

WIC Worksite Wellness

CALIFORNIA WIC ASSOCIATION
EMPLOYEE WELLNESS
PROGRAM GUIDE



California
WIC ASSOCIATION

Table of Content



| | |
|----------------|--|
| 02 | THE VALUE OF WIC WORKSITE WELLNESS |
| 03 | EMPLOYEES' WELL-BEING MATTERS |
| 04 | COMMITTED TO A HEALTHY WORK CULTURE |
| 05 | SETTING THE GROUNDWORK: DEVELOPING YOUR PROGRAM |
| 06 - 09 | THE TEN STEPS TO IMPLEMENTATION |
| 10 | WIC WORKSITE WELLNESS PROGRAM COMMITMENT FORM |
| 11 | STEPS TO GETTING CERTIFIED |
| 12 | STAYING CERTIFIED: ACTION STEPS TO COMPLETE |





The Value of WIC Worksite Wellness



WIC Worksite Wellness is a statewide wellness program established to support California's 3,000–3,500 frontline WIC employees. Our aim is to ensure California's WIC working environment reflects the nutrition and health messages shared by WIC staff with over a million WIC families each year.

The California WIC Association's comprehensive wellness program promotes workplace wellness strategies and implementation policies that fosters a culture of health protection, health promotion, and lifelong healthy habits.

We support local agencies as they prepare for and achieve official Well WIC Worksite certification and recertification. By offering wellness programming year-round, we support WIC Certified Worksites to keep their staff enthusiastic and engaged in healthy lifestyle behaviors and choices.

Employees' well-being matters



Good health plays a key role in how we deal with stress, our longevity, and overall vitality, and it's more than just being disease free. Maintaining wellness involves finding a delicate balance between physical, emotional, mental, social, and intellectual health, and making informed decisions daily to avoid chronic suffering. When the work environment adopts stretch breaks, walking meetings, healthy snacks, and various wellness activities, everyday choices transform into healthy behaviors, making a healthy lifestyle the standard for WIC employees and their families.

The WIC Worksite Wellness program is designed to meet the health and safety needs of all employees through a comprehensive set of strategies, including the **"Ten Step Guide"**.

Building a WIC worksite wellness program is emphasized in four key steps:

- Workplace Commitment
- Setting the groundwork: Developing the program
- Implementing the Program
- Examining the Impact through assessment and evaluation

Implementing effective workplace strategies and activities helps WIC employees reduce health risks and improve work-life balance.

Committed to a Healthy Work Culture

The purpose of the WIC Worksite Wellness program is to foster WIC employee well-being by addressing their various needs, including both material and self-actualization dimensions. They are not simply activities; they are a vital undertaking of an organization's culture that supports WIC employees in achieving a healthy lifestyle.

Building a strong pledge and strong resolutions inspires strong personal motivation, leading to equally strong commitments.

The first step in the certification process for a WIC Local Agency involves making a commitment and completing the commitment form. This action showcases the local agency's commitment to integrating wellness into day-to-day operations.

California WIC Association WIC Worksite Wellness Commitment Statement

I/ _____, on behalf of _____ recognize the value of our Local Agency and its offices becoming a Certified Well WIC Worksite. Our Agency is committed to follow the "Ten Steps" guidelines and criteria to promote health and wellness in our work culture. Our Agency will actively support employees in activities that foster and maintain all-around health and create a health-promoting environment. We pledge to employ imagination in suggesting health-promoting activities, seeking input from our staff, and fostering open dialogue to enhance the well-being of all employees. An addition, we further commit to establish and strive for personal wellness objectives, while offering support to our colleagues in their pursuit of their own goals. Finally, we understand our agency has 18 months to become a Certified Well WIC starting from the initiation of this commitment form.





SETTING UP THE GROUNDWORK: DEVELOPING YOUR PROGRAM

To be recognized as a certified Well WIC Worksite, a local agency must assign a Wellness Coordinator to oversee wellness activities. In the local agency's Well WIC Worksite program, the Wellness Coordinator coordinates the wellness committee and ensures a robust organization of wellness activities and events.

