



Worksite Wellness Work Plan



Live Well. Serve Well.



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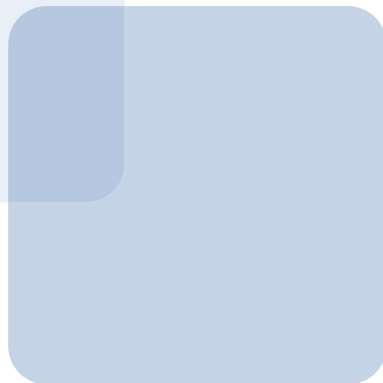
Illinois Department of Public Health **Worksite Wellness Work Plan**



Letter from the **Worksite Wellness Committee**

Being well and living well is more than just a state of mind. This has been our mission since 1877, when the Illinois Department of Public Health (IDPH) was established, under Dr. John D. Rausch, the first elected president to the State Board of Health. This effort continues today, concentrating on the wellness of IDPH employees across the state. Our employees spend more active time at work than they do at home. More than 1,100 employees is a big family to maintain, keep positive, strong and resilient, while we serve our friends, neighbors and relatives. In the development of this new plan, we must consider the differences among our colleagues and coworkers and set out to discover more of what the employees want, desire and need to make our vision of wellness a successful one.

We are committed to presenting a whole plan to help every employee become healthier in their work relationships, family relationships and relationships with our neighbors and communities. It is our ultimate goal to maintain a healthy workforce and provide optimal services to the citizens of Illinois. Therefore, as the leading public health agency in Illinois we should lead by example.





Message from the Director

It is with great pride and excitement that I present to you the Worksite Wellness Work Plan for the Illinois Department of Public Health (IDPH). This plan is the product of more than a year and a half of hard work by the IDPH Worksite Wellness Team; a team consisting of employees from every department program office and from each of the 17 IDPH locations across the state. In January 2013, I charged the team with its mission to improve the health status and well-being of the agency's employees through prevention approaches, as well as empowering employees to practice healthy behaviors in and out of the workplace. This plan is a road map to realizing my charge.

As you will find in these pages, the Worksite Wellness Work Plan contains a series of short and long-term objectives that promote a positive culture of health and wellness. Additionally, these objectives, which were drawn from an employee interest survey, support employee participation in a variety of wellness activities, while respecting individual needs regardless of current level of health and fitness. The goals and objectives in this plan are ambitious, but I am confident that together we will strive to accomplish these goals and, in the process, we will become a model for our co-workers, as well as employees in other agencies, to follow.

The time has come for IDPH to embark on its collective worksite wellness journey. The first step of that journey begins now. I look forward to joining you as we work together to promote a healthier workplace for all employees to enjoy. Today, I challenge each IDPH employee to seriously commit to improving his or her health and wellness. Get Ready! Get Set! Go!

Live Well. Serve Well.

LaMar Hasbrouck, MD, MPH
Director





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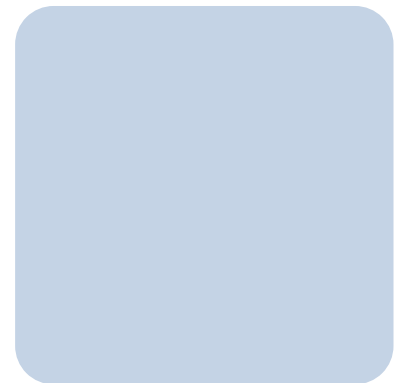
Executive Summary

The Illinois Department of Public Health (IDPH) Worksite Wellness Team (team), comprised of employees representing all IDPH offices and physical locations, was charged to help support and to encourage a healthier workforce so the multiple programs would be more effective in reaching the director's mission and strategic vision for decades to come. The team started with an initial survey assessment of IDPH employees and the results of the survey provided the team with six focus topics to concentrate on. Any strategies and activities developed by the team will therefore reflect the employee's motivations, interests and concerns.

The worksite wellness areas of concentration are:

- Nutrition
- Lactation/Breastfeeding
- Oral Health
- Prevention
- Physical Activity
- Mental Health
- Tobacco Cessation
- Substance Abuse with the focus on our workforce and their families

The team created work groups to address the above topics. Each work group was tasked to identify objectives, strategies and guidelines. These objectives and strategies make up this IDPH Worksite Wellness Plan. The plan provides a foundation for IDPH to develop activities and to create work environments and policies to support the health and well-being of its employees. The next steps for the team will be to implement and promote activities to further enhance the health and wellness of IDPH employees.





