



Ten Steps to Become a Certified Well WIC Worksite

1. Designate Staff Member(s) to Coordinate Wellness Activities

A staff member and/or a wellness team are essential to building a robust wellness program and to distributing the responsibility for wellness throughout the organization.

- Allow time during staff meetings for wellness presentations
- Form a wellness committee or taskforce
- Survey/assess employees prior to implementing programs

2. Capture Senior-level and Board Support

Advocate for policy changes at the organizational level, allocate resources to worksite wellness, form teams, delegate responsibility, and serve as role models for healthy practices.

- Develop a mission statement that reflects a commitment to the health and well-being of employees.
- Develop Agency-specific goals under any of the other nine steps

3. Regularly Communicate Wellness to Staff

Create effective and varied communications to achieve and maintain high participation. Develop a system for communicating the program's progress and results to employees & senior management.

- Use bulletin boards, monthly/weekly health tips, pay stub inserts
- Create a wellness newsletter or forward the existing W³ newsletter to all staff
- Include time for physical activity/wellness discussions in staff meetings
- Start a physical fitness blog on the agency website, listserv, or other online forum where employees can share physical fitness information



4. Promote Better Nutrition/Healthy Foods

Align with the nation's goals of Healthy People 2020 to promote health, prevent disease, and achieve wellness. Prepare WIC staff around the healthier WIC foods and the core messages of the Healthy Habits campaign.

- Include healthy menu options at meetings and events
- Educate staff on portion sizes
- Provide healthy vending machine options
- Make drinking water available to all staff free of charge
- Support healthy eating by sharing recipes, providing food demonstrations, guidelines on healthy eating at restaurants, and information on portion control.
- Create a health/wellness resource library
- Offer weight management support groups or programs to employees

5. Increase Physical Activity

Harness WIC's success as a critical player in the state's efforts to promote health and prevent obesity.

- Encourage stretch breaks at staff meetings and during workdays
- Provide discounted rates for health plans, gyms, and health clubs
- Hold meetings at local parks so staff can become familiar with available facilities
- Invite personal training experts for education on physical activity
- Identify and implement two, 8-10 week physical activity programs, on an annual basis.
- Provide secure bicycle parking for employees
- Provide changing rooms and/or lockers for employees



- Provide information regarding local physical activity events for charitable causes (e.g., walks, runs, cycling, dance)
- Participate in CWA's statewide physical activity challenges

6. Support General Health

Develop a program that addresses the most significant health risks to our nation with specific risks within the employee population and needs of the organization and those relevant to your Agency's work force.

- Provide health-risk screening, flu shots, COVID-19 vaccine information, doctors' office guides, information on dental health and breast self-examination
- Offer smoking cessation programs
- Offer ergonomic information or programs
- Reconfigure office equipment and furniture to meet ergonomic goals
- Offer injury prevention information/programs

7. Nurture Emotional and Mental Health

Embrace staff activities and individual commitments to promoting mental health. Recognize needs and different ways to manage stress. Encourage communication and build confidence.

- Invite speakers to educate staff on managing stress, preventing depression, parenting, managing personal finances, nurturing relationships, resolving conflicts, and preventing domestic violence
- Be family-friendly: provide resources on child care and allow flexible work hours, when possible
- Offer yoga, tai chi, meditation classes, and other mind-body options or provide time for staff to participate in CWA's Wellness Wednesdays
- Provide information on depression and anxiety
- Invite Human Resources staff to provide information/speakers on mental health services available and coverage under current health insurance and Employee Assistance Programs



8. Provide Lactation Accommodation for WIC Staff

In keeping with California Labor Code Section 1030-33, develop and implement written policies on worksite lactation accommodation and provide it as part of the work-family benefits.

- Ensure privacy to pump/express breast milk
- Provide storage for expressed milk
- Provide prenatal and postpartum education for staff
- Inform and educate staff on lactation accommodation

9. Build Community Capacity

Identify community partners and develop relationships that are beneficial for all constituents and stakeholders. Draw on and share the skills and resources of the various partners to build, develop, and sustain wellness practices.

- Coordinate wellness efforts with community partners
- Invite local community sports teams or clubs to give physical activity breaks at staff meetings
- Conduct or participate in an annual health awareness event in the community

10. Evaluate Worksite Wellness Program Success and Identify Changing Needs

Adopt a process of assessing organizational and individual needs and costs. Develop procedures for evaluating program quality and outcomes.

- Designate specific funds to promote, implement, and provide incentives for wellness program activities
- Evaluate health/wellness program and impact on employees