The Wellness Coordinator leads the agency's Wellness Committee, which aims to incorporate wellness presentations into staff meetings and introduce employee assessments prior to implementing programs or events. Additionally, the Wellness Coordinator is welcome to join and engage in the quarterly CWA wellness coordinator meetings. These meetings provide a platform for Wellness Coordinators to exchange and discuss wellness concepts.

The ideal candidate for this volunteer position is a staff member who is passionate about wellness, empathetic, a strong communicator, an effective promoter, an inspiring leader, and fully committed to the agency's wellness plan.





THE TEN STEPS GUIDE TO BECOME A CERTIFIED WELL WIC WORKSITE

1. Designate staff member(s) as a Wellness Coordinator to oversee wellness activities

An essential component of a successful wellness program is having a staff member or wellness team to distribute the responsibility throughout the organization.

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



2. Secure support from senior-level and board members

Champion policy changes at the organizational level, allocate resources for worksite wellness, create teams, delegate tasks, and serve as role models for practicing healthy habits.

- Develop a mission statement that reflects a commitment to the health and well-being of employees.
- Establish goals specific to the agency in relation to the other nine steps.

3. Maintain regular communication regarding staff wellness

Develop diverse and impactful methods of communication to ensure and sustain active involvement. Design a communication framework to relay the program's progress and results to both employees and senior management.

- Use bulletin boards, monthly/weekly health tips emails or other agency communication platforms.
- 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 forums where employees can share physical fitness information.



4. Encourage and promote healthy eating

Work towards the nation's aspirations of Healthy People 2030, promoting health and well-being. Support and educate WIC staff about healthier WIC foods and the key messages of the Healthy Habits campaign.

- Educate staff about healthier options for work, provide access to healthy choices during meetings and events and ensure vending machines have healthy options available.
- Provide complimentary access to drinking water for all employees.
- Support healthy eating by sharing recipes, providing food demonstrations, guidelines on healthy eating at restaurants, and information on portion control.
- Build a collection of resources for health and wellness.
- Provide a healthy weight management support group(s) or program(s) to employees.
- Encourage the habit of eating regular meals, avoid skipping meals, and taking a regular lunch break.
- Encourage people in your office to eat their lunch/snacks away from their desk to reduce the likelihood of over-eating and make it easier for staff to get mid-day exercise.
- Put the dedication to healthy eating in writing. Make sure employees know the organization follows the healthy people 2030 importance of healthy eating by creating a written plan for providing healthy food choices.



5. Enhance well-being, fitness, and overall quality of life with movement and physical activity

Encouraging strategies that enhance physical activity at home and in the workplace can increase activity levels, enhance overall health and well-being, and ensure people of all ages engage in enough aerobic and muscle-strengthening movement.

- Encourage stretch breaks at staff meetings and during workdays.
- Provide discounted rates for health plans, gyms, and health clubs.
- Arrange meetings in local parks to allow staff members to get to know the facilities that are accessible. Encourage walking meetings when possible.
- Arrange for personal training professionals to provide education on physical activity.
- Identify and implement physical activity programs.
- 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).
- Encourage employees to participate in CWA's statewide wellness challenges.

6. Support the general health and safety of people at work

Develop a program that tackles the most important health risks in our country, keeping in mind the specific risks within the employee population and the needs of the organization and your agency's workforce.

- 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 and reconfigure office equipment/furniture to meet ergonomic goals.
- Offer injury prevention information/programs. Support efforts to prevent falls or accidents that can help reduce work-related injuries, and illnesses.
- Offer financial wellness programs aimed at educating employees. Support employees (better) manage their finances and reduce their financial worries. Invite expert advisors to keep each worker motivated, empowered, and understand the importance and benefits by managing their money wisely.



7. Nurture Emotional, Mental Health and Cognitive Health

Support both staff activities and individual efforts to promote emotional, mental, and cognitive health. Acknowledge the importance of recognizing needs and encouraging different stress management techniques for individuals. Foster open communication and enhance self-assurance.

