following and more:²⁰

- [Preventive care](#)²¹
 - Preventive care is covered at 100% = No cost to individuals enrolled in a State of Delaware health plan
 - Preventive medications & services (e.g., tobacco cessation products)
 - Preventive health schedules – learn which screenings/services are covered
- Wellness and condition care management programs
 - Provided at no cost as part of enrollment in a State of Delaware [health plan](#)²²
 - Health coaches available to help individuals lose weight, eat better, exercise more, quit smoking, and manage conditions
 - Online programs, webinars, tools, and resources
 - Discounts on gym memberships, weight-loss programs, and more
- Resources for [cancer](#), [diabetes](#), [behavioral health/emotional well-being](#), [maternity support](#), and [musculoskeletal pain](#)^{23, 24, 25, 26, 27}
- [Employee Assistance Program \(EAP\)](#) is provided at no cost as part of enrollment in a State of Delaware health plan and offers free, confidential emotional support, interactive digital tools, work-life solutions, and scheduling of [workplace trainings](#)^{28, 29}
- [Choosing the Right Care](#) to learn about care options and costs, access tools and resources on quality and patient safety, and find information on how to prepare for doctor visits and how to choose care wisely³⁰
- [Benefits Training](#) to learn more about benefits through interactive courses³¹
- [Facts & Figures](#) which provides a transparent look at benefits data³²
- [SBO News & Events](#) to view the latest benefit news and upcoming events³³

Ways to Increase Benefits Awareness and Engagement

Ensuring employees are aware of and use their benefits to the full extent is an important component of an effective workplace wellness initiative and can help the State meet the goals of the GHIP Strategic Framework. Agency wellness leaders and wellness committees are encouraged to partner with their agency's Human Resources/Benefits Office to help promote the benefits available to employees.

Here are simple ways to increase benefits awareness and engagement:

- Talk about, share, and display information about benefit programs and resources at staff meetings and events (for example, employee recognition events)
- Mention benefit programs and resources in your agency's communications (for example, newsletters and emails)
- Display printed copies in workplace common areas and provide copies to employees with limited or no computer access
- Offer EAP workplace trainings on health and wellness topics

Being a wise health care consumer, choosing lower cost services, getting appropriate care, managing chronic conditions, and engaging in wellness and prevention saves employees and the State money. It will take a team approach with all of us doing our part as educated consumers to help control rising health care costs and to maintain high quality, affordable benefit options now and in the future.

National Health Observances

National Health Observances are special days, weeks, or months dedicated to raising awareness about important health topics. When developing your workplace wellness plan, consider promoting health topics and wellness activities centered around National Health Observances. Search the internet or visit [Health.gov](https://www.health.gov) and [Wellness Council of America](https://www.wellnesscouncilofamerica.org) for more information on National Health Observances.^{34,35}

Here are examples of National Health Observances:

January

- Cervical Health Awareness Month

February

- American Heart Month
- National Cancer Prevention Month

March

- National Colorectal Cancer Awareness Month
- National Kidney Month
- National Nutrition Month
- National Patient Safety Awareness Week

April

- Alcohol Awareness Month
- National Public Health Week
- Stress Awareness Month
- World Immunization Week

May

- Arthritis Awareness Month
- Global Employee Health and Fitness Month
- Mental Health Month
- National High Blood Pressure Education Month
- Skin Cancer Prevention and Awareness Month
- Trauma Awareness Month

June

- Alzheimer's & Brain Awareness Month
- National Employee Wellness Month
- National Safety Month

July

- UV Safety Month

August

- National Breastfeeding Month
- National Immunization Awareness Month
- Summer Sun Safety Month

September

- Healthy Aging Month
- National Cholesterol Education Month

October

- Health Literacy Month
- National Breast Cancer Awareness Month

November

- American Diabetes Month
- Lung Cancer Awareness Month

December

- National Handwashing Awareness Week
- National Influenza Vaccination Week

Health and Wellness Topics

Physical Activity

Maintaining an active lifestyle is one of the most important things individuals can do to support their physical and mental health. Physical activity offers benefits for people of all ages by improving aerobic and muscular fitness; reducing risk of high blood pressure, stroke, and depression; and improving attention and cognitive function. Physical activity also supports healthy aging by extending years of active life and improving sleep, balance, joint mobility, and more. Finally, individuals who engage in the recommended levels of physical activity have lower risk of premature death and chronic conditions, such as diabetes, heart disease, and some types of cancer. More information about the many benefits of regularly engaging in physical activity is available [here](#).³⁶

Supporting physical activity at the workplace benefits employers and employees alike because employees who are more physically active make for a healthier, more productive workforce. All workplaces, regardless of size, resources, and setting, can provide physical activity opportunities for their employees.

Five Steps for Supporting Physical Activity in the Workplace

Are you interested in helping your employees increase their levels of physical activity but not sure where to start? The following five steps can help employers create a workplace culture that actively supports and promotes physical activity!

1. **Build a culture of health:** A culture of health in the workplace helps employees feel continually supported in their physical activity goals.
2. **Use existing resources first:** Most workplaces have built-in resources that employees can use to increase their physical activity levels, such as stairwells and sidewalks. Posting signs near stairwells to encourage employees to take the stairs rather than the elevator, promoting walking/activity paths on or near a workplace's campus, and promoting the use of on- or off-site fitness facilities are simple but effective ways to help boost physical activity levels.
3. **Create an education campaign:** An education campaign can improve employees' knowledge about the benefits of physical activity and ways to overcome barriers, increase awareness about opportunities for physical activity during the workday, and increase participation in workplace-based events. You can share campaign information during meetings or presentations or via emails, newsletters, flyers, and social media.
4. **Incorporate physical activity breaks throughout the workday:** There are many short, easy, and low-cost physical activity breaks that employees can engage in during the workday regardless of ability level. These include quick stretching breaks, active or walking meetings, or even simple exercises that can be done while sitting

at a desk or in a wheelchair. Employers can promote simple physical activity breaks to in-person and remote employees to help them move more throughout the day.

5. **Promote active commuting:** For employees who commute to work, encouraging them to walk or bike if they are able is an easy way to boost physical activity during the workday, and it's good for the environment, too!

