**WCHD Wellness Operating Plan 2019**

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Revised 9/4/19

# Background

WCHD Wellness is the name of the Washington County Health Department’s (WCHD) employee wellness initiative. WCHD Wellness is developed and implemented by the WCHD Wellness Committee, which was established in August 2017. The committee is made up of volunteers and is open for any employee to join. Wellness committees are most effective when they involve employees from all divisions and levels of an organization. The committee currently meets monthly.

Please see the official policy on the WCHD intranet at <http://wchdnet.dhmh.maryland.gov/Documents/hd-policies/29%20-%20WCHD%20Wellness%20Policy.pdf>

WCHD Wellness has a page on the WCHD Website at <https://washcohealth.org/wchd-wellness> that provides information about WCHD Wellness and current activities.

The WCHD’s vision is “a healthy community for all” and its mission is “promoting healthy behaviors, preventing disease and injury, and safeguarding the environment.” WCHD Wellness contributes to the health department’s vision by promoting healthy behaviors and providing opportunities to engage in healthier behaviors for WCHD employees. WCHD employees are members of the community who work to promote the health of everyone in the community. When WCHD employees are well themselves, they are best able to support the health of the community.

Workplace wellness programs typically include four types of strategies: programs, policies, health benefits, and environmental supports. The state of Maryland has an employee wellness program, separate from WCHD Wellness, which provides health benefits to WCHD employees. WCHD Wellness focuses on programs, policies, and environmental supports.

The Washington County Health Department is a member of, and the headquarters for the Western Region of, Healthiest Maryland Businesses, which is a statewide initiative to promote worksite wellness in Maryland organizations. As part of Healthiest Maryland Businesses, member organizations are required to take the CDC Worksite Health ScoreCard (ScoreCard) annually. WCHD first took the ScoreCard in 2014.

# Vision

Making the healthy choice the easy choice.

# Mission Statement

Enhance the health, wellness, and well-being of all WCHD employees.

# Objectives

These are the general objectives of WCHD Wellness:

1. To make healthy choices convenient and easy and reward them and make unhealthy choices inconvenient and do not reward them (but don’t punish them).
2. To offer programs that will enhance the health, wellness, and well-being of all employees and to offer programs that address the needs and interests of the employees and the organization.

# Evaluation Methods

The methods used by the Wellness Committee to evaluate and improve the quality of WCHD Wellness are:

1. CDC Worksite Health ScoreCard – The Wellness Committee will complete the ScoreCard every year to assess the quality of workplace wellness at the WCHD. ScoreCard questions are all evidence-based best practices and the Wellness Committee will attempt to implement these strategies whenever possible.
2. WELCOA Well Workplace Checklist – The Wellness Committee will complete the checklist every year to assess WCHD Wellness’s strengths and weaknesses as a comprehensive workplace wellness program.
3. Health Interest Survey – The Wellness Committee will put out an annual survey to gauge the needs and interests of WCHD employees as well as the culture of the organization. The committee will use the results to develop and plan future programs and activities.
4. Program Evaluations – After each program, participants will fill out a questionnaire to assess participant satisfaction. The Wellness Committee will use the results to plan and improve future programs.
5. Employee Satisfaction Survey – WCHD conducts a regular Employee Satisfaction survey which includes questions the Wellness Committee will use to assess culture changes.

# Evaluation Goals

The main areas of evaluation are participation; participant satisfaction; changes in behaviors; and culture. The Wellness Committee will use the methods listed above to evaluate each of these areas, in addition to using registration forms and other specific program documents to track participation. Ongoing programs (such as Fruit of the Month) and KindSpring challenges do not contribute toward the evaluation goals. Annual evaluation will be completed after the end of the year. During or after the evaluation, this operating plan should be updated for the upcoming year. Goals may be adjusted for each year as needed.

Goals related to each evaluation area are:

**Participation**

1. At least 20 employees (around 12%) will participate in and complete every program. Measured by program registration forms and other program documents for each program.

**Participant Satisfaction**

1. On average, participants will rate WCHD Wellness programs at least 4 out of 5, with 5 being the best rating. Measured by the question “Overall, how well did you like the program?” on program evaluations.

**Changes in Behaviors**

1. More employees will be more active and fewer will be inactive. Measured by comparing the results of the question “How many times a week do you get 30 minutes of moderate or higher intensity physical activity?” on the Health Interest Survey with the same question on the previous year’s Health Interest Survey.

**Culture**

1. 52.9% or more of employees will respond that WCHD Wellness has had a positive impact and 1.4% or fewer will say it has had a negative impact on their experience at WCHD on this question on the Health Interest Survey: “What impact has WCHD Wellness overall had on your experience at WCHD?”
2. 69.2% or more of employees will agree and 2.4% or fewer will disagree with this question on the Health Interest Survey: “How much do you agree with this statement: Our organization cares about employee health and wellness.”
3. 52.1% or more of employees will agree and 13.8% or fewer will disagree with this question on the Employee Satisfaction Survey: “The health department cares about my well-being.”
4. 52.4% or more of employees will agree and 13.4% or fewer will disagree with this question on the Health Interest Survey: “How much do you agree with this statement: Our work environment supports healthy eating and active living.”
5. 67% or more of employees will answer very satisfied or satisfied and 11.7% or fewer will answer very dissatisfied or dissatisfied to this question on the Employee Satisfaction Survey: “Overall, how satisfied are you with the culture at WCHD?”
6. More participants will respond yes than no to this question on program evaluations: “Do you feel the environment and culture at WCHD supported your participation in this program?”