Introduction

The Illinois Department of Public Health (IDPH) Worksite Wellness Work Plan was developed by the IDPH Worksite Wellness Team (team). The team is composed of employees representing all IDPH offices and physical locations.

By working together, and developing a healthier worksite, we have the potential to reduce the burdens, both health and economic, of chronic illness for IDPH employees.

The work plan provides a foundation for IDPH to develop activities and to create work environments and policies to support the health and well-being of its employees. This approach will ensure health and lifestyle benefits for our employees, and positive benefits for their families, ultimately resulting in better health for the community.

What is worksite wellness?

Worksite wellness is an organized program intended to assist employees and their families in making voluntary behavioral changes that can reduce the risk of injury, improve health consumer skills, and enhance individual productivity and well-being, with an emphasis on prevention.

The vision of the team is to promote an initiative to adopt wholesome physical, mental and nutritional wellness. A healthier workforce is a happier and more productive workforce.

Who are we as a workforce?

In 2013, IDPH employed approximately 1,150 personnel, who operated more than 200 programs. The demographics of the IDPH workforce are: 67% females and 33% males, 58% within the 40-59 age group and approximately 61% of employees are married.

Why do we need worksite wellness?

Our employees care for nearly 13 million Illinois residents, as well as those who cross our borders. We can best provide this protection when we, the employees of IDPH, are at our optimal health. However, with the current trends of increasing cost for health care, the burden of health care cost due to chronic diseases, for example, will affect all employees with risk. In 2012, IDPH employees requested 8,788 days of sick time. In 2013, the amount of sick time requested increased to 9,973 days (a difference of +13.5% change). Health, work productivity and financial burden will play more of a role among IDPH employees with the current trends of sick/illness time taken and continual rise in health care costs.

Chronic diseases:

- Account for 75% of health care costs¹
- Are the underlying cause for 70% of all mortality¹
 - 1/3 of deaths are due to physical inactivity, unhealthy eating, tobacco use and excessive alcohol use
- Obesity and Type 2 diabetes are growing cost drivers in the workplace²

Illinois mirrors the national statistics for a number of chronic conditions (arthritis, asthma, cancer, coronary heart disease and diabetes) and risk factors for developing chronic disease (high cholesterol, obesity, physical activity and diet). Three-fourths of adults have unhealthy diets, and more than one third of adults have high cholesterol.



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- More and more adults are becoming obese from poor eating habits and physical inactivity. In 2012, 28% of Illinois adults were classified as obese, 28% men and 27% women.³
- Being obese/overweight has been associated with a higher likelihood of worker illness absenteeism.⁴
- Chronic health conditions, such as asthma, affect absenteeism, productivity and costs of health insurance benefits.^{5,6}
- Table 1, taken from the IDPH Chronic Disease Burden Update, Volume 2, Issue 8, shows the prevalence of select chronic diseases and risk factors among Illinois' adults compared to the entire nation.

Table 1: Prevalence of Select Chronic Diseases and Risk Factors, Illinois vs. United States

Condition	Illinois Prevalence	U.S. Prevalence
Unhealthy Diet*	77.4% ^a	76.6% ^a
High Cholesterol	38.0% ^c	38.3% ^c
Obesity	27.7% ^d	28.1% ^d
Hypertension (High Blood Pressure)	31.0% ^c	30.8% ^c
Arthritis	25.4% ^d	25.5% ^d
Physically Inactive	21.8% ^d	23.1% ^d
Smoking	18.6% ^d	19.6% ^d
Asthma	8.7% ^d	9.1% ^b
Diabetes	9.4% ^d	8.7% ^b
Cancer	6.2% ^d	6.5% ^d
Coronary Heart Disease/Angina	4.3% ^d	4.3% ^d

Sources: Illinois Behavioral Risk Factor Surveillance System, 2009-2012; Nationwide (States and DC) Behavioral Risk Factor Surveillance System (CDC), 2009-2012. BRFSS data is only available up to 2012; data pulled 7/18/2014