Check out this [physical activity guide for employers](#), developed by the Johns Hopkins Bloomberg School of Public Health, which offers information on why employees' physical activity is important for businesses and a set of recommendations and specific strategies for how employers can support physical activity in the workplace.³⁷

Other examples employers may consider implementing include offering lunchtime exercise classes or walking groups, physical activity challenges, and active meetings (for example, walking meetings or meetings with stretch breaks).

In addition to the steps and examples above, employers and employees can use the general resources below to help prioritize physical activity while at work:

- [Physical Activity Breaks for the Workplace](#): This resource guide explains the importance of promoting physical activity at the workplace and offers a variety of ideas and resources to help employers integrate physical activity breaks into the workday. The guide breaks down physical activities into categories (simple, medium-level, or more complex), and the activities range from simple stretches to music activity videos. *Developed by CDC.*³⁸
- [Move More North Carolina: A Guide to Creating Walking Maps](#): One of the most common barriers to engaging in regular physical activity is the lack of a safe, convenient place to be physically active. This guide provides instructions for identifying safe walking routes and developing walking maps, which employers can offer to encourage walking at and around workplace campuses. *Developed by North Carolina Department of Health and Human Services, Division of Public Health.*³⁹
- [Walking Campaign Tools](#): This is a set of communication tools for encouraging employees to be physically active and walk more. The tools, which are intended to be used over a four-week period, include flyers, e-blasts, and mobile text messages, all of which can serve to keep employees motivated and support their efforts to be more physically active. *Developed by CDC.*⁴⁰
- [Move Your Way](#): Move Your Way is a physical activity campaign to promote the recommendations from the [Physical Activity Guidelines for Americans](#). The Move Your Way website offers tools and resources, including videos, fact sheets, and helpful tips for being more physically active. The resources are organized by audience: adults, parents, and people who are or have been pregnant. *Developed by the U.S. Department of Health and Human Services.*^{41, 42}

How CDC Initiated a Stairwell Program

Taking the stairs is one of the easiest ways to incorporate physical activity into your workday. To encourage employees to take the stairs rather than ride the elevator each day, CDC implemented the following strategies to create a stairwell program.

1. **Stairwell appearance:** CDC installed carpeting and rubber treading to the stairs and added bright paint and framed artwork to the walls to rejuvenate the stairwells' appearances. These changes made the stairwells safer and more inviting.
2. **Motivational signs:** Posting motivational signs in key places where people make the choice between taking the stairs or the elevator is important for encouraging people to use the stairs. CDC held focus groups with employees to determine the most effective designs and placement for motivational signs. You can download the CDC's Take the Stairs signs [here](#) to use in your own workplace.⁴³
3. **Installing music:** In addition to the physical changes to the stairwell, CDC started playing a variety of musical genres—classical, jazz, oldies, pop, and more—in stairwells to further motivate employees to choose the stairs over the elevator.
4. **Tracking stair usage:** To evaluate how effective these changes were in encouraging employees to take the stairs, CDC used infrared beam sensors that recorded each time someone took the stairs. A more low-cost method of tracking is by direct observation or self-reporting.

More information about CDC's stairwell program and how to launch one at your workplace is available [here](#).⁴⁴

You can promote the following resources from the State of Delaware to employees to encourage active lifestyles:

- [Gym Discounts](#): The State of Delaware has partnerships with local gyms that offer discounts to State employees (regardless of benefits eligibility or enrollment). *Administered by SBO, DHR.*⁴⁵
- [Statewide Benefits](#): Employees enrolled in a State of Delaware health plan have access to discounted gym memberships, free health coaching, online health and wellness programs, and more. *Administered by SBO, DHR.*⁴⁶
- [Healthy Delaware](#): Learn how to make exercise a part of your daily life. View the [Healthy Lifestyle Map](#) to find out how to stay active at local fitness centers and parks. View [Healthy Delaware's Workplace Wellness Toolkit](#) for downloadable materials (posters, emails, and goal-setting calendars). *Developed by DPH.*^{47, 48, 49}
- [Delaware State Parks](#): Discover State parks and attractions, events, programs, and more. Use the [Play Outside](#) map to help you find the right park, preserve, trail, or playground. *Developed by Delaware Department of Natural Resources and Environmental Control.*^{50, 51}
- [Get Up and Do Something](#): This website provides positive, fun, and motivational health information on topics such as exercise, eating healthier, de-stressing, and losing weight. *Developed by DPH and the University of Delaware.*⁵²

Healthy Eating



Maintaining a healthy diet is essential to staying healthy across the lifespan. Individuals with healthy eating patterns are at lower risk for chronic diseases such as obesity, heart disease, and type 2 diabetes. For those already living with a chronic disease, proper nutrition can help them manage their condition. The [Dietary Guidelines for Americans, 2020–2025](#) by the U.S. Department of Agriculture and U.S. Department of Health and Human Services provides advice on good dietary habits to promote health and prevent disease, including recipes and tips for grocery shopping and menu planning.⁵³

When healthy food and beverage options are not available, individuals often settle for options that are low in nutritional value and high in calories, so ensuring that healthy food options are easily available to employees is an essential component of workplace wellness. Employers should strive to offer healthy food and beverage options in all settings, including cafeterias, snack bars, and vending machines, and during meetings, trainings, or conferences.

Nutritional Guidelines for Meetings, Trainings, and Conferences

Employers are encouraged to follow these nutritional guidelines when offering a meal or snack at meetings, trainings, and conferences:

- Provide reduced-fat, low-sodium, and nutrient-dense food options such as fruits, vegetables, whole grains, low-fat or nonfat dairy, and lean protein.
- For entrees and side dishes, offer baked, grilled, or broiled options.
- Offer reduced-fat versions of condiments, such as salad dressings, mayonnaise, cream cheese, sour cream, and dips. Provide condiments on the side.
- For beverages, serve low- or nonfat milk (1% or skim), 100% fruit juice, water, unsweetened hot or iced tea, or diet sodas as options.
- Include a vegetarian option at all meals.

