

School Employee  
Wellness Program

INFORMATION AND RESOURCES TO IMPLEMENT  
A SUCCESSFUL WORKSITE WELLNESS  
PROGRAM FOR IDAHO SCHOOLS



ADAPTED FROM:  
SCHOOL EMPLOYEE WELLNESS:  
A Guide for Protecting the Assets of our Nation's Schools  
Directors for Health Promotion and Education (DHPE)  
[www.schoolempwell.org](http://www.schoolempwell.org)

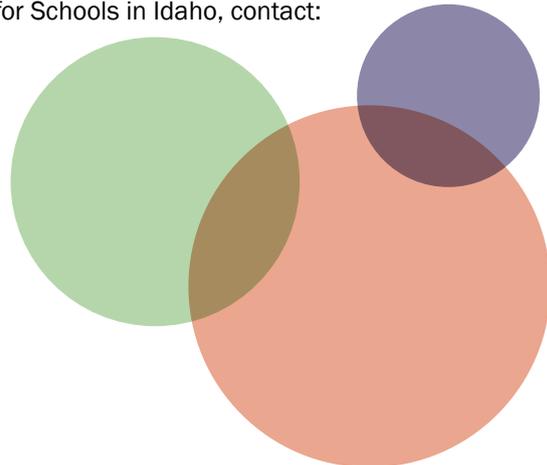
Other resources used include:  
North Carolina Health Smart. School Worksite Wellness Toolkit

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Designed By  
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## What is a School Employee Wellness Program?

A School Employee Wellness Program is an organized program for staff to enrich their physical, mental, and occupational well-being.

### The Goal of a School Employee Wellness Program:

To support individual behavior changes as well as policy and environmental changes that will promote good health for all staff members.

Specific goals of a School Employee Wellness Program:

- Make the school/work environment more supportive of positive health behaviors
- Reduce risk of chronic disease
- Model healthy behaviors for students and the community
- Improve staff health and productivity
- Increase energy and reduce stress

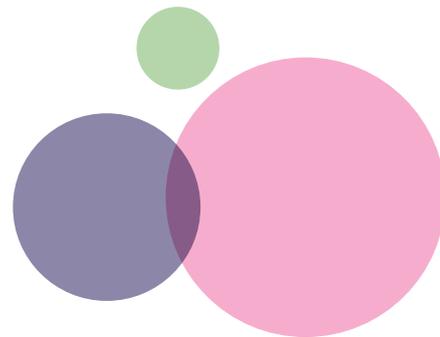


## What are the benefits of a School Employee Wellness Program?

The benefits of a School Employee Wellness Program include, but are not limited to:

- Decreased staff absenteeism
- Lower health care costs
- Lower insurance costs
- Fewer work-related injuries
- Fewer worker compensation claims
- Fewer disability claims
- Increased productivity
- Increased employee morale
- Increased employee retention
- Attractiveness to new employees
- Positive community image
- Increased healthy behaviors
- Healthy role modeling for students

**LET'S GET STARTED!**



# How to Start a School Employee Wellness Program in Your School

## **The Nine Steps for Establishing a School Employee Wellness Program**

The National Directors for Health Promotion and Education has recommended the following nine-step process for establishing a successful School Employee Wellness Program.

Some school districts may find it necessary to start at Step 1, whereas others may have already completed some of the initial steps. Where a school district should start can be determined by answering the following questions:

- Does your district already have a Wellness Policy Committee or School Health Council in place?
- How much administrative support, community support, and employee interest do you have?
- What resources (facilities, time, personnel) are available?

## 9 Steps for Establishing a School Employee Wellness Program

**Step 1:** Obtain administrative support

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**Step 2:** Identify resources

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**Step 3:** Identify a leader

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**Step 4:** Organize a committee

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**Step 5:** Gather and analyze data

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**Step 6:** Develop a plan

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**Step 7:** Implement the plan

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**Step 8:** Evaluate and adapt the program

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**Step 9:** Sustain the program

# Step 1

## Obtain Administrative Support

For a School Employee Wellness Program to be successful and sustainable, it needs the support of the superintendent at the district level and the principal and vice principal(s) at the school level, as well as other powerful decision makers within the school system.

