



## TSET Healthy Incentive Program for Communities, FY2020

### Local Government Workplace Wellness Policy

Best and promising policies and practices for a city workplace include a tobacco free environment, access to healthy and nutritious foods, and physical activity for the benefit of employees.

- Wellness Policy elements required at the Bronze, Silver and Gold levels are tailored by the number of city employees.
  - 1-10 Employees
  - 11-25 Employees
  - 26-100 Employees
  - 100+ Employees
- The wellness policy for a city workplace has been tailored from the Local Government Workplace Wellness Policy used by the TSET Healthy Living Program.
- The wellness policy is editable and customizable for each city.
- The wellness policy and practice will be reviewed and classified as one of following: Bronze, Silver, or Gold based on the number of best practice elements included in the policy, as well as the strength of policy implementation and specific action toward wellness the local government has taken in the community. These, along with the population size of the city determine the level of funding for which a city is eligible.
- As a city applies for the next level of funding, their policies as well as practices will be verified by TSET staff.
- Cities achieving wellness policy at the Gold level in their first attempt will be subject to a review of the policy implementation practices by TSET Staff within one year of funding



## Policy Guidance & Tailoring

- For all levels of city employees, all tobacco-free policy elements must be met.
- Cities with 10 or less full-time employees will have the option to meet one or more of the nutrition policy elements 1-9 by offering healthy snacks pantry to employees or designating one or more of the nine elements as “non-applicable” when there is no feasible way for an element to be addressed.
- Cities will also have the flexibility of marking several physical activity policy elements (elements 9, 11 and 12) as “non-applicable” if an element cannot be reasonably accommodated in one way or another.

## Local Government Workplace Place Wellness Policy Elements

### Tobacco

Policy must prohibit the use of combustible, vapor, and all other tobacco products.

*Prohibition applies to:*

1. Prohibition applies to Municipal Property (provide separate policy ratings for indoor and outdoor property).  
  
Indoor property  
  
Outdoor property (including parks and recreational areas)
2. Prohibition applies during all hours of employment.
3. Prohibition applies to every employee.
4. Prohibition applies to all municipally-owned or leased vehicles at all times.
5. Prohibition applies to employees' personal vehicles during all hours of employment while on municipal property.

*Tobacco Cessation Support Services Offered by the Municipality*

6. Provide tobacco cessation information, resources, and/or support.



7. Provide insurance benefits and access to the following types of assistance with no prior authorization or out-of-pocket cost to the employee:

Cover group \_\_\_\_, individual \_\_\_\_, and phone counseling, \_\_\_\_ with a minimum of \_\_ 4 counseling sessions of at least 10 minutes each per attempt, and \_\_ 2 quit attempts per year.

*Cover all seven Food and Drug Administration (FDA) approved cessation aids.*

8. Communicate and promote the available tobacco cessation benefits and insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

#### *Implementation, Support and Enforcement*

9. Signs about this policy will be posted at entrances to all buildings on Municipal Property.
10. Enforcement plan.

#### **Nutrition**

*Foods and beverages sold or offered in the workplace meet these guidelines.*

##### Snack Pantry (1 – 9)

1. 100% of foods contain 0 grams of trans fat per serving.
2. 100% of snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals). 100% of individual meal items contain no more than 480 mg of sodium per serving.
3. 100% of individual meal items contain more than 230 mg of sodium per serving (excluding refrigerated meals.)
4. 75% of packaged foods contain no more than 200 calories per package, no more than 10% of total calories from saturated fat, and no more than 35% of total calories from sugar (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners).



