

# Get Fit Kauai's Proposed Scorecard for Worksite Wellness Challenge 2016



\*\*\*Please keep this copy for your records\*\*\*

Company Name: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Health Insurance Carrier: \_\_\_\_\_ Beginning Survey Score: \_\_\_\_\_

## Worksite Health Survey and Score Card

*Aloha! Thank you for participating in Get Fit Kauai's 2016 Worksite Wellness Challenge. Please complete the following survey. Each question has been assigned a point value and will raise your final score when incorporated. You will take the survey at the beginning of the 'Challenge' and then again at the end of the 'Challenge'. Your ending survey point total will be compared to your beginning survey point total and the point difference between your beginning and ending score will be your Final Challenge Score. The following is a list of items that you can incorporate into your worksite.*

General Health Environment	Point Value	Your Score
1. Senior leaders and upper management actively support worksite wellness. (Answer "yes" if you have "buy-in" from upper management. i.e. support with budget or resource allotment)	4 pts.	
2. Your company has a Worksite Wellness Committee that meets regularly (at least quarterly) and maintains meeting notes.	4 pts.	
3. Your company has a written company wellness plan and/or policy, which is reviewed annually.	4 pts.	
4. Your company conducts an employee needs and interests assessment specifically related to planning health promotion activities.	3 pts.	
5. Your company has written policies to support breast-feeding women. i.e. Allows flexible breaks to allow women to breastfeed or express milk.	4 pts.	
6. Your company provides a small, private space for a lactation room (that is not a restroom or closet) with a sink nearby for hand washing and washing of pump parts.	3 pts.	
<b>TOTAL General Health Environment Score</b>	<b>22 pts.</b>	

<b>Physical Activity</b>	<b>Point Value</b>	<b>Your Score</b>
1. Your company provides an exercise facility on-site to which all of your employees have access.	4 pts.	
2. Your company has a written policy that subsidizes or discounts the cost of on-site or off-site exercise facilities.	4 pts.	
3. Your company provides bike racks in safe and convenient locations that are available for employees who ride their bike to work.	3 pts.	
4. Your company has a policy to subsidize bus passes for employees who would like to take the bus to work.	4 pts.	
5. Your company provides other environmental supports for recreation or physical activity. (For example: your worksite provides trails or a track for walking/jogging, or maps of suitable walking routes around the area so employees can walk on their break, lunch hour, before work or pau hana.)	3 pts.	
6. Your company provides a shower and changing facility.	3 pts.	
7. Your company has signs posted at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs.	1 pt.	
8. Your company provides organized individual or group physical activity programs for employees (other than the use of an exercise facility). <i>For example: provides walking or stretching programs, group exercise, or weight training.</i>	2 pts.	
9. Your company provides brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of physical activity.	1 pt.	
10. Your company provides a series of educational seminars, workshops, or classes on physical activity. <i>Answer "yes" if these sessions address physical activity as a single health topic or if physical activity is included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	2 pts.	
<b>TOTAL Physical Activity Score</b>	<b>27 pts.</b>	



<b>Nutrition (Healthy Eating)</b>	<b>Point Value</b>	<b>Your Score</b>
1. Your company has a written policy for the provision of healthy food and beverage options at employee meetings and events. (For example, the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items or trans fat-free/low-sodium snacks available during meetings.)	4 pts.	
2. Your company promotes healthy eating to employees through the use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, information on a company website, etc.	1 pt.	
3. Your Company provides a series of educational seminars, workshops, or classes on nutrition. <i>For example: sessions that address nutrition as a single health topic or if nutrition is included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i>	2 pts.	
4. Your company has provisions available so employees can bring healthy lunches from home. <i>For example: provide a refrigerator, sink to clean dishes/utensils, eating area with seating, microwave and/or toaster oven for warming food.</i>	3 pts.	
5. Your company has a policy to offer an on-site farmer's market or offer flex time to attend a nearby farmer's market where fresh fruits and vegetables are sold.	4 pts.	
6. Your company provides on-going on-site gardening or access to a community garden. (For example: roof gardens, container or herb gardens).	3 pts.	
7. Your company has a written policy that makes most (more than 50%) of the food and beverage choices available in vending machines, cafeterias, snack bars, or other purchase points be healthier food items. For example: skim milk, 1% milk, water, unsweetened flavored water, diet drinks, 100% fruit juice, low-fat and low-sodium snacks, or fresh fruit.	4 pts.	
8. Your Company has written policy to offer meals that include healthy options in cafeteria settings.	4 pts.	
9. Your company has a written policy to identify healthier food and beverage choices with signs or symbols. For example: your company puts a heart next to a healthy item in vending machines, cafeterias, snack bars, or other purchase points.	4 pts.	
10. Your company has a water cooler, filtered water, bottled water or drinking fountain available to employees free of charge at all times.	3 pts.	
<b>TOTAL Healthy Eating (Nutrition) Score</b>	<b>32 pts.</b>	