*Unhealthy diet is defined as consuming less than five servings of fruits and vegetables per day

^a2009 BRFSS data, ^b2010 BRFSS data, ^c2011 BRFSS data, ^d2012 BRFSS data

- 1 Kung HC, Hoyert DL, Xu JQ, Murphy SL. Deaths: final data for 2005. National Vital Statistics Reports 2008; 56(10). Retrieved from: http://www.cdc.gov/nchs/data/nvsr/nvsr56/nvsr56_10.pdf
- 2 Finkelstein EA, DiBonaventura Md, Burgess SM, Hale BC. The costs of obesity in the workplace. J Occup Environ Med. 2010 Oct;52(10):971-6. doi: 10.1097/JOM.0b013e3181f274d2. Retrieved from: <http://www.ncbi.nlm.nih.gov/pubmed/20881629>
- 3 Illinois Behavioral Risk Factor Surveillance System, 2012. < <http://app.idph.state.il.us/brfss/>>
- 4 Howard JT, Potter LB. An assessment of the relationships between overweight, obesity, related chronic health conditions and worker absenteeism. Obes Res Clin Pract. 2014; 8(1): e1-15. Web.
- 5 Partnership for Prevention. Leading by Example: CEOs on the business case for worksite health promotion. Washington, DC: 2005.
- 6 Stewart WF, Ricci HA, Chee E, Morganstein D. Lost productive work time costs from health conditions in the United States: results from the American productivity audit. J Occup Environ Med. 2003;45(12):1234-1246.



What can wellness programs do for employees?

Worksite wellness programs may:

- Increase the opportunity for physical activity throughout the day using worksite wellness promotions.
- Reduce the risk of chronic disease among employees and their families through evidence-based worksite wellness interventions, prevention and awareness.
- Promote peer-to-peer health mentoring and motivation.
- Enact sustainable and replicable worksite wellness activities.
- Encourage policy, system and environmental changes that reflect a culture of health/wellness within the workplace.

Rising health care costs, poor health habits and medical care costs are a significant concern and consume a large portion of employee benefits. The team is committed to implementing health and wellness activities that:

- reduce both absenteeism (i.e., habit of being absent from work) and presenteeism (i.e., coming to work while feeling anxious, ill or tired often resulting in reduced productivity)
- increase productivity
- lower health care costs
- address mental health issues
- reduce injuries, and
- improve morale and Department pride.

Mission

The IDPH Worksite Wellness Team recognizes and incorporates the following guiding principles into the Worksite Wellness Work Plan.

- Incorporate wellness into the Department's organizational culture to create a healthy workplace.
- Lead by example through involvement in the Workplace Wellness Work Plan.
- Support employee participation in wellness activities and respect their needs regardless of their current level of health and fitness.
- Improve skill development and behavioral change in recognition that a person's lifestyle consists of an interdependent set of health habits.
- Ensure the strategies are adaptable to the special features of each workplace environment.
- Increase employee levels of physical activity in and out of the workplace.
- Improve access to and encourage healthier food choices during the workday and at events sponsored by the Department.
- Reduce and manage stress in the work place.
- Promote tobacco cessation efforts.
- Encourage utilization of state employee preventive health benefits (i.e., annual influenza vaccination, employee assistance program, vision, dental and wellness checks).



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Planning Process

The planning of this document started with the creation of the IDPH Worksite Wellness Team. The team met formally to identify the aims, goals and implementation strategies that will encourage healthy behaviors at the workplace, advocate for policy change and create health-friendly work environments. An assessment survey was developed to gauge the interest of all IDPH employees. From the survey results, the following workgroups were developed:

- Oral Health/Breastfeeding/Nutrition
- Tobacco/Substance Use/Mental Health
- Prevention/Screening
- Physical Activity
- Public Relations/Marketing

Purpose

The IDPH Worksite Wellness Work Plan describes strategies to create healthy work environments, programs and policies for Department offices. Its purpose is to provide employees with the framework to educate themselves and to work towards changes in the workplace that will allow them to embrace lifestyles where daily physical activity, healthy eating, tobacco cessation, mental well-being, disease management and health maintenance are integral.

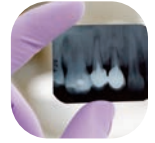
The long-term goal of the plan is to ensure IDPH employees have the tools and techniques available to live healthier lives.

