

# WELLNESS TOOLKIT

A guide to creating a culture of wellness within your organization.



# MESSAGE FROM THE PERSONNEL CABINET SECRETARY

Greetings,

As a valued leader in the Commonwealth, the wellness and success of our workforce depends on you. Your support and promotion of wellness and our LivingWell program is paramount to its success and its ability to positively impact the lives of people throughout Kentucky--leading to a healthier and happier workforce to support your organization's mission.

The purpose of the LivingWell program is to support employee wellness. We know that wellness means something different to everyone, and to support each individual's journey, we have incorporated a variety of components into the LivingWell program. Wellness is about more than walking 10,000 steps a day! We want to support you and your employees taking advantage of these incredible resources available to you through the Commonwealth, as explained in this toolkit. I encourage you to use this toolkit to understand how you can support wellness in your organization.

Our team of Regional Well-being Coordinators (RWCs) can assist you to bring the LivingWell program to life for you and your employees. These wellness experts are available to help you create a manageable wellness plan for your workplace. This can include onsite activities like educational programs, walking clubs, stress management breaks and more.

Review the RWC territory map, available on the Cabinet's Wellness web page, if you would like to contact the RWC who serves your organization. They are happy to help you. Or, you can use this toolkit to create your own programs.

Wellness is important as we continue to strive to make the Commonwealth of Kentucky a healthier place to live.

In good health,

Secretary Bailey

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# INTRODUCTION



## WHAT IS INCLUDED IN THE TOOLKIT?

This wellness toolkit has been designed to remove the guesswork and logistical work of the wellness program. This toolkit contains a lot of helpful information. Please read it thoroughly to help you get started.

The Leadership Support section contains template letters to be easily changed to meet your needs to getting support and starting the conversation about wellness in the workplace.

The Champion's section contains information about the current Wellness Champions Program through the Kentucky Employees' Health Plan, and how to leverage the champions within your own organization to assist you with your wellness efforts.

The LivingWell Regional Well-being Team section describes the Regional Well-being Coordinator's (RWC) role of assisting you with wellness programming. The RWCs can assist you at your organization level with all aspects of this toolkit and how to get started.

The Wellness Committee section guides you in choosing the right members of your committee as well as planning and measuring for success.

The Activities section is a list of ideas to choose from, along with all the tools needed to make the activity successful.

The Reference/Forms section has links and documents not found in the other sections, that will support your efforts.

The last section in the toolkit is the Safety, Liability, and Best Practices section, which houses a waiver that can be used for many of the activities. Please note: you will need to clear all activities and your final waiver documentation with your own legal counsel.