<b><i>Tobacco Control</i></b>	<b><i>Point Value</i></b>	<b><i>Your Score</i></b>
1. Your company has a written policy banning all tobacco use at your worksite?	4 pts.	
2. Your Company has a written policy banning all Electronic Smoking Device use at your worksite?	4 pts.	
3. Your company reinforces a written policy banning all tobacco and/or Electronic Smoking Device use. For example: your company does not have ashtrays, or communicates this written policy banning tobacco use through various channels at your worksite.	4 pts.	
4. Your company displays signs (including 'no smoking' signs) with information about your tobacco-use policy.	1 pt.	
5. Your company refers tobacco users to a tobacco cessation telephone quit line. For example: your worksite refers tobacco users to The State Quit Line   1-800-QUIT-NOW (784-8669), or other programs through medical insurance carriers.	2 pts.	
6. Your company provides health insurance coverage with no or low out-of-pocket costs for prescription tobacco cessation medications including nicotine replacement. For example: inhalers, nasal sprays, bupropion (e.g., Zyban) and varenicline (e.g., Chantix).	4 pts.	
7. Your company provides health insurance coverage with no or low out-of-pocket costs for FDA-approved over-the-counter nicotine replacement products. For example: nicotine replacement gum, patches, or lozenges.	4 pts.	
8. Your company provides or promotes free or subsidized tobacco cessation counseling. For example: on- or off-site, group or individual sessions through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.	2 pts.	
<b><i>TOTAL Tobacco Control Score</i></b>	<b>25 pts.</b>	



<b>Stress Management</b>	<b>Point Value</b>	<b>Your Score</b>
1. Your company provides dedicated space where employees can engage in relaxation activities, such as meditation, yoga, or biofeedback.	3 pts.	
2. Your company sponsors or organizes social events throughout the year. <i>For example: team building events, company picnics, holiday parties, or employee sports teams.</i>	2 pts.	
3. Your company provides stress management programs. <i>For example: programs that address stress management as a single health topic or if stress management is included with other health topics</i>	2 pts.	
4. Your company provides work-life balance/ life-skills programs. <i>For example: elder care, child care, referrals, tuition reimbursement, or other programs that are offered through vendors, on-site, or employee assistance programs.</i>	2 pts.	
5. Your company provides training for managers on identifying and reducing workplace stress-related issues. <i>For example: training on performance reviews, communication, personnel management, assertiveness, time management, or conflict resolution.</i>	2 pts.	
6. Your company provides opportunities for employee participation in organizational decisions regarding workplace issues that affect job stress. <i>For example: work processes and environment, work schedules, participative problem-solving, and management of work demands.</i>	2 pts.	
7. Your company posts signs or provides brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of stress management. <i>For example: posters that promote serenity in the workplace.</i>	1 pt.	
<b>TOTAL Stress Management Score</b>	<b>14 pts.</b>	

Your score

General Health	Physical Activity	Nutrition	Tobacco Control	Stress Management	Total
____/22 pts.	____/27 pts.	____/32 pts.	____/25 pts.	____/14 pts.	____/120 pts.



**Scoring Levels:**

**Platinum** = 106-120 points

**Gold** = 91-105 points

**Silver** = 76-90

**Bronze** = 60-75 points

**Copper** = 59 or less points

**Mokihana Status**=Platinum for 3 years.

Points are based upon: Policy=4, Environment=3, Program=2, Small=1

In addition to certificates of improvement, First, Second and Third Place trophies will be given to the top 3 companies with most improvement.