5. 75% of beverages contain no more than 40 calories per serving (excluding 100% fruit juice and unsweetened milk).
6. 100% of milk and milk products will be unsweetened and non-fat or low-fat (1%).
7. 100% of juice will be unsweetened and 100% juice.
8. 100% of vegetable juice will contain no more than 230mg of sodium per serving.
9. 100% of foods are cooked without frying (i.e., steaming, grilling, roasting, broiling, baking, poaching, sautéing).
10. Make cool drinking water available throughout the day at no cost.
11. Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
12. Encourage employees to bring healthy foods to special occasions such as events, birthdays and retirement parties, or celebrate with non-food items.
13. Provide a quiet, private area that may be used by employees to express breast milk. This area will have an electrical outlet and will not be a bathroom.
14. Provide nutritional information on foods and beverages sold and offered in the workplace.
15. Identify healthy food and beverage menu items with signs, symbols, and/or colors.
16. Offer smaller portion sizes.
17. Promote the purchase of healthy foods and beverages through practices such as pricing strategies or posting flyers, or using other communication tools.
18. Provide nutrition education through activities such as seminars, workshops, classes, meetings, and newsletters.
19. Host, sponsor, or promote a farmers' market on or near Municipal Property that is open to community members.

### **Physical Activity**

1. Provide employees with at least 30 minutes of paid physical activity break time in addition to their regularly scheduled meal breaks.



2. Incorporate 10 minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
3. Promote short activity breaks throughout the workday.
4. Promote walking meetings.
5. Provide flexible work arrangements to accommodate paid physical activity breaks.
6. Promote stairwell use, if applicable, throughout the workday by making stairs accessible, appealing, and posting motivational signs.
7. Use posters, pamphlets, and other forms of communication to promote physical activity.
8. Promote employee participation in physical activity by creating exercise clubs or groups and sponsoring employee sports teams.
9. Provide an onsite fitness facility.
10. Provide access to an on-site changing room or locker rooms with a shower.
11. Provide employees, and their families, with access to an off-site fitness facility, including but not limited to, purchasing corporate memberships as part of the employee's benefit package, subsidizing membership expenses, or negotiating a discounted rate.
12. Provide safe and secure bicycle parking for employees and visitors to municipal workplaces.
13. Provide information about local resources and facilities, such as events, walking trails, community parks, and recreational facilities.
14. Promote physical activity through activities such as seminars, workshops, classes, newsletters, and meetings.



## Community Actions Taken to Improve the Health and Wellness Environment

Community actions required at the Bronze, Silver and Gold levels are tailored for cities of rural, small, medium, large and OKC/Tulsa size.

Rural communities (up to population 4,299) have the option of selecting 3 of the 5 community actions in the Bronze level and 4 of the 5 in the Silver level.

*Examples* of community actions to achieve an environment of wellness include the following:

- Local educational institutions (including primary, secondary, career/vocational and higher education) have adopted policies ensuring “24/7” tobacco, alcohol and drug free properties.
- Community farmers' markets, corner stores and grocery stores accept (WIC) Women, Infants and Children, (SNAP) Supplemental Nutrition Assistance Program and Senior Nutrition Vouchers.
- Community has a minimum of X certified healthy partners (e.g., businesses, congregations, etc.), based on community size that were certified in last certification year.
- City has adopted and implemented enforceable policies, ordinances or legal codes that encourages children and their families to walk, bike and roll to school (i.e. Active Walking School Bus, Safe Routes to School or Bike to School programs).

### Ordinances/Policies

- Smoking and Tobacco use in-door and outdoor ordinances for all city-owned/operated property
- All primary, secondary and higher educational institutions in the community are tobacco free
- Zoning or business permit procedures to restrict the number of locations or density of tobacco and vapor outlets and retailers
- Zoning or land use policies regarding community gardens and farmers markets
- Complete Streets, pedestrian, bicycle, parks trail guidelines, (Complete Streets, Master Plans)
- Policies or legal codes to encourage active walking school bus, safe routes to school, bike to school, city evaluates routes, traffic enforcement, etc.

The following are examples of actions taken by communities in an effort to improve the local health and wellness environment for their citizens:

- Nutrition and access to healthy food improvements by establishing community gardens and farmers markets
- Physical Activity improvements by providing additional playground equipment and splash pads/swimming pools in parks
- Built Environment/Transportation improvements by creating walking trails, cross-walks, bike trails and bike lanes
- Health Services promotion through public information on tobacco cessation.
- Promoting health and wellness by encouraging community participation in Certified Healthy Programs