Decision makers in school systems require data to make their decisions about policies and programs. The following list indicates types of data that can help support the need and make the case for a School Employee Wellness Program as well where this information can be found:

- Numbers and reasons for employee absenteeism from the human resources office,
- Financial and academic costs for substitutes from the business office,
- Injury incidence and workers' compensation claims from the benefits office,
- Health care costs from the benefits office,
- Employee turnover from the human resources office,
- Chronic health conditions from the health department, and
- Surveys of interest from employees.

The following tips can help in obtaining administrator support:

- Develop or adapt a PowerPoint presentation that demonstrates the need for and benefits of a School Employee Wellness Program. A sample PowerPoint presentation about the importance of a School Employee Wellness Program can be found at [www.schoolempwell.org](http://www.schoolempwell.org) under "Downloadable Resources".
- A tip sheet for calculating the potential savings of a School Employee Wellness Program can be found in the Appendix.

*Successful School Employee Wellness Programs have reported administrator support as a key factor in their success.*

# Step 2

## Identify Resources

Implementing a School Employee Wellness Program requires a variety of resources. Many resources may already be available in your school district or through partnerships with agencies and organizations in your community. Examples of possible resources already available are below:

### School/District Employees

Many school employees are professionally prepared to support health-promotion interventions. These employees include the following:

- **School health educators** who have expertise in not only current, science-based information that is needed to make health-promoting decisions, but also strategies for developing the attitudes and skills required for adopting behaviors that will protect and promote health.
- **Licensed professionals** who deliver direct health care and preventive health services at school sites and at school-based health centers. Among them are licensed and/or credentialed **school nurses, licensed vocational nurses, audiologists, audiometrists, physical therapists, and athletic trainers**. These providers can assist with screenings, referrals for emergency care, and education for CPR, health promotion, disease prevention, and medical self-care.
- **Physical education teachers** who have expertise in exercise physiology, physical fitness, and the prevention of exercise-related injuries. Also, physical education staff members are aware of the facilities and equipment at school sites that can be made available to employees when not being used by students.
- **School-based mental health professionals** such as school **psychologists, social workers, and counselors**. These professionals have experience assessing risk and providing interventions.
- **Nutrition professionals**, often **registered dietitians** or **foodservice directors**, who oversee the nutritional content and safety of food served at schools in the school district, are trained to promote good nutrition and healthy eating.
- **Other employees** may have special skills that are not related to their role within the district such as teaching dance, martial arts, and yoga.

## Community Partners

Most districts already have partnerships with community agencies and organizations upon which they can build. Potential community partners can include the following:

- **Local health departments** frequently partner with school districts to promote health. Most health departments have some type of health promotion program. Their staff members are trained to organize and offer health promotion interventions and to assist with collecting, interpreting, and using health data for program development and evaluation.
- Many **hospitals** are eager to provide community service, strengthen their public image, and fulfill their commitment to health. Hospital staff members can assist with health screening and assessment, organizing health fairs, and offering workshops on stress, weight management, and medical self-care.
- In some districts, **parent organizations** such as the Parent Teacher Association can be very influential in the adoption of school policies. They can also help solicit donations from the community such as water bottles, fitness equipment, and other items useful for an employee wellness program.
- **Voluntary health organizations** such as the American Cancer Society, American Heart Association, American Lung Association, and the American Red Cross have programs targeting health issues that affect school employees. For example, the American Red Cross has developed modules and offers training on first aid, CPR, use of automated external defibrillators, and emergency preparedness in schools and the workplace. In some communities, the **YMCA** offers facilities and programs to support health.
- **Local businesses** can donate access to facilities, supplies, and healthy food items or services such as printing. Fitness centers are frequently willing to offer discounts.
- The local **media** can provide publicity through articles or interviews about the benefits of school employee wellness activities. Such publicity can generate additional community interest, participation, and support.
- Other potential partners include **civic organizations** such as the Lions Club and Rotary Club, **health insurance companies** and **HMOs**, **police**, **community colleges** and **universities**, and **physicians**.