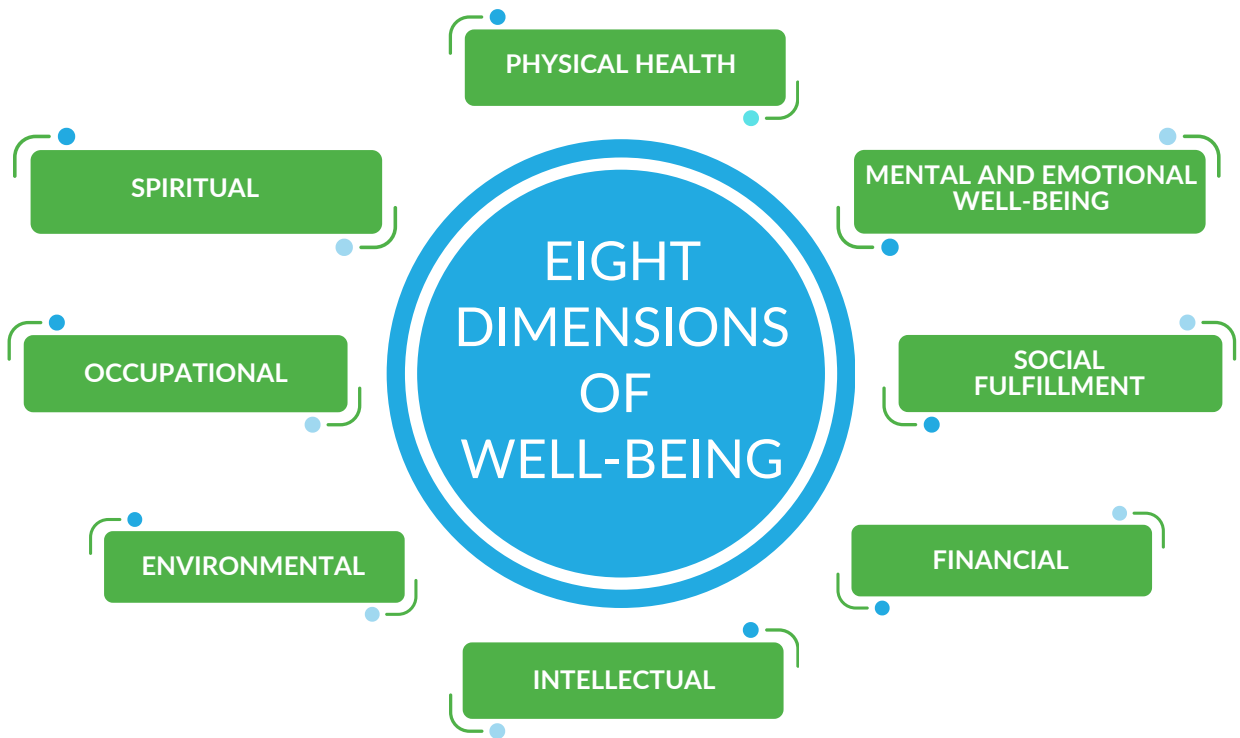


# INTRODUCTION



## MISSION OF WELLNESS: WHY IS WELLNESS IMPORTANT?

To answer “Why is wellness important?” let’s first define wellness. Wellness is a state of being tied to quality of life. It is important because it can affect your mood, energy level, ability to be focused, manage stress, and stay emotionally balanced. Wellness affects our personal and professional lives and can impact our overall ability to carry out daily tasks. If wellness is at the forefront of our minds as employers and leaders, our staff is more likely to be at its top-achieving level.



Wellness affects the workplace. When our employees are going through hard times, productivity is affected. Some burdens in life can be avoided, while others cannot. As leaders, we can dedicate our time and attention to impact those factors we can control. We can focus on factors that affect the working environment, certain aspects of mental and emotional well-being and social fulfillment, as well as occupational health and physical wellness.

# LEADERSHIP SUPPORT WELLNESS-CENTERED LEADERSHIP



## WHAT DOES WELLNESS-CENTERED LEADERSHIP LOOK LIKE?

Leadership in an organization directly and indirectly influences the culture and values of the entire organization. Your role is a powerful engine for engagement and success in wellness. When leaders prioritize wellness, they can enhance job satisfaction and improve overall performance of their organization.

Leadership can promote wellness in many ways within their organization by:

- Getting involved themselves – setting the example by participating in wellness activities.
- Encouraging staff to get involved and engaged in activities as available.
- Reducing barriers to participation in simple ways, such as not scheduling meetings during lunchtime, encouraging employees to take their breaks, having dress down days and allowing employees to wear clothing that is more favorable to wellness activities (on special occasions), as well as having an area where employees can stretch.

## CULTURE OF WELLNESS MODEL



# LEADERSHIP SUPPORT

## CREATING A CULTURE OF WELLNESS



### **CREATING A CULTURE OF WELLNESS WITHIN YOUR ORGANIZATION.**

Creating a culture of wellness is a way to encourage and promote well-being within your organization and its employees. There are multiple ways to encourage this culture to move the needle and make a difference, some small and some large.

Some examples include creating spaces inside and outside that encourage wellness like:

- Walking events during lunch hours.
- Mapping out walking trails for employees to show distances, or do a “walking meeting.”
- Encouraging employees to take their breaks and get outside to move, if able.
- Scheduling monthly or quarterly meetings to encourage wellness and employee appreciation.
- So much more!

The culture of wellness involves introducing ways for employees to be healthier both at work and in their personal lives.

Steps to creating this culture of wellness include reviewing internal wellness and business policies. Begin by encouraging benefits that are already in place (flexible work hours schedule, mental health support--including the Kentucky Employee Assistance Program, wellness program through KEHP, etc.). Consider changing any internal policy to encourage improvement of employee well-being.

You can get creative. The sky’s the limit! If you need ideas, reach out to your Regional Well-Being Coordinator who can assist in planning, organizing and executing ways to create a culture of wellness within your organization!

# LEADERSHIP SUPPORT TEMPLATE LETTER



## TEMPLATE LETTER

### Your Organization's TOP Leadership to second line leadership

#### Encouragement to participate in Worksite Wellness

As leaders, we have an opportunity to not only influence the work performed within our organization, but also encourage healthier lifestyles that directly and indirectly improve the wellness of all employees.

I want to support our employees and promote worksite wellness. Our leadership team needs to consider what programs and events we can create to help achieve this goal.

The Wellness Toolkit has been created by the Kentucky Personnel Cabinet to assist our organization on how to get started to encourage worksite wellness. Along with the toolkit, we have a designated Regional Well-Being Coordinator (RWC) to assist us, if we wish. There is a section specifically within the toolkit about the RWCs and how to get in touch with them.

We need to be the models and examples for our employees, so I strongly encourage participation in worksite wellness, including the creation of a wellness committee, and to plan activities to engage our employees.

Thank you,  
XXXXXXXXXXXX (Leader Name)



# LEADERSHIP SUPPORT TEMPLATE LETTER



## TEMPLATE LETTER

### **Manager to Direct Reports**

Encouragement to participate in  
Wellness Events

It's important that we take care of ourselves so we can experience a good quality of life at work and at home.

The [Kentucky Employees' Health Plan / (agency name)] is hosting an [event title] on [date and time] to promote a healthy workforce. I want to encourage you to participate in this event to take small steps towards a healthier lifestyle. To learn more about this event [insert where/how to go for this information].

I hope you will take advantage of this event so that you can experience improved health. You can help promote and inspire a commitment to health and well-being by encouraging your coworkers to learn more about their health.

Together, we can create a healthier Kentucky!

# LIVINGWELL REGIONAL WELL-BEING TEAM AND LIVINGWELL CHAMPIONS



## LIVINGWELL REGIONAL WELL-BEING TEAM

The LivingWell team consists of five Regional Well-being Coordinators (RWCs). Each RWC is a wellness professional trained to assist organizations to increase awareness of benefits, drive KEHP's LivingWell program engagement, and support wellness initiatives. Activities that RWCs coordinate include wellness challenges, tabling events, "lunch & learn" educational and informative presentations, and wellness committee efforts. They are dedicated and passionate about helping the Commonwealth of Kentucky create healthier and happier workplaces.

Located throughout Kentucky, the RWCs are a resource you can use to support your organization through the sharing of ready-to-go resources, providing presentations, and coordinating events. RWCs can also support at key events such as new hire orientations, agency department meetings, leadership meetings, all-staff meetings, conferences, open enrollment, benefit/wellness/health fairs, and more. Connect with your Regional Well-being Coordinator (RWC) by finding the county of your worksite on the RWC territory map, available on the Cabinet's Wellness webpage.

## LIVINGWELL CHAMPIONS

The RWCs recruit and support LivingWell Champions. Champions are employees at worksites across the Commonwealth who promote the LivingWell program and other wellness benefits offered through KEHP within their workplace. Through the partnership between the LivingWell Champion and their RWC, Champions help create a culture of wellness within their workplace, encourage engagement in the LivingWell program, equip their co-workers with tools and resources to support wellness initiatives, and inspire their colleagues through leadership, enthusiasm, and guidance from the LivingWell team.

## STRATEGIZE FOR SUCCESS

Contact the RWC who serves your region/county to find out whether you already have a Champion at your worksite that you can connect with. If not, help the RWC to help build a network of Champions within your organization!

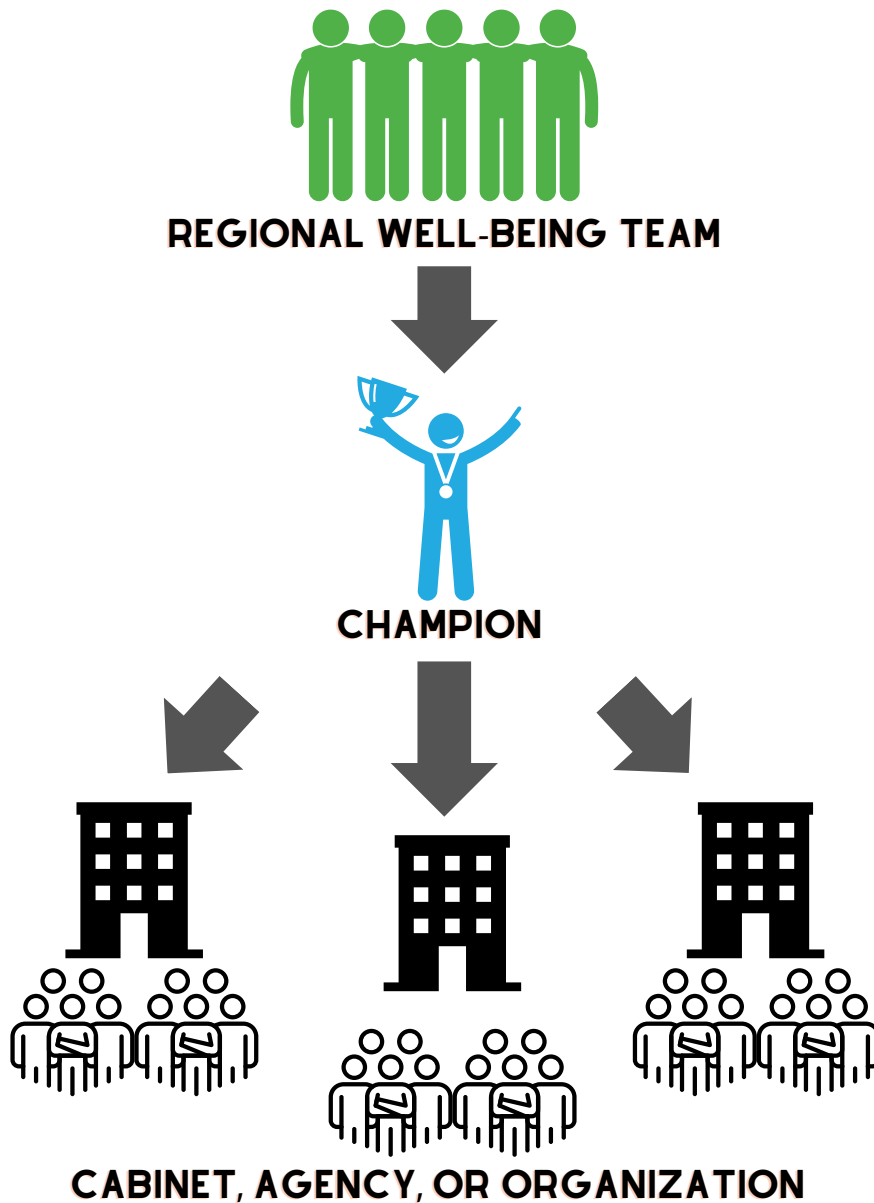
# LIVINGWELL REGIONAL WELL-BEING TEAM AND LIVINGWELL CHAMPIONS



## CHAMPION SUPPORT STRUCTURE

RWCs recruit and maintain relationships with Champions and provide them with support and resources.

Through your organization's HR Office or Public Information Office, LivingWell Champions share LivingWell program and wellness information with their entire Cabinet, Agency, or Organization. The Champion does not need to create their own resources, the RWCs provide that support.



# WELLNESS COMMITTEES



Members of wellness committees are wellness-minded employees who are passionate about creating a healthy workplace. They serve as positive role models who provide support, encouragement, and motivation to peers and offer valuable feedback to leadership to continually enhance your wellness offerings.

## **Best practice: establish a wellness committee**

It is a best practice for agencies or organizations to establish wellness committees to assist in the communication, planning, and execution of wellness initiatives and strategies. Committees can vary in size, but typically include 7-15 volunteer members from across the agency or organization. It is recommended that the committee have at least one LivingWell Champion as a member.

## **First step**

As a first step, agencies and organizations should use this guide to establish or strengthen their wellness committee. Those with an established committee can then determine if growing or changing their wellness committee would be helpful in better supporting and communicating wellness program information. Agencies and organizations should consider a large enough network to support, at minimum, all work locations and work shifts.

## **Use available resources**

Your RWC team is here to help. They have a great deal of knowledge in wellness implementation as well as access to resources to support you in the creation or refinement of your wellness committee.

# WELLNESS COMMITTEES



## WELLNESS COMMITTEE IMPLEMENTATION AND REFINEMENT

### 1. Set a meeting schedule

Decide on a meeting cadence and time that's convenient for everyone. We recommend meeting monthly or quarterly.

### 2. Hold your first meeting

At this meeting you'll want to review roles and responsibilities for the group, and share your committee goals.

### 3. Make a plan

At your next meeting, try to plan out twelve months of well-being activities and events. You'll also want to sketch out how you'll communicate activities to your population and who is the point person to manage each. Consult with your RWC on developing a wellness plan with strategies specific for your population.

### 4. Solicit feedback and refine

As the wellness committee's efforts gain traction, make sure to continually seek feedback from the employee population. This can be a short survey or a small focus group to zero in on what's working and what isn't so you can refine and adjust your plan going forward.

# WELLNESS COMMITTEES



## HOW TO KEEP YOUR WELLNESS COMMITTEE ENGAGED

Wellness committee members are volunteers, so it's important to keep them engaged by showing your support, recognizing them, and giving them the tools they need to succeed.

Once you've established your wellness committee and had your initial meeting, provide structure for future meetings to set them up for success.

- Gather feedback from the various locations and populations. What is/not working well?
- Engage committee members in the development of meeting agendas, presenting updates and taking ownership of initiatives.
- Discuss ways to improve engagement and share best practices.
- Review upcoming events and how the wellness committee can provide support.
- Review outcomes and activities to track progress or highlight areas of improvement.
- Share resources and training opportunities with wellness committee members to help them stay up-to-date on the latest well-being trends and best practices.
- Let employees know who is on your wellness committee by creating door signs or email signatures and communicating through your agency newsletter or intranet site.
- Recognize and reward their efforts. Recognize wellness committee members and champions in your well-being communications, all-employee forums, and other organization-wide communication vehicles.
- Ask a senior leader to drop by a wellness committee meeting to actively show support.

# WELLNESS COMMITTEES



## THERE ARE MANY WAYS TO MEASURE SUCCESS

It's important to measure the impact of your wellness committee to ensure it is providing the desired value to the organization. Consider what your leaders may be most interested in measuring.

### **Engagement**

What percentage of the population is participating in the LivingWell program and agency-level events? Is this increasing over time? Are some events more popular than others? Monitor participation in trends over time with activities like health assessments and challenges.

### **Testimonials**

Numbers are important, but personal endorsements from employees—with permission—are powerful, motivating, and can communicate to key stakeholders the positive impact of the program.

### **Employee satisfaction**

Survey employees and consider other feedback loops to learn how wellness committee members have impacted their experience with the wellness program.

# ACTIVITIES



## **RULES OF THE ROAD: THE “DOS AND DON’TS” WHEN ORGANIZING ACTIVITIES**

### **DO**

- Make the activity available to all employees regardless of their skill/ability level.
- Get all levels of management on board.
- Take a holistic view of wellness, not just focus on physical health.
- Promote regular health screenings and preventive health.
- Remember that changing human behavior isn’t easy.
- Celebrate success, even if it feels small.
- Keep it fun!

### **DON’T**

- Make wellness activities overly complicated or try to create a one-size-fits-all solution.
- Neglect communication and engagement, or forget to obtain waivers if needed.
- Assume you know what employees want or ignore their feedback.
- Forget to access the help and support you need to be successful!

## **CONTESTS AND WINNER ANNOUNCEMENT**

- Can be announced through an email, to an employee directly, or in a social media post.
- Announcing winners can help with the spirit of healthy competition.

## **SIGN-UP/TRACKING SHEETS FOR ACTIVITY PARTICIPATION**

- Manual and electronic log tracking sheets created that can be adapted per the organization’s discretion, activities, and needs.

## **HOW TO GET STARTED: A LIST OF ACTIVITIES FOR ORGANIZATIONS TO CHOOSE FROM**

- Hydration Challenge
- Sugar content in drinks Challenge
- Healthy Potluck Day
- Lunch and Learn sessions
- Group walk or hike on path or track
- Outdoor Meeting
- Mindfulness Workshop
- Financial Wellness Workshop
- Stretch Breaks
- Field Day
- Walking Challenges
- Sleep Challenges
- Guest Speakers
- Recipe Exchanges
- Scavenger Hunt
- Healthy Food Days
- Ethnic Food Days
- Wellness Fairs
- Book Club
- Planting a team garden





## LINKS TO ADDITIONAL RESOURCES

- [KEHP wellness webpage](#)
- [Centers for Disease Control and Prevention](#)
- [Kentucky Department for Public Health](#)
- [Eatright.org](#)
- [U.S. Food and Drug Administration](#)
- [American Society for Nutrition](#)

# REFERENCES/FORMS

## SURVEYS



### INTEREST SURVEY

Want to know what type of events your employees are interested in?

- Use this survey to determine the interest in the employees for activities they would like to be involved in.

***What activities do you already participate in, are you interested in and which activities do you want to learn more about?***

	Already Participate in Activity	Interested in Activity	Want To Learn More
Meditation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yoga	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cook Healthy Meals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Take Walks Regularly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weight Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prioritize Getting Healthy Sleep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engage in Breathing Exercises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Read Nutrition Advice from Experts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regular Daily Movement (Stand and Stretch)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in Steps Challenge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in Nutrition Challenge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in Sleep Challenge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in Mindfulness Challenge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in Water Challenge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***How do you want to learn more about the above activities?***

Read Wellness Newsletters	<input type="radio"/>
Attend Work or Community Wellness Events	<input type="radio"/>
Attend Lunch and Learns	<input type="radio"/>
Listen to Podcasts	<input type="radio"/>
Attend Webinars	<input type="radio"/>
Information on Website	<input type="radio"/>

# REFERENCES/FORMS SURVEYS



## EVENT SURVEY

Want to know if your event accomplished its' goal?

- Use this survey after an activity to determine the level of interest in doing that type of activity again.

***Thank you for participating in today's event. To help us understand what you thought of today's event, please complete the following questions.***

1. How likely are you to recommend this event to a friend or colleague?

Not at all likely											Extremely Likely	
0	1	2	3	4	5	6	7	8	9	10		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

2. Overall, how would you rate this event?

Poor				Excellent
1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. What did you like about the event?

4. What did you dislike about the event?

5. How organized was the event?

Not At All Organized				Extremely Organized
1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. How knowledgeable were the staff?

Not At All Knowledgeable				Extremely Knowledgeable
1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. How helpful were the staff?

Not At All Helpful				Extremely Helpful
1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Prior to the event, how much needed information was provided?

No Information				All Needed Info
1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. How long was the event?

Much Too Short			Just Right	Much Too Long	
1	2	3	4	5	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

10. Is there anything else you'd like to share about the event?

# SAFETY, LIABILITY, AND BEST PRACTICES



## ENSURING SAFETY IN WORKPLACE WELLNESS ACTIVITIES

### Risk Assessment

Conduct a thorough risk assessment before implementing any wellness activities to identify potential hazards and mitigate risks.

### Venue Safety

Ensure that the chosen venue for wellness activities complies with safety regulations and is suitable for the planned activities. Are there uneven surfaces, sharp objects, overhead hazards?

### Equipment Inspection

Regularly inspect and maintain any equipment used during wellness activities to prevent accidents or injuries. Is all equipment in good operational condition? Is there any need for additional safety equipment?

### Qualified Instructors

Engage certified and qualified instructors for physical activities to ensure proper guidance and minimize the risk of injuries. If utilizing vendors, have they verified their qualifications and liability coverage?

## MANAGING LIABILITY

### Insurance Coverage

Verify that your organization's immunity or liability insurance, as applicable, covers workplace wellness activities. If not, consider obtaining additional coverage for such events. Verify, also, that vendors have necessary and sufficient coverage.

### Participant Waivers

Require participants to sign waivers acknowledging the potential risks associated with wellness activities. A sample is included, but you should always consult legal counsel to ensure the effectiveness of these waivers for your chosen activity.

### Documentation

Maintain thorough documentation of all wellness activities, including attendance records, safety protocols, and any incidents. This documentation can serve as valuable evidence in case of liability claims.

# SAFETY, LIABILITY, AND BEST PRACTICES



## **BEST PRACTICES FOR WORKPLACE WELLNESS**

### **Employee Communication**

Clearly communicate the purpose, benefits, and potential risks of wellness activities to employees. Encourage open dialogue and address any concerns they may have.

### **Inclusive Activities**

Plan activities that cater to a diverse range of abilities, fitness levels, and interests, ensuring that all employees can participate comfortably.

### **Consent and Privacy**

Although participation should be encouraged it should always be up to the individual whether they do. Nobody should be coerced into participation. Respect employee privacy by obtaining explicit consent before collecting any personal health information. Clearly communicate how the information will be used and stored.

### **Consult Legal Counsel**

Consult your legal counsel and ensure that you obtain signed waivers from participants when necessary. Make sure any physical activity is voluntary and not subject to workers' compensation in the event of injury.

### **Regular Training**

Provide ongoing training for HR leads and wellness coordinators on safety protocols, emergency procedures, and relevant legal considerations.

### **Evaluation and Feedback**

Regularly evaluate the effectiveness of wellness programs and seek feedback from participants. Use this information to continuously improve and tailor activities to better suit employee needs.

By incorporating these safety measures, managing liability effectively, and following best practices, you can create a workplace wellness program that not only promotes employee well-being but also safeguards the organization and its employees from potential risks. Always consult with legal professionals to ensure compliance with local regulations and laws.