

5210 Healthy Washoe

Action Planning Packet

for Workplaces

Based off *Let's Go!* a nationally recognized program that promotes evidence-based strategies to increase healthy eating and active living

- 5** or more fruits & vegetables
- 2** hours or less recreational screen time*
- 1** hour or more of physical activity
- 0** sugary drinks, more water



Packet Overview

This packet is designed to help you develop a successful Action Plan for the calendar year. The questions will help you understand what your staff is already doing in support of the 4 Strategies for Success and where you want to focus your efforts this year.

Directions:

1. Review the 4 Strategies for Success.
2. Complete the Getting Started Checklist.
3. Assess your current environment by answering the Strategy Questions.
4. Create your Action Plan.

Remember, we are here to take you from where you are to where you want to go!

Table of Contents

4 Strategies for Success.....pg	3
Getting Started Checklist.....pg	4
Strategy Questions.....pg	5
Blank <i>Let's Go!</i> Action Plan.....pg	9

Workplace Name: _____

Date Completed: _____

Completed by: _____

4 Strategies for Success

The 4 Strategies for Success are evidence-based and align with national recommendations to increase healthy eating and active living. Please refer to the toolkit for ideas on how to implement each strategy.

1. **Increase Healthy Eating at Work**
2. **Increase Movement at Work**
3. **Support Healthy Employees**
4. **Healthy Messaging**

Definitions:

Unhealthy choices include foods and drinks high in sugar and/or salt such as soda, candy, cookies, cake, and chips.

Healthy choices include water, fruits, vegetables, whole grain foods, protein sources such as eggs, beans, dairy, fish and poultry, and healthy fats such as nuts, seeds, and avocados.

Sugary drinks include juices (including 100% fruit juice), soda, sports drinks, energy drinks, lemonade, and sweetened coffee or tea drinks.

Physical activity is any movement that increases heart rate and breathing such as running, climbing, jumping, dancing, etc.

Screens include TVs, computers, video games, tablets, and smartphones.

Recreational screen time is screen time used for non-educational purposes.

Celebrations honor a special day or event.

A food reward is a food used to encourage good behavior.



5-2-1-0 Workplace Wellness Program: Getting Started Checklist

We are so excited to have you join the team of sites that are participating in *5210 Healthy Washoe* and helping employees be healthy.

Review the list and check off any of the steps you have completed. You can then work on the other steps and check them off as you go.

At the start of the year:

- We have a 5-2-1-0 toolkit and all staff know where to find it.
- We have a team of at least four people who are helping to bring 5-2-1-0 to life in our workplace and who meet a couple of times a year (*this may be your wellness team*).
- We are familiar with the 4 Strategies for Success.
- We have 5-2-1-0 posters up in key locations such as the break room, cafeteria, and in the hallways
- We have made our workplace (*administrators, employees, and other staff*) aware of our participation in *5210 Healthy Washoe* and they know what 5-2-1-0 means

As the year goes on:

- We encourage all staff to role model 5-2-1-0.
- We integrate the 5-2-1-0 message into our daily workplace activities
- We complete the survey each year to capture our progress.
- We celebrate our successes—even the small ones!

I. Increase Healthy Eating at Work

Questions for Strategy I

<p>Does your workplace limit unhealthy choices for celebrations?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable, our workplace never has food or drinks at celebrations <input type="checkbox"/> Don't know
<p>Does your workplace have a written policy or formal communication which makes healthier food and beverage choices available during meeting when food is served ?</p> <p><i>Examples may include a policy or formal communication that makes vegetables, fruits, whole grain items or trans fat-free/low -sodium snacks available during meetings.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments (50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Not applicable, our workplace never has food or drinks at celebrations <input type="checkbox"/> Don't know
<p>Does your workplace offer or promote a on-site or nearby farmers market where fresh fruits and vegetables are sold?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know
<p>Does your workplace provide a series of education seminars, workshops, or classes on nutrition?</p> <p><i>Examples may include sessions that address nutrition in-person or online, through vendors or community groups</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know

Describe what your workplace is already doing in support of this strategy.