Evaluation

In conjunction with the Worksite Wellness Steering Workgroup, the Team will develop an evaluation process to monitor its effectiveness over time. This will take into account the Team's initial set of objectives, measurable progress toward completion of those objectives, and the associated expenditures of employee time and Department funds.

Objectives, Strategies and Recommended Activities

The IDPH Worksite Wellness Team was tasked to promote wellness and health in the work place and incorporate positive morale. Each workgroup was tasked to develop a mission and vision for their workgroup, and to set objectives for moving forward with developing a healthy workforce. The following is a listing of the objectives set by each workgroup:



Oral Health/Breastfeeding/Nutrition

Goal: Providing options and educational information to IDPH staff and their families regarding the importance of self care, including breastfeeding, oral health and healthy food choices, in maintaining overall health.



Objective 1: Within 18 months of the release of the Worksite Wellness Work Plan, establish a suitably-equipped breastfeeding/lactation room at all IDPH locations.

Objective 2: Within 18 months of the release of the work plan, a minimum of two vending machines at state offices will contain at least three healthy item options.

Objective 3: Within 18 months of the release of the work plan, promote the importance of oral health awareness by providing oral health information to IDPH staff via Intranet, newsletter, webinar or outreach event.

Objective 4: Within 12 months of the release of the work plan, adopt and implement health alternative guidelines for IDPH-sponsored events (such as catered events and fundraisers) involving food items:

- During the first six months after the adoption of the guidelines, at least 25 percent of IDPH-sponsored events involving food items will include a minimum of one healthy choice.
- Between six months and one year after the adoption of the guidelines, at least 50 percent of IDPH-sponsored events involving food items will include a minimum of one healthy choice.
- Between 12 months and 18 months after the adoption of the guidelines, at least 75 percent of IDPH-sponsored events involving food items will include a minimum of one healthy choice.
- Beginning 18 months after the adoption of the guidelines, all IDPH-sponsored events involving food items will include a minimum of one healthy choice.



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Tobacco/Substance Use/Mental Health

Goal: To help the promotion of healthy minds and bodies by providing resources and opportunities to make better choices for healthier living.

- Objective 1: Within six months of the release of the Worksite Wellness Work Plan, implement a pilot smoking cessation event at three IDPH office locations. Each event will include information on the health effects of smoking and second-hand smoke (including graphic images), the health benefits of smoking cessation, the Illinois Quitline and approved cessation methods. To track attendance, each event will have a sign-in sheet.
- Objective 2: Within 12 months after the release of the work plan, promote mental health awareness by providing information to IDPH staff via Intranet, newsletter, webinar or outreach event.
- Objective 3: Within 12 months after the release of the work plan, publish two articles on substance abuse in the Worksite Wellness Team Newsletter.