In addition to adhering to the guidelines above, employers can use the following general resources to make healthy food and beverage options available in the workplace and to support healthy eating among employees:

- [Tips for Offering Healthier Options and Physical Activity at Workplace Meetings and Events](#): This guide offers practical tips for employers to make healthier food and beverage options more available at workplace events. *Developed by CDC.*⁵⁴
- [Guidelines for Offering Healthy Foods at Meetings, Seminars & Catered Events](#): This guide offers more tips for offering foods and beverages at catered workplace events, broken down by time of day. *Developed by the University of Minnesota School of Public Health.*⁵⁵

- [My Plate](#): My Plate is a tool to help integrate healthier food and beverage options into your diet, which you can share with employees. *Developed by the U.S. Department of Agriculture.*⁵⁶
- [Eat Smart North Carolina: Snacks and Drinks](#): This guide can help employees make healthier decisions when snacking throughout the day. *Developed by Eat Smart Move More NC.*⁵⁷
- [Healthy Eating](#): Learn about healthy eating and access featured recipes. *Developed by the American Heart Association.*⁵⁸

Case Study: Hawaii's Healthy Vending Initiative

In 2014, the Hawaii State Department of Health partnered with the Ho'opono Services for the Blind in the State's Department of Human Services to launch a healthy vending initiative that increased healthy food and beverage offerings in State and federal buildings.

The initiative, called Choose Healthy Now! Healthy Vending, used colored stickers to help employees make healthier decisions when buying from vending machines. Green stickers indicated the healthiest choices, yellow stickers indicated in-between choices, and red stickers indicated the least healthy choices. The program also created educational materials such as posters, newsletters, and emails to explain the meaning of the colored stickers and promote healthy snack options in the workplace. As a result of the initiative, participating vendors increased the percentage of green sticker items offered by 98% and the percentage of yellow sticker items offered by 14% to better meet employee demand.

Choose Healthy Now! Healthy Vending is a great example of how to help employees make healthier decisions while eating at work, and many other public and private partners throughout Hawaii joined the initiative. An alternative to the three-color approach that was favored by other partners is to use only green stickers to promote the healthiest items, increase the number of healthy options, and use product placement strategies to promote the green sticker items. More information about Choose Healthy Now! Healthy Vending is available [here](#).⁵⁹

You can promote the following resources from the State of Delaware to employees to encourage healthy eating:

- [Statewide Benefits](#): Employees enrolled in a State of Delaware health plan have access to free health coaching, online health and wellness programs, and more to help them eat better. *Administered by SBO, DHR.*⁶⁰
 - [Benefits Bulletin](#): SBO provides a monthly e-newsletter that includes healthy recipes.⁶¹
- [Healthy Delaware](#): Learn how to eat better to live better. View [Healthy Delaware's Workplace Wellness Toolkit](#) to access downloadable materials (posters, emails, and goal-setting calendars). *Developed by DPH.*^{62, 63}

- [Delaware Grown](#): View this website for an interactive map of local farmers' markets, farm stands, U-Pick operations, recipes, and community-supported agriculture programs. *Developed by the Delaware Department of Agriculture.*⁶⁴

Delaware's Healthy Vending Initiative

Healthy vending is a priority for the State of Delaware. Since 2017, the Delaware Health and Social Services (DHSS) Division of Public Health (DPH) has been working with the Division for the Visually Impaired (DVI), the Blind Vendor Committee within the Business Enterprise Program, and Canteen Vending Services to implement healthy vending product offerings on State property.

Currently, 40% of products in all vending machines from the Blind Vendor Committee are healthy, and Canteen Vending Services offers a minimum of 40% healthy selections in all of its vending machines on State property.

The Healthy Vending Initiative improved the nutritional quality of foods in vending machines, resulting in healthier product offerings across the State and increased sales of healthier items.

Weight Management

Obesity is one of the most common chronic conditions among Americans, and its prevalence continues to rise. People who are overweight or obese are at higher risk for type 2 diabetes, heart disease, and some types of cancer. Helping employees as they achieve and maintain a healthy weight is an important feature of a workplace wellness initiative because obesity can reduce workforce productivity and have substantial effects on employees' physical and mental health.

Regularly exercising and maintaining a healthy diet are two of the most important steps people can take to achieve and maintain a healthy weight. In addition to using the general and state-specific resources listed in the Physical Activity and Healthy Eating sections of this toolkit, employers can use the following resources to help support their employees in their weight management efforts.

- [Overweight and Obesity](#): This web page offers important information on overweight and obesity as well as fact sheets, resources, and strategies to prevent and manage obesity. *Developed by CDC.*⁶⁵
- [Assessing Your Weight](#): This web page includes instructions on how to measure height and weight and how to calculate and interpret your body mass index (BMI). *Developed by CDC.*⁶⁶
- [About Adult BMI](#): This resource provides more information on BMI, including how and why it is used to measure overweight and obesity, as well as BMI trends for American adults. *Developed by CDC.*⁶⁷
- [Preventing Weight Gain](#): This page details strategies to prevent weight gain, including how to choose the right eating plan, become more physically active, and monitor your weight. *Developed by CDC.*⁶⁸

You can promote the following resources from the State of Delaware to employees to encourage weight management:

- [Statewide Benefits](#): Employees enrolled in a State of Delaware health plan have access to discounted weight loss programs, free health coaching, online health and wellness programs, and more to help them lose weight. *Administered by SBO, DHR.*⁶⁹

Mental Health and Wellness

Mental health, which reflects people’s emotional, psychological, and social well-being, is an important element of employees’ health and well-being. Many people struggle with mental health challenges, such as anxiety and depression, both in and out of the workplace. The workplace can also be a significant source of stress. In addition to affecting employees’ overall wellness, mental health challenges can lead to lower productivity and engagement with work, poor communication, and reduced physical and cognitive functioning. Quality of sleep also plays a large role in our emotional and mental health. There are many ways employers can support their employees’ mental health and wellness, from offering resources that help identify and treat mental health issues to sharing educational information about stress management tactics and good sleep habits.

Action Steps for Employers to Promote Awareness about Mental Health

Employers can take many different steps to promote awareness about mental health and stress management in the workplace, including the following:

- **Train managers** to recognize the signs and symptoms of stress and depression and to encourage employees to seek treatment from qualified mental health professionals.
- **Host listening sessions or workshops** on topics such as anxiety and depression, stress management, and mindfulness.
- **Distribute educational materials** by email, newsletter, or poster that help employees identify the symptoms of mental health concerns and find treatment, if needed.
- **Offer dedicated quiet spaces** for relaxation activities.

More information on how employers can promote mental health awareness at work and how employees can take steps to improve their own mental health and wellness is available [here](#).⁷⁰

Employers can use the following general resources to promote greater awareness about mental health and support the well-being of their employees:

- [Center for Workplace Mental Health](#): This website, a project of the [American Psychiatric Association Foundation](#), offers many resources for employers to support employees’ mental health and well-being. The site offers business cases for treating depression and substance use disorders; educational information about mental health topics; and resources for addressing mental health at work, such as infographics, toolkits, and recommendations for employers. *Developed by the Center for Workplace Mental Health.*^{71, 72}

Case Study: Saint Paul's Workplace Mental Health and Wellness Initiative

In 2011, the City of Saint Paul, Minnesota, created the Healthy Saint Paul Committee to address the health and well-being of City employees. The committee consisted of representatives from all City departments and was headed by HR Benefits. Although the committee's initial focus was on physical health conditions such as obesity and poor nutrition, concerns with stress, depression, and suicide among City employees quickly made mental health a core focus for the committee.

Some of the mental health and wellness-related highlights accomplished by the committee were the following:

- Trained supervisors in [mental health first aid](#) and accessing and using the employee assistance program⁷³
- Piloted a smart phone application, [Vitals](#), through which the police can be notified about mental health-related issues and respond more appropriately to 911 calls⁷⁴
- Created an employers' guide on mental health
- Hosted interactive events in the community about mental health
- Increased employee education on mental health, including teaching resilience in the workplace as a skill

Since increasing the efforts of the Healthy Saint Paul Committee to address mental health and wellness among City employees, the City has found that there are many benefits to placing greater attention on mental health in the workplace. More information about the City's work is available [here](#).⁷⁵

- [Workplace Suicide Prevention and Postvention](#): The National Action Alliance for Suicide Prevention has a collection of resources and tools that address suicide prevention and postvention in the workplace. *Developed by the National Action Alliance for Suicide Prevention.*⁷⁶
- [Healthy Sleep Habits](#): This resource offers helpful tips for developing habits to help you achieve better sleep, an important component of mental wellness. *Developed by the American Academy of Sleep Medicine.*⁷⁷
- [Make Wellness Your Business: Sleep Strategies for the Workforce](#): This recorded webinar offers strategies to encourage employees to get more and better sleep through evidence-based workplace health programs. *Developed by CDC.*⁷⁸
- Trauma-Informed Care
 - [Six Guiding Principles to a Trauma-Informed Approach](#): An infographic about creating a trauma-informed approach. *Developed by CDC and Substance Abuse and Mental Health Services Administration (SAMHSA).*⁷⁹
 - [Trauma-Informed Care: What it is, and Why it's Important](#): Health blog article on trauma-informed care. *Developed by Harvard Health.*⁸⁰
 - [Resilience](#): Learn what resilience is. *Developed by the American Psychological Association.*⁸¹

Tips for Managing Stress in the Workplace

1. **Develop a consistent daily routine to help keep a sense of control.** Keep a regular sleep schedule, take breaks from work to stretch or check in with others, and set a regular end time for your workday.
2. **Connect with others.** Check in with family, friends, or coworkers through phone calls, text messages, emails, social media, or other mediums. Connecting with and offering social support to others can boost your sense of belonging and self-esteem.
3. **Take care of your body.** Physical health and mental health are closely linked. Take some time to stretch or meditate, get plenty of sleep, exercise regularly, eat well-balanced meals, and avoid excessive alcohol, tobacco, and other substance use.
4. **Engage in mindfulness or other stress-relieving activities.** Take time during your day (either before or after your workday or during breaks) to spend on simple, stress-relieving activities that interest you. Consider journaling, practicing mindfulness, reading, or engaging in creative activities.

More information on coping with stress (or helping others cope with stress) is available [here](#).⁸² This CDC web page offers a variety of coping resources, broken down by audiences, including families and children, people at higher risk for serious illness, and workers.

You can promote the following resources from the State of Delaware to employees to encourage mental health and wellness:

- [Behavioral Health/Emotional Well-being Resources](#): This resource page provides one easy-to-find location that helps employees manage their behavioral health and emotional well-being. Learn about 24/7 support and referral services, benefit resources, information available to employees enrolled in a State of Delaware health plan that include behavioral health support programs and mental health treatment and services, and other resources from reputable organizations. *Developed by SBO, DHR.*⁸³
- [Employee Assistance Program](#): Employees enrolled in a State of Delaware health plan are automatically provided free confidential access to the State of Delaware's Employee Assistance Program (EAP). Through the EAP, employees can receive confidential emotional support and talk with highly trained clinicians on any issue, including anxiety, depression, stress, grief, loss, and relationship or marital conflicts. Employees also have access to online support, webinars, interactive digital tools, work-life solutions (including finding child and elder care), legal and financial consultation, and more.

There is also an EAP link dedicated to [managers, supervisors, and training administrators](#) that has a training catalog with a list of available topics and instructions for scheduling trainings for their workplace. Training topics include management support, communication skills, personal development, resilience, legal

and financial, behavioral health and wellness, and family and relationships. This page also features informational resources, including an EAP toolkit to help managers and supervisors encourage a healthier, happier workforce and workflow charts that outline the process and steps to follow when requesting referrals such as Critical Incident Stress Management. *Administered by SBO, DHR.*^{84, 85}

- [Healthy Delaware](#): Learn about living life in the moment with mindfulness. View [Healthy Delaware's Workplace Wellness Toolkit](#) to access downloadable materials (posters, emails, and goal-setting calendars). *Developed by DPH.*^{86, 87}
- [Help Is Here](#): Learn more about mental health and find counseling and support groups. *Developed by DPH.*⁸⁸
- [Delaware Division of Substance Abuse and Mental Health](#): View featured news and learn about services and programs offered by the Delaware Division of Substance Abuse and Mental Health. *Developed by the Delaware Division of Substance Abuse and Mental Health.*⁸⁹
- Trauma-Informed Care
 - [Delaware: A Trauma Informed State](#): Learn more about Delaware's framework for trauma-informed care.⁹⁰
 - [Trauma Matters Delaware](#): Learn about trauma and ways to promote Trauma Awareness Month.⁹¹
 - [Adverse Childhood Experiences \(ACEs\) Numbers Story](#): Explore your own history with ACEs and how knowing your ACE number can lead towards understanding and healing.⁹²



Alcohol and Substance Abuse

Substance use disorders and addiction, some of the most common sources of disability among adults, pose serious threats to people’s health and well-being. These conditions often co-occur with other mental health conditions, such as anxiety and depression, can significantly reduce productivity, can cause mental and physical impairment, and are expensive to treat. Helping employees find screening and treatment related to alcohol and other substance abuse and promoting awareness of these conditions can substantially affect employees’ physical and mental health.

Employers can share the following general resources about substance use with employees:

- [Screening, Brief Intervention, and Referral to Treatment \(SBIRT\)](#): SBIRT is a way to deliver early intervention and treatment to people with substance use disorders and those at risk of developing these disorders. This website provides information on SBIRT, including training manuals, online resources, and links to relevant organizations and publications. *Developed by the SAMHSA.*⁹³
- [Alcohol Use Disorder](#): This web page includes information on alcohol use disorder, including potential signs and symptoms of alcohol use disorder, diagnostic tests, treatments and therapies, and more. *Developed by the National Library of Medicine.*⁹⁴
- [Alcohol and Cancer](#): This web page provides information on how reducing your alcohol intake can lower your risk for certain types of cancer and contains guidelines for alcohol use. *Developed by CDC.*⁹⁵
- [Co-Occurring: Mental Health and Substance Abuse](#): This page provides information on alcohol and drug abuse and addiction and co-occurring disorders, such as depression. *Developed by Mental Health America.*⁹⁶

You can promote the following resources from the State of Delaware to support employees dealing with substance abuse:

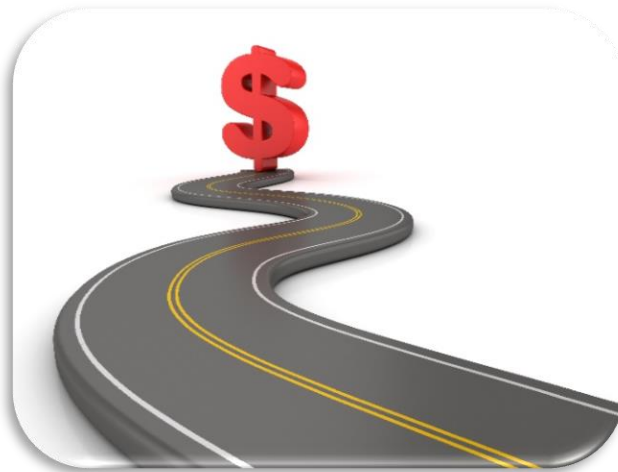
- [Statewide Benefits](#): Employees enrolled in a State of Delaware health plan have access to benefits for the treatment of alcohol and substance abuse, including in-patient and outpatient medical care, counseling, and therapeutic rehabilitation services. *Administered by SBO, DHR.*⁹⁷
- [Employee Assistance Program \(EAP\)](#): Employees enrolled in a State of Delaware health plan are automatically provided free confidential access to the State of Delaware’s EAP. Through the program, employees can receive confidential emotional support and talk with highly trained clinicians on any issue. Employees also have access to online and interactive digital tools. *Administered by SBO, DHR.*⁹⁸
- [Help Is Here](#): Learn about addiction, overdose prevention, and mental health and find counseling and support groups. *Developed by DPH.*⁹⁹

- [Delaware Division of Substance Abuse and Mental Health](#): View featured news and learn about services and programs offered by the Delaware Division of Substance Abuse and Mental Health. *Developed by the Delaware Division of Substance Abuse and Mental Health.*¹⁰⁰

Financial Wellness

Financial resources play a critical role in our lives, and not having enough can affect our health and well-being. Research shows that financial stress can take a toll on your physical, mental, and emotional well-being. Similar to other stressors, financial stress can cause physical symptoms, such as anxiety, depression, high blood pressure, and a compromised immune system. Helping employees achieve financial wellness is therefore an important component of workplace wellness.

There are tools and resources available to help employees take control of their finances and lead a happy, healthy life. The [DHR Financial Wellness Resources Page](#) was created to provide one easy-to-find location that contains resources for all Delawareans and resources administered by the Office of the State Treasurer, by SBO for benefit-eligible employees, by DHR for State employees, and by the Office of Pensions for pension-eligible employees.¹⁰¹ Employees can find resources on budgeting; paying off debt; saving for retirement; establishing a college investment plan; free financial counseling; saving money on lab work and imaging or radiology services; reduced prescription copays; travel assistance; and discounts for car rentals, technology, leisure, and education.



Tobacco Use

Tobacco use leads to disability and premature death. Smoking and the use of smokeless tobacco, cigars, pipes, and other tobacco products can cause several types of cancer, heart disease, stroke, and lung disease. The [State of Delaware's Tobacco-Free Indoor Workplace Policy](#) promotes tobacco use cessation among employees.¹⁰²

Employers can offer the following general resources and tools to promote tobacco use cessation among employees:

- [How to Quit](#): This web page offers tips and important information for those looking to quit smoking or tobacco use, including links to external resources that can assist with tobacco use cessation. *Developed by CDC.*¹⁰³
- [Downloadable Materials to Help you Quit](#): The North Carolina Division of Public Health's Quitline service offers downloadable materials to help people quit smoking or tobacco use, including brochures on nicotine replacement therapy and tips for how to quit, in English and Spanish. *Developed by North Carolina Department of Health and Human Services, Division of Public Health.*¹⁰⁴

You can promote the following resources from the State of Delaware to employees to encourage tobacco use cessation:

- [Statewide Benefits](#): Employees enrolled in a State of Delaware health plan have access to free health coaches and online programs through the employee's health plan vendor. Employees enrolled in a State of Delaware non-Medicare health plan are automatically enrolled in the State of Delaware's non-Medicare prescription drug plan, through which tobacco cessation products such as patches, gum, lozenges, and inhalers are available at no cost. *Administered by SBO, DHR.*¹⁰⁵
- [Delaware Quitline](#): The Delaware Quitline supports employees with tobacco use cessation. The service is available to all Delawareans ages 13 and older. *Developed by DPH.*¹⁰⁶
- [Healthy Delaware](#): Learn about quitting tobacco, vaping, secondhand smoke, and other tobacco products. *Developed by DPH.*¹⁰⁷



Lactation Support

Breastfeeding provides short- and long-term health benefits to mothers and infants. It helps mothers recover from pregnancy faster and lowers the risk of certain health conditions, such as maternal postpartum depression and type 2 diabetes. For infants, it provides protection against infection, including ear and respiratory infections and asthma. Lactation supports in the workplace help breastfeeding employees reduce their and their babies' risk of health issues, decrease absenteeism, and improve productivity at work.

The following general resources highlight the importance of having lactation supports in the workplace and offer tips for how employers can support breastfeeding employees:

- [Making It Work: For Employers](#): This is a guide to accommodating breastfeeding employees while at work. It includes background information on the importance of breastfeeding and the return on investment for employers that provide lactation supports and accommodations, as well as a checklist for employers to support breastfeeding employees. *Developed by WorkWell NC.*¹⁰⁸
- [Breastfeeding and Going Back to Work](#): This web page has advice and tips for breastfeeding employees who are planning to return to work. *Developed by the Office of Women's Health, U.S. Department of Health and Human Services.*¹⁰⁹
- [Pumping and Storing Breastmilk](#): This web page offers tips for breastfeeding employees on how to pump breastmilk and store it safely. *Developed by the Office of Women's Health, U.S. Department of Health and Human Services.*¹¹⁰

Simple Steps to Accommodate Nursing Mothers at Work

Employers can use the following general tips to accommodate nursing mothers in the workplace:

1. Discuss the needs of nursing women in your workplace. Inviting nursing mothers to be a part of the conversation is essential to ensuring their needs are clearly understood and met.
2. Provide space and time options that comply with laws and workplace policies related to providing breastfeeding employees with time and a private location to express breastmilk as well as storage options for breastmilk.
3. Train supervisors and co-workers on the law and other relevant workplace policies.
4. Promote lactation support services available to employees.

You can promote the following resources from the State of Delaware to employees to encourage lactation support and breastfeeding:

- [Pregnant Workers Fairness Act Guidelines](#): Guidelines for Nursing Mothers state that agencies must designate a location, other than a bathroom, for nursing mothers

to express milk that is shielded from view and free from intrusion from co-workers and the public. Agencies must provide reasonable break time for an employee to express breast milk for up to one year after the birth of a child. The employee must be completely relieved from duty or the time must be compensated as work time. Breaks for expressing breast milk shall not be considered Family and Medical Leave Act leave.¹¹¹

- [Maternity Support Resources Page](#): Resource page which provides one easy-to-find location. Learn about benefit resources and information available to employees enrolled in a State of Delaware health plan, including maternity support programs and breast pumps, as well as other resources from reputable organizations. *Developed by SBO, DHR.*¹¹²
- [DHR, Office of Women's Advancement and Advocacy](#): Learn about lactation rooms and statewide policies relevant to women's issues. *Developed by DHR Office of Women's Advancement and Advocacy.*¹¹³
- [WIC Supports Breastfeeding](#): The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides breastfeeding support in the form of breastfeeding peer counselors and lactation consultants. *Offered by DPH.*¹¹⁴
- [Breastfeeding Coalition of Delaware](#): Learn about creating a [breastfeeding-friendly workplace](#) and [nursing mothers room](#). *Developed by Breastfeeding Coalition of Delaware.*^{115, 116, 117}

Occupational Health and Safety



Workplace safety can have a substantial effect on employees' physical and mental health. It is important for employers to have practices and programs in place that aim to protect workforce safety, health, and well-being.

The following general tools offer information on and practices for a variety of critical workplace health and safety topics as well as tools to assess employees' perceptions concerning safety and health considerations at their own workplaces:

- [The National Institute for Occupational Safety and Health \(NIOSH\)](#): The website for NIOSH, a research agency under CDC focused on the study of worker safety and health, includes NIOSH data and statistics, publications, and research programs as well as important information and resources related to workplace safety and health topics (for example, hazards and exposures, chemicals, and emergency preparedness and response). *Developed by CDC.*¹¹⁸
- [NIOSH Total Worker Health Program](#): NIOSH defines Total Worker Health (TWH) as policies, programs, and practices that integrate protection from work-related safety and health hazards with promotion of injury and illness-prevention efforts to advance workers' well-being. The TWH web page offers information on the TWH approach and includes links to a multitude of TWH-related resources. *Developed by CDC.*¹¹⁹

The Five Defining Elements of Total Worker Health (TWH)

A TWH approach includes policies, programs, and practices that integrate protection from work-related safety and health hazards with promotion of injury and illness—prevention efforts to advance workers' well-being. There are five defining elements of TWH:

1. Demonstrate leadership commitment to workers' safety and health at all levels of the organization.
2. Design work to eliminate or reduce safety and health hazards and promote workers' well-being.
3. Promote and support worker engagement throughout program design and implementation.
4. Ensure confidentiality and privacy of workers.
5. Integrate relevant systems to advance workers' well-being.