Is there anything else your workplace would like to do for this strategy this year? If so, please describe.

2. Increase Movement at Work

Questions for Strategy 2

<p>Does your workplace promote physical activity during the work day?</p> <p><i>Examples may include allowing employees to schedule walking meetings, encouraging employees to get out of the office and walk or stretch during breaks</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments (50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Don't know
<p>Does your workplace provide environmental supports for recreation or physical activity?</p> <p><i>Examples may include trails or a track for walking/jogging, maps of suitable walking routes, bicycle racks, a basketball court or open space designed for recreation or exercise.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know
<p>Does your workplace post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know
<p>Does your workplace provide physical activity for employees through workshops or classes?</p> <p><i>Examples may include a walking or stretching group, or sessions through vendors in-person or online.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments (50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Don't know

Describe what your workplace is already doing in support of this strategy.

Is there anything else your workplace would like to do for this strategy this year? If so, please describe.

3. Support Healthy Employees

Questions for Strategy 3

<p>Does your workplace provide work-life balance programs?</p> <p><i>Examples may include stress management sessions on-site or online, alternative or flexible work schedules.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments(50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Don't know
<p>Does your workplace actively enforce a written policy banning tobacco use on campus?</p> <p><i>Examples may include posting signs, does not have ashtrays, or communicated this written policy through various channels at your workplace.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable, my workplace doesn't have a policy banning tobacco use on campus <input type="checkbox"/> Don't know
<p>Does your workplace engage in other health initiatives throughout the community and support employee participation and volunteer efforts?</p> <p><i>Examples may include supporting participation in community events and school-based efforts, or corporate walks.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes, some departments (less than 50%) <input type="checkbox"/> Yes, most departments(50% or more) <input type="checkbox"/> Yes, division-wide (100%) <input type="checkbox"/> Don't know
<p>Does your workplace set annual organizational objectives for health promotion?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know

Describe what your workplace is already doing in support of this strategy.

Is there anything else your workplace would like to do for this strategy this year? If so, please describe.

4. Healthy Messaging.

Questions for Strategy 4

<p>Does your workplace promote active transportation?</p> <p><i>Examples may include promotion of active transportation in newsletters, employees communication or providing incentives to promote program.</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Not applicable, my workplace doesn't have an active transportation program</p> <p><input type="checkbox"/> Don't know</p>
<p>Does your workplace distribute or promote unplugged activities in messaging channels?</p> <p><i>Examples may include bulletin boards in common areas promoting suggestions for screen time alternatives, hosting family activity nights or newsletters about resting and getting adequate amounts of sleep.</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Don't know</p>
<p>Does your workplace distribute or promote information about nutrition or active living through messaging channels?</p> <p><i>Examples may include emails about day challenges or reminders to fuel with water</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Don't know</p>

Describe what your workplace is already doing in support of this strategy.

Is there anything else your workplace would like to do for this strategy this year? If so, please describe.

5.

Questions for Strategy 5

Let's Go! Action Plan

Look back through the 4 strategies and choose 1 to 3 strategies that you would like to focus on this year. List them here:

1. _____
2. _____
3. _____

Write one goal for each strategy that you selected above.

Goal 1. _____

Goal 2. _____

Goal 3. _____

What steps do you need to take to achieve your goals? Lists the tasks below:

	What are the tasks for Goal 1?	Who will complete task?	By when?
1a			
1b			
1c			
1d			
	What are the tasks for Goal 2?	Who will complete task?	By when?
2a			
2b			
2c			
2d			
	What are the tasks for Goal 3?	Who will complete task?	By when?
3a			
3b			
3c			
3d			

Remember to let people know about your efforts and to promote 5-2-1-0 throughout the community. Refer to your Action Plan regularly to make it happen.

Your 5210 Healthy Washoe partners are here to help you. Let's keep in touch! You can email me at 5210HealthyWashoe@washoeconomy.us