# Evaluation Results

The results of the evaluations of WCHD Wellness will be completed by the Wellness Committee at the end of the year. The committee will use the results to develop, plan, and improve future and ongoing programs and activities. An overview of the evaluation results will be compiled into a report to be shared with senior management and all employees.

# 2019 Timeline

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| --- | --- | --- | --- | --- |
| **Date** | **Name** | **Description** | **Promotion** | **Incentives** |
| Ongoing | Fruit of the Month | Samples of fruit available on the 1st Tuesday of every month | Email on that day | None |
| Ongoing | Vegetable of the Quarter | Samples of a vegetable dish available on the last Thursday of the quarter (Mar., June, Sept., Dec.) | Email on that day | None |
| Ongoing-July | Lunchtime Stretching and Meditation | 5 minutes of stretching and 5 minutes of meditation during lunch every Monday | Newsletter | None |
| 1/10-July | Fitness Fun at Five | 30 minute workout every Thursday after work | 12/18 – 1/10 | None |
| 1/1 – 4/7 | 1 Billion Steps Challenge | Participate in the [APHA](http://www.nphw.org/get-involved/steps-challenge)’s 1 Billion Steps Challenge | 12/21 – 1/2 | Water bottle holders |
| 1/14 – 3/22 | Smart Fuel | 10-week nutrition challenge | 1/2 – 1/14 | Grand prizes, raffles |
| 2/4 – 2/17 | Unplug and Unwind | Stop electronic device use one hour prior to bed time every day for 2 weeks | 1/30, 2/4 | Raffle prize |
| 4/19 | Wellness Fair | Wellness fair with local wellness resources after the staff meeting | 4/1-4/19, mention at staff meeting | Raffle |
| 4/2 – 4/22 | Mindfulness Challenge | Daily mindfulness challenge emails from [kindspring.org](http://www.kindspring.org/challenge/) | 3/26 – 4/1 | None |
| April-July | Take a Walk Thursdays | Lunch time 10-minute walk on the WMHC trail every Thursday | 3/22 - 4/4 | None |
| 5/6 – 6/2 | Walking Challenge | 4-week walking challenge | 4/30 – 5/6 | Grand prizes, raffles, participation prizes |
| 6/10 – 6/23 | Park and Walk | Park further away from the entrance of all places you drive every day for 2 weeks | 6/5, 6/10 | Raffle prize |
| 7/7 – 8/31 | Summer Health Challenge | 8-week activity, nutrition, and wellness challenge with weekly activities | 6/26 – 7/7 | Grand prizes, raffles, weekly giveaways, participation prizes |
| 9/9 – 9/22 | Fruit Up & Veg Out | Eat at least 3 servings of fruits and vegetables every day for 2 weeks | 9/4, 9/9 | Raffle prize |
| September - October | Evaluation | Evaluate WCHD Wellness with ScoreCard and Health Interest Survey | 9/16 – 10/18  Share results in Year in Review | Survey raffle |
| 10/6 – 11/2 | Manage Stress Challenge | 4-week stress management challenge | 9/25 – 10/6 | TBD |
| 11/1 – 11/21 | Gratitude Challenge | Daily gratitude challenge emails from [kindspring.org](http://www.kindspring.org/challenge/) | 10/23 – 10/31 | None |
| 11/20 – 1/8 | Maintain, Don’t Gain | 6-week weight maintenance / loss program; from [ibx.com](https://www.ibx.com/wellness_partners/employer_toolkits/weight_mgmt.html) | 11/6 – 11/20 | Raffle prizes, participation prizes |
| January 2020 | Year in Review | Complete evaluation and share results | At time of completion | None |

# Roles and Responsibilities

The Wellness Committee will delegate specific responsibilities as needed for implementing programs. Hannah Person will be responsible for scheduling Wellness Committee meetings and sending meeting notes to committee members. Hannah Person is responsible for maintaining the WCHD Wellness bulletin boards at the main building. Jeanne Doney is responsible for maintaining the WCHD Wellness bulletin board at Behavioral Health.

# Budget

WCHD Wellness has an annual budget of $1,500, which comes from the Health Planning (E887N) budget. For 2019, WCHD Wellness has $784.75 remaining in the FY19 budget as well as a $50 donated gift card. Around $100 a year will go towards purchasing the fruit for Fruit of the Month. The remaining money will be for program incentives and any supplies needed to implement programs.

# Marketing Strategies

Programs will be announced and promoted by email and in the WCHD Wellness section of the monthly newsletter. WCHD Wellness bulletin boards will also be used to promote programs. With the exception of awareness-raising and educational information and event announcements, all marketing for programs should include a call to action and a specific date by which to do the action.

# Rules and Guidelines

1. Wellness Committee members are able to participate in wellness activities and receive prizes as long as they did not have an unfair advantage by being in the Wellness Committee. For each activity, it should be determined beforehand whether committee members will be able to participate and receive prizes. Wellness Committee members are generally encouraged but not required to participate in wellness initiatives.
2. Information and documents from the Wellness Committee should not be shared outside the committee until it is shared with the whole agency or if the committee determines it is ok to share. The most recent version of this operating plan should always be available to all employees.
3. An employee can only win a grand prize once a year. Grand prize winners can participate in other challenges during the year and can win raffle prizes, but will not be able to receive another grand prize.
4. Challenges should give prizes so that both achievement and effort are rewarded. This may mean having multiple categories for winners or raffling a prize to the top 3 competitors.
5. Non-employees who work at WCHD (interns, health insurance navigators, etc.) are eligible to participate in programs and challenges.