- Invite speakers to educate staff on managing stress, preventing depression, parenting, managing personal finances, nurturing relationships, resolving conflicts, and preventing domestic violence.
- Support family-friendly practices by providing resources on child care and allowing flexible work hours, when possible.
- Offer mind-body options such as yoga, tai chi, meditation classes or allow time for staff to participate in CWA's Wellness Challenges.
- Provide information on mental health i.e. depression or anxiety.
- Support cognitive health by incorporating exercise, gratitude, socializing, restful sleep, brain games, coloring sheets, puzzles and potentially incorporating supplementation after discussing with a medical provider. By encouraging healthy habits, the brain will optimize its present and future performance.
- Invite Human Resources staff or other health care programs 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

Comply with California Labor Code Section 1030-33 by developing and implementing written policies for worksite lactation accommodation, and provide it as part of the work-family benefits.

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

9. Build Community Capacity to develop and maintain wellness practices

Identify and cultivate relationships with community partners that benefit all stakeholders. Combine the skills and resources of different partners to foster the growth and longevity of wellness practices.

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



10. Assess the effectiveness of the worksite wellness program and identify changing needs

Implement a method to evaluate the needs and expenses of both the organization and individuals. Formulate guidelines for gauging 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.

WIC WORKSITE WELLNESS PROGRAM COMMITMENT FORM

I _____, on behalf of _____ recognize the value of our Local Agency and its offices becoming a Certified Well WIC Worksite. Our Agency is committed to follow the “Ten Steps” guidelines and criteria to promote health and wellness in our work culture. Our Agency will actively support employees in activities that foster and maintain all-around health and create a health-promoting environment. We pledge to employ imagination in suggesting health-promoting activities, seeking input from our staff, and fostering open dialogue to enhance the well-being of all employees. An addition, we further commit to establish and strive for personal wellness objectives, while offering support to our colleagues in their pursuit of their own goals. Finally, we understand our agency has 18 months to become a Certified Well WIC starting from the initiation of this commitment form.



BECOMING A CERTIFIED WELL WIC WORKSITE



1. **Make the Commitment.**

Complete, sign, and submit the [Commitment Form](#). Your agency has 18 months to plan, complete, and become certified.

2. **Designate a “Wellness Coordinator” and form a Wellness Committee.**

The Wellness Coordinator will oversee the Worksite Wellness program implementation.

3. **Conduct a Staff Wellness Survey.**

Your staff will need to complete a staff wellness survey to assess wellness habits before they begin the program. You are welcome to use your own survey or [you can use our survey](#).

4. **Complete the Ten Steps to Becoming a Certified Well WIC Worksite Work Plan.**

Download the [10 Steps Guide](#), then choose at least two objectives for each step. Follow the objectives to fulfill each step.

5. **Create an electronic folder to keep important WWW documents.**

Document how you achieved your Ten Steps and chosen objectives! Use photos, stories, testimonials, samples, etc. to display your work towards becoming a Certified Well WIC Worksite. This can be uploaded when you submit your [Certification Form](#) or email Jenniffer Duran-West at jduranwest@calwic.org.



RECERTIFICATION: STAYING CERTIFIED

To maintain active WIC Worksite Wellness certification, your agency must complete the following. Recertification lasts for an additional three years.

1. Review the [10 Steps Guide](#), then choose at least two objectives for each step. Follow the objectives to fulfill each step.
2. Create an electronic folder to keep important WWW documents.
3. Document how you achieved your Ten Step objectives! Use photos, stories, testimonials, samples, etc. to display your work towards Recertification as a Well WIC Worksite. This can be uploaded when you submit your Recertification Form.
4. Provide a summary and documentation of at least three wellness activities and one success story.
5. Complete and submit a Certified Well WIC Worksite [Recertification Form](#).

Questions?

Contact [Jenniffer Duran -West](#)

for Certification or Re-Certification questions.