- [NIOSH Worker Well-Being Questionnaire \(WellBQ\)](#): The NIOSH WellBQ is a questionnaire that provides an integrated assessment of workers' well-being across multiple spheres, including individuals' quality of working life, circumstances outside

work, and physical and mental health status. This web page includes a link to the NIOSH WellBQ and instructions for using the questionnaire. *Developed by CDC.*¹²⁰

- [Planning, Assessment, and Evaluation Tools](#): This compilation of tools and resources support the planning, assessment, and evaluation of programs, policies, and practices aligned with a TWH approach. *Developed by CDC.*¹²¹

You can promote the following resources from the State of Delaware to employees to encourage workplace safety:

- [DHR, Insurance Coverage Office](#): The Insurance Coverage Office cares about the safety and well-being of employees. The resources available on the Safety Information page, including newsletters and trainings, are designed to help employees safely navigate a variety of situations and experiences. *Developed by DHR Insurance Coverage Office.*¹²²
- [DPH, Office of Occupational Health](#): The mission of the Office of Occupational Health is to act as a resource to employers in their efforts to minimize exposure to hazardous materials in the workplace to improve the workplace environment for the benefit of all Delawareans. The Office of Occupational Health provides confidential education and consultation services at no charge for public sector employers and employees, including State of Delaware departments and agencies. *Developed by DPH Office of Occupational Health.*¹²³

Chronic Condition Prevention and Management

Chronic conditions such as diabetes, cancer, and heart disease can lead to lower quality of life, disability, and higher health care costs. Screening, early detection, and proper management of the condition can decrease the burden of chronic conditions among employees. The following resources can help support employees in preventing, identifying, and managing specific chronic health conditions. For information on other chronic conditions not listed below, visit [MedlinePlus](#).¹²⁴

Accommodating Employees Undergoing Treatment for Chronic Conditions

Examples of reasonable accommodations for employees undergoing treatment for chronic conditions may include the following:

- Offering part-time or modified work schedules, including permission to work remotely
- Offering breaks for rest or to take medications
- Consider assigning an employee a different role or tasks if they are no longer able to perform their essential functions

The State of Delaware's Americans with Disabilities Act (ADA) Policy is available [here](#).¹²⁵ Work with your agency or Statewide ADA Coordinator as appropriate. For more information on accommodations, visit the [Job Accommodation Network \(JAN\)](#).¹²⁶

Cancer

Addressing cancer is an important component of any workplace wellness initiative. Employers can help employees from the prevention through treatment management stages by offering resources to help prevent cancer (such as supporting employees with tobacco use cessation), connecting employees with screening services, and making workplace accommodations for those employees who have received a cancer diagnosis, are undergoing treatment, or recovering.

- [Get Screened](#): This web page offers information on cancer screenings, including cancer screening recommendations by age, frequently asked questions, screening resources, and more. *Developed by the American Cancer Society.*¹²⁷
- [ACS Patient Programs and Services](#): This page is a compilation of resources, programs, and services available to those diagnosed with cancer meant to help them receive treatment and manage their condition. *Developed by the American Cancer Society.*¹²⁸
- [Working During Cancer Treatment](#): This page has information and advice to help employees diagnosed with cancer manage work while seeking treatment, including how to inform coworkers and supervisors about a diagnosis and legal protections

and accommodations for working people with cancer. *Developed by the American Cancer Society.*¹²⁹

You can promote the following resources from the State of Delaware to employees to encourage cancer prevention and treatment:

- [Cancer Resources Page](#): Resource page which provides one easy-to-find location with information on covered screenings and programs and tools available to help employees prevent or manage cancer. Learn about benefit resources and information available to employees enrolled in a State of Delaware health plan, including where to get lab work and imaging or radiology services, as well as other resources from reputable organizations. *Developed by SBO, DHR.*¹³⁰
- [Screening for Life](#): Screening for Life is a joint effort by DPH and CDC to provide payments for testing of breast, cervical, prostate, lung, and colorectal cancer to qualified Delaware adults.¹³¹
- [Healthy Delaware](#): Learn about the different cancer types and Delaware's cancer services and programs, including [self-management programs](#). Register for a free six-week [Cancer: Thriving and Surviving Program](#). *Developed by DPH.*^{132, 133, 134}

Cardiovascular Disease: High Blood Pressure, High Cholesterol, Heart Disease, and Stroke

Addressing cardiovascular disease in the workplace is not only critical to supporting employees' health and wellness, including brain health, but it can also be a significant source of cost savings for employers.

- [Employers Toolkit](#): This toolkit helps employers improve employees' health and lower their risk for heart disease and stroke. There are also instructions for using the toolkit and an abbreviated six-step guide. *Developed by CDC.*¹³⁵
- [Moving into Action: Promoting Heart-Healthy and Stroke-Free Communities \(Employers version\)](#): This series of action items is intended to help employers promote heart-healthy and stroke-free communities based on national guidelines, scientific evidence, and existing efforts from states across the country. *Developed by CDC.*¹³⁶
- [High Blood Pressure Symptoms and Causes](#): This web page offers important information on high blood pressure, including signs, symptoms, and causes of high blood pressure, heightened risks for chronic disease related to high blood pressure, and tips for preventing and managing high blood pressure. *Developed by CDC.*¹³⁷
- [Prevent and Manage High Blood Pressure](#): This web page has guidance on how to prevent and manage high blood pressure. *Developed by CDC.*¹³⁸
- [American Heart Association](#): Learn about high blood pressure, cholesterol, stroke, and more. *Developed by the American Heart Association.*¹³⁹

- [Healthy Heart and Healthy Brain](#): Learn about the connection between cardiovascular health and brain health. *Developed by CDC.*¹⁴⁰

You can promote the following resources from the State of Delaware to employees to encourage prevention and treatment of cardiovascular disease:

- [Statewide Benefits](#): Employees enrolled in a State of Delaware health plan have access to free health coaching, online health and wellness programs, and more. *Administered by SBO, DHR.*¹⁴¹
- [Healthy Delaware](#): Learn how to stay heart healthy by accessing information on high blood pressure, cholesterol, stroke, and prevention of heart disease. Register for a free six-week [Chronic Disease Self-Management Program](#). *Developed by DPH.*^{142, 143}

Diabetes



Addressing diabetes in the workplace not only helps employees live healthier, more productive lives but also lowers related health care costs for employees and employers alike. Employers can help their employees manage their diabetes or prevent type 2 diabetes in myriad ways, which the following general resources describe in more detail:

- [Employers and Worksites](#): This web page contains information and resources to help employees prevent and manage diabetes. *Developed by CDC.*¹⁴⁴
- [Diabetes](#): This website has information on diabetes, how to prevent type 2 diabetes, tips for how to manage diabetes, a risk test for prediabetes, and more. *Developed by CDC.*¹⁴⁵

You can promote the following resources from the State of Delaware to employees to encourage prevention of type 2 diabetes and management of type 1 and type 2 diabetes:

- [Diabetes Resources Page](#): Resource page which provides one easy-to-find location with information on programs and tools available to help employees. *Developed by SBO, DHR.*¹⁴⁶
 - For those enrolled in a State of Delaware health plan: Employees have access to free health coaching, online resources, and diabetes prevention programs (Agencies may request information sessions about the YMCA diabetes prevention program for their employees by contacting healthyliving@ymcaDE.org). Diabetic education and nutritional counselling are available with associated costs. Employees enrolled in a State of Delaware non-Medicare health plan are automatically enrolled in the State of Delaware's non-Medicare prescription drug plan. The [Diabetic Medications &](#)

[Supplies Savings Program](#), which provides coverage and cost savings on diabetic supplies and medications, is available through the employee's State of Delaware non-Medicare prescription drug plan.¹⁴⁷

- For those enrolled in the State of Delaware vision plan: Employees have access to [diabetic care services](#) at no cost.¹⁴⁸
- [Diabetes and Heart Disease Prevention and Control Program \(DHDPCCP\)](#): DHDPCCP is a program offered by DPH. This web page includes information about DHDPCCP, programs and resources offered to help people prevent or control diabetes and heart disease, links to educational information about these chronic conditions, and more. *Developed by DPH.*¹⁴⁹
- [Healthy Delaware](#): Employees can learn more about diabetes to make the right decisions for their health and how to register for a free six-week [Diabetes Self-Management Program](#). *Developed by DPH.*^{150, 151}

Musculoskeletal Pain

Musculoskeletal pain affects the ligaments, tendons, muscles, and bones. Dealing with chronic musculoskeletal pain such as lower back pain and arthritis can be difficult, and it can be stressful for employees trying to navigate the health system to find the resources they need.

Employers can promote the following general resources to encourage prevention and treatment of musculoskeletal pain among their employees:

- [Acute Low Back Pain](#): Employees can learn about low back pain and recommendations for treating it. *Developed by CDC.*¹⁵²
- [Back Pain](#): Employees can learn about the symptoms and causes of back pain, risk factors, prevention, and when to see a doctor. *Developed by the Mayo Clinic.*¹⁵³
- [Arthritis](#): The Arthritis Foundation's website includes information about preventing and living with arthritis, including self-management habits, treatments, healthy living, and more. *Developed by the Arthritis Foundation.*¹⁵⁴

You can promote the following resources from the State of Delaware to employees to encourage prevention and treatment of musculoskeletal pain:

- [Musculoskeletal Pain Resources Page](#): Resource page which provides one easy-to-find location with information on outpatient imaging and radiology services, resources offered through the State of Delaware health plans, and tools to help you live a more active, pain-free life. *Developed by SBO, DHR.*¹⁵⁵
- [DHR, Insurance Coverage Office](#): Learn about back and lifting safety on the Safety Information page and access newsletters and trainings. *Developed by DHR Insurance Coverage Office.*¹⁵⁶

- [Healthy Delaware](#): Employees can gain the skills they need to help manage their pain by registering for a free six-week [Chronic Pain Self-Management Program](#).
*Developed by DPH.*¹⁵⁷

Conclusion

The State of Delaware believes in prioritizing its employees' health and wellness. The [Workplace Wellness Policy and Procedures](#) provides guidance on the foundation and infrastructure for Executive Branch agencies to establish and maintain workplace wellness initiatives for their employees. This accompanying toolkit is intended to facilitate agencies in implementing the Workplace Wellness Policy and Procedures and creating effective workplace wellness initiatives that meet employees' needs and interests and make positive impacts overall on their health and well-being, both in and out of the workplace.

Has your agency gone above and beyond to make Delaware a healthier place? Continue reading to find out more about the Lieutenant Governor's Challenge and how you or your agency can be recognized for your wellness achievements!

Lieutenant Governor's Challenge

What is the Lieutenant Governor's Challenge?

The Lieutenant Governor's Challenge aims to improve the quality of life of all Delawareans. The program honors the individuals, organizations, and institutions that inspire others by making healthy choices the easiest choices for their communities, ultimately helping elevate the well-being, productivity, and prosperity of the state.

Why participate in the challenge?

More than just a recognition program for health and wellness initiatives, the Lieutenant Governor's Challenge is an opportunity for you to drive change in your workplace. Whether you are nominating yourself or a group you find deserving of recognition, by sharing your nominees' stories and outcomes, you motivate them to continue to grow their initiatives, and you encourage fellow Delawareans to consider how they, too, can take steps toward healthier living!

What is your nominee's area of focus?

Honorees can be recognized for advancing the goals of a healthier Delaware in one of four areas of focus:

1. **Emotional Well-Being:** Unique initiatives promote and support emotional health through stress reduction, promotion of positive behaviors, emotional support groups, or similar opportunities.
2. **Healthy Living:** Unique initiatives foster environments for learning and lifestyle behavior changes related to healthier eating and drinking, exercise, weight control and obesity prevention, and avoidance or reduction of unhealthy habits such as tobacco use or excessive use of alcohol.
3. **Chronic Disease Management and Prevention:** Unique initiatives promote and offer access to health screenings, cultivate understanding of chronic diseases and how to live with them, and create an environment to support a higher quality of life for individuals living with a chronic disease.
4. **Mother and Child Health:** Unique initiatives offer opportunities such as a breastfeeding policy and an environment supportive of breastfeeding mothers and access to early childcare, which help establish a physically and emotionally healthy relationship between a mother and child in the early years of development.

What will winners receive in terms of awards, rewards, or other forms of public recognition?

Winners of the Lieutenant Governor's Challenge will be recognized on the Lieutenant Governor's Challenge website, on social media, and at the Lieutenant Governor's Wellness Leadership Awards honoree celebration event. Winners will also receive



certificates of achievement to display at their institutions and token gifts with Lieutenant Governor's Challenge branding and digital badges for their social media pages so that they can share the news of their achievements.

Learn more about the [Lieutenant Governor's Challenge](#), including [frequently asked questions](#), [how to nominate](#), and previous challenge winners ([Hall of Fame](#)).^{158, 159, 160, 161}

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