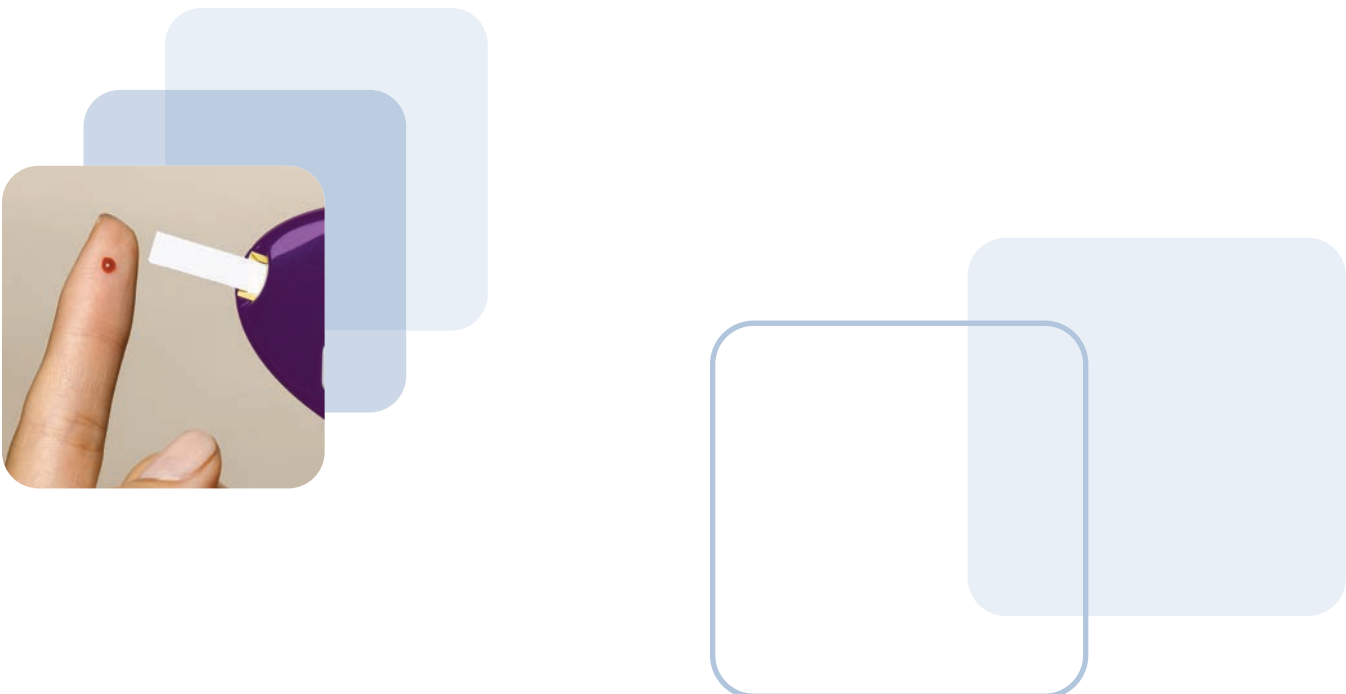
Prevention/Screening

Goal: To enhance the wellness and improve health outcomes of IDPH employees by promoting and supporting screening and prevention activities within the Department.

Objective 1: Within two months after the release of the Worksite Wellness Work Plan, employees will receive a brief informational e-mail blast each month, rotating through these prevention-and-awareness-related topics:

- January – Cervical Health Awareness and Prevention
- February – Healthy Heart Awareness, Dental Awareness
- March – Colorectal Cancer Awareness and Prevention
- April – Physical Fitness Awareness, Oral Cancer Awareness and Prevention
- May – Skin Cancer Awareness and Prevention
- June – Men’s Health Awareness
- July – Nutrition Awareness
- August – Stroke Awareness and Prevention
- September – Flu Prevention, Vaccination Awareness
- October – Breast Cancer Awareness and Prevention
- November – Diabetes Awareness and Prevention
- December – Mental Health Awareness

Objective 2: Within 12 months of the release of the work plan, at least three IDPH locations will have conducted a free screening event for employees (e.g., blood pressure, blood glucose, heart rate, bone density and lipid testing).





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Physical Activity

Goal: To educate staff on the importance of physical activity and to motivate and to encourage people to be more physically active.

- Objective 1: Within 12 months of release of the Worksite Wellness Work Plan, implement an agency wide wellness event that includes physical activities for IDPH staff of all abilities.
- Objective 2: Within 18 months of release of the work plan, establish an interactive Web-based communication platform to promote a variety of physical activities for employees to maintain or to improve their level of fitness.
- Objective 3: Within 12 months of release of the work plan, have two IDPH office locations with secure bicycle parking for promoting physical activity.



Public Relations/Marketing

Goal: To ensure all staff are aware of wellness resources and opportunities to make better and healthier lifestyle choices.

- Objective 1: Within two months of release of the Worksite Wellness Work Plan, familiarize all employees with the Worksite Wellness logo and slogan.
- Objective 2: Within 12 months of release of the work plan, offer to IDPH staff worksite wellness promotional items to promote wellness activities and to raise funds for worksite wellness at IDPH.
- Objective 3: Within 12 months of release of the work plan, establish an online resource page on the IDPH Intranet to highlight worksite wellness activities.



With the publishing of this plan, the IDPH Worksite Wellness Team has taken the first step in meeting the ultimate goal of maintaining a healthy workforce and providing optimal services to the citizens of Illinois. The members of the team are committed to working on challenges and activities that will be available to all IDPH employees, thus encouraging the employees to participate and become healthier employees setting the example for other State of Illinois employees.