*Use resources that are already available  
in your school or community.*

*Many school professionals are knowledgeable about a variety of wellness  
topics and can serve as an excellent resource.*

# Step 3

## Identify a Leader

The school employee wellness leader may be an existing employee with a commitment to health such as a health educator, physical educator, nurse, psychologist, counselor, or other member of the school staff or members of the Wellness Policy Committee. A school employee wellness leader should have skills in writing, organizational management, marketing, and budgeting.

### **School Employee Wellness Leader Responsibilities:**

- Coordinate the development, implementation, and evaluation of the School Employee Wellness Program, including needs assessments and data collection.
- Report at least annually to the school board or school administrators.
- Convene (and participate in) regular meetings of the school employee wellness committee.
- Arrange training and employee development opportunities in consultation with the superintendent and personnel director.
- Communicate with school employees, using channels such as e-mail, websites, newsletters, posters, and announcements.
- Identify resources for and schedule school employee wellness activities.
- Develop relationships with community health providers (e.g., local health departments, hospitals, neighborhood clinics, health professionals), recreational facilities, voluntary health organizations (e.g., American Cancer Society, American Lung Association, American Heart Association), and other community members who can provide resources for or support school employee wellness activities.



*Wellness Leaders:  
Be visible! Get involved wherever possible.*

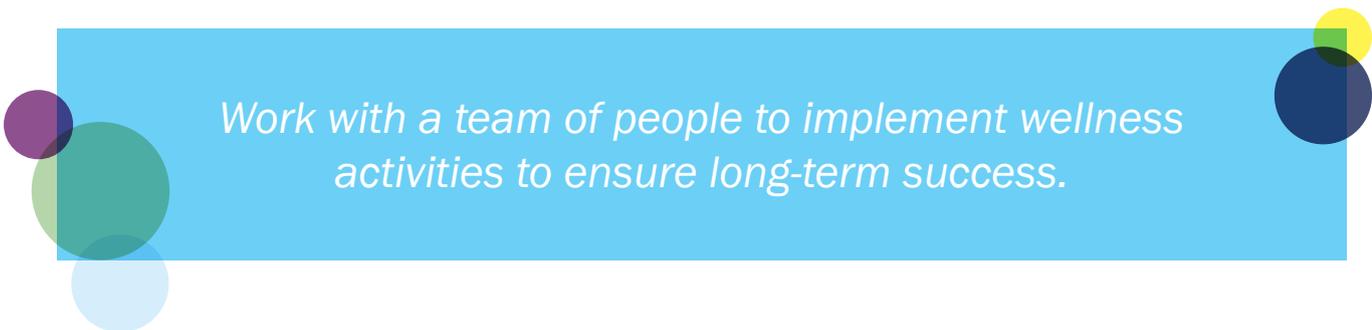
# Step 4

## Organize a Committee

Organizers of employee wellness programs find many components of the program already exist in a school district. School employee wellness committee members can be identified in a variety of ways. They may be selected by the person designated to lead the program, a school administrator, or a combination of sources. A sample letter of invitation to the committee can be found in the Appendix of this guide.

When people are invited to join the committee, they will need to know what to expect. Suggested committee member expectations that should be shared with potential members during recruitment include the following:

- Meet regularly to plan, develop, review, and evaluate activities.
- Inform school employees about program plans and obtain feedback (distributing materials and communicating by e-mail and in person).
- Share concerns and provide positive and negative feedback received from the school employees.
- Assