



Healthy Washington County is a coalition of public and private organizations working to improve the health of people living in this community. The Healthy Business Challenge is led by the Washington County Health Department, Hagerstown YMCA, Washington County Chamber of Commerce, and Meritus Health. The workplace is a perfect platform for fostering positive behaviors that can improve individual health as well as collective results for the community. The Healthy Business Challenge is a way to support employers to develop wellness plans, implement activities, empower employees to make informed decisions, and create a conducive environment for healthy changes.

There are many motivations for an employer to focus on workplace wellness: reduce health care costs, increase productivity and employee morale, and decrease absenteeism and presenteeism. For many business owners, investing in their employee's health is more than just a return on investment. They truly care about their employees' well-being. A good place to start when implementing workplace wellness activities is to get feedback from employees about their needs and interests.

Challenge criteria have been developed in three categories: Healthy Eating, Physical Activity, and Overall Wellness. Businesses can select criteria they plan to implement from these lists or create their own ideas. The challenge is annual, so workplaces can build on their offerings each year.

All businesses achieving a minimum of 10 points/category will receive a *Healthy Business* designation.

If your business is interested in signing up, please register on the Healthy Washington County website. Registration is open to all businesses (profit and nonprofit) that have employees and an office/facility in Washington County. The challenge runs **January 1, 2020 through June 30, 2020**. There are four size categories: very small (1-24 employees), small (25-99 employees), medium (100-399 employees), and large (400+ employees). After the challenge, awards will be presented to those businesses achieving the highest number of points in each size category and that go above and beyond in creating a healthier business environment.

Sign up at healthywashingtoncounty.com/resources/healthy-business-challenge

If you have any questions, please contact Hannah Person at hannah.person@maryland.gov or 240-313-3357.

BASIC BUSINESS INFO

Please provide us with some basic information about your business:

1. BUSINESS NAME
2. # OF EMPLOYEES
3. CONTACT PERSON
4. PHONE
5. EMAIL

Answer the following wellness questions:

1. To what extent does senior management actively support employee health improvement?
2. Do you currently have a Wellness Champion/Coordinator?
3. Do you have a Wellness Committee?
4. Do you have a Wellness Plan?
5. Does your company set wellness related goals or objectives?

If yes, please list the current goals/objectives and provide any related data you have.

6. Does your company offer health insurance?
7. Does your company have any wellness policies, such as nutrition guidelines for cafeterias, allowing employees to take activity breaks, or a tobacco-free policy?

If so, please provide a description below and/or email the policy to hannah.person@maryland.gov

8. Do you collect any data relating to employee health?
If so, what are your employees' top health concerns?
9. How would you rate the overall of health of your employees?

FUEL UP: *Healthy Eating*

Check off all criteria as you implement them related to Healthy Eating. Make sure to include details of your activity/program where applicable.

1. Make water available throughout the day and promote increased water consumption (e.g., hydration stations, water coolers throughout building, infused water in breakroom). (1 point)
2. Promote healthy eating through motivational signs, posters, etc.. (1 point)
3. Provide educational materials that address healthy eating. (1 point)
4. Hold a healthy potluck, salad bar party, or healthy food taste-testing. (1 point)
5. Create or distribute a cookbook of healthier recipes and share it with employees. (1 point)
6. Provide food preparation and storage facilities (e.g., microwave, refrigerator, sink, oven) and a place for employees to eat other than their workstations. (1 point)
7. Have a nutrition policy. (1 point)
8. Provide and encourage [healthy food and drink options](#) at company meetings and functions. (1 point)
9. Offer or promote a farmers market for your employees. (1 point)
10. Offer [healthy vending machine options](#). (2 points)
11. Offer a cooking class or other nutrition-related class or seminar. (2 points)
12. Have cafeteria follow nutritional standards that align with [recommended guidelines](#). (2 points)
13. Plant a [company garden](#) and engage employees in maintenance. (3 points)
14. Conduct a nutrition challenge or program. (3 points)
15. Provide visible nutrition information (beyond standard food labels) for the foods and beverages available at the worksite. (3 points)
16. Identify healthier food and beverage choices with signs or symbols. (3 points)
17. Make healthier food choices cheaper than less healthy choices. (3 points)
18. Make healthier options more visible by placing them at the point of entry and point of sale, placing them at eye level or at the front of the display, or using more attractive containers. (3 points)
19. Create your own idea to promote healthy eating. (1-3 points)

Provide details below about each of the above activities and programs you implemented.

Other Helpful Resources

- [Choose MyPlate](#)
- [American Heart Association Food & Beverage Toolkit](#)
- [Healthy Meeting Toolkit](#)
- [Healthy Retail Video Series](#)
- [WorkWell NC Tools](#)
- [Nutrition Decisions Webinars](#)
- [University of Maryland Extension](#)
- [Workplace Health Resource Center](#)
- [Healthy Washington County](#)

GET MOVING: Physical Activity

Check off all criteria as you implement them related to Physical Activity. Make sure to include details of your activity/program where applicable.

1. Allow employees to take “movement breaks” during the workday. (1 point)
2. Offer incentives for employees to join local gyms and/or negotiate special rates. (1 point)
3. Designate space for physical activity and include pieces of exercise equipment. (1 point)
4. Provide educational materials that address the benefits of physical activity. (1 point)
5. Have a physical activity related policy. (1 point)
6. Hold educational seminars on physical activity. (2 points)
7. Promote the use of activity trackers to support physical activity, such as pedometers, wearable trackers, online tools, or apps. (2 points)
8. Conduct a [walking club](#) before/after work or during lunch time. (3 points)
9. Provide fitness, yoga, or other activity classes for employees. (3 points)
10. Offer a physical activity challenge or program to employees. (3 points)
11. Recruit employees to participate in a local community event that encourages physical activity (e.g., 5ks, biking, walks). (3 points)
12. Map out on-site trails or other nearby walking routes. (3 point)
13. Encourage use of stairs and make [stairwells](#) inviting to use. (3 points)
14. Promote active commuting such as by providing bike racks or showers. (3 points)
15. Provide active workstations such as sit-stand desks. (3 points)
16. Create your own idea to promote physical activity. (1-3 points)

Provide details below about each of the above activities and programs you implemented.

Other Helpful Resources

- [Steps to Wellness](#)
- [American Heart Association Walking Program Toolkit](#)
- [WorkWell NC Tools](#)
- [Stairwell Signage](#)
- [Move Your Way](#)
- [Washington County Pathfinder](#)
- [Hagerstown Parks & Recreation](#)
- [Washington County Recreation & Fitness Department](#)
- [Workplace Health Resource Center](#)
- [Healthy Washington County](#)

FEEL GREAT: Overall Wellness

Check off all criteria as you implement them related to Overall Wellness. Make sure to include details of your activity/program where applicable.

1. Publicize and encourage use of [telephone help lines](#). (1 point)
2. Include [wellness tips](#) or information in company newsletters or communications. (1 point)
3. Provide a quiet room or stress reduction space for employees. (1 point)
4. Promote seasonal flu and/or other vaccinations. (1 point)
5. Promote good hand hygiene in the worksite by providing soap, water, hand sanitizer, and educational materials in strategic locations such as bathrooms or break rooms. (1 point)
6. Sponsor or organize employee activities that provide opportunities for social interaction. (e.g., sports teams, field day, hikes, bowling, picnics). (1 point)
7. Refer employees to tobacco cessation classes or resources such as [1-800-QUIT-NOW](#). (1 point)
8. Refer employees to the [National Diabetes Prevention Program](#). (1 point)
9. Conduct preventive wellness screenings on-site (contact your insurance company to check what may be available). (2 points)
10. Offer programs or seminars that teach employees how to [manage stress](#). (2 points)
11. Offer programs or seminars about sleep. (2 points)
12. Promote a self-administered mental health or substance abuse [screening tool](#). (2 points)
13. Provide an on-site or off-site [Employee Assistance Program \(EAP\)](#). (2 points)
14. Hold educational seminars or classes for employees on wellness topics. (3 points)
15. Create a [tobacco-free worksite](#) and/or encourage tobacco-free workdays. (3 points)
16. Have employees attend a smoking cessation program. (3 points)
17. Have employees attend the National Diabetes Prevention Program. (3 points)
18. Make a blood pressure monitor available for employees to check their [blood pressure](#). (3 points)
19. Support breastfeeding by providing an appropriate place for breastfeeding / pumping, having a lactation support policy, or providing or connecting employees to [lactation support services/education programs](#). (3 points)
20. Create your own idea to promote overall wellness. (1-3 points)

Provide details below about each of the above activities and programs you implemented.

Other Helpful Resources

- [211 for other areas](#)
- [National Suicide Prevention Lifeline](#)
- [Right Direction](#)
- [Tobacco Free for Life Classes](#)
- [Smokefree.gov](#)
- [Supporting Nursing Moms at Work](#)
- [Breastfeeding Support Resources](#)
- [Prevent Diabetes STAT](#)
- [WorkWell NC Tools](#)
- [CDC Workplace Health Promotion](#)
- [Wellness Challenge Ideas](#)
- [Washington Goes Purple](#)
- [Healthy Washington County](#)

BONUS POINTS

Check off all criteria as you implement them. Make sure to include details of your activity/program where applicable. These points are added to your total score, but will not contribute toward earning a Healthy Business designation.

1. Complete the [CDC Worksite Health ScoreCard](#). (2 points)
2. Create a company wellness committee that meets at least quarterly to assess company needs, make recommendations, and implement activities. (2 points)
3. Create a workplace wellness plan that includes measurable objectives. (2 points)
4. Use incentives to increase participation in health promotion programs. (2 points)
5. Meet with your insurance company to discover benefits they provide by improving employee health. (2 points)
6. Provide data relating to any program or assessment you conduct with your employees. (2 points)

Provide details below about each of the above activities and programs you implemented.

Other Helpful Resources

- [Healthiest Maryland Businesses](#)
- [WorkWell NC Tools](#)
- [Wellness Programming Matrix](#)
- [Essential Elements of Effective Workplace Programs and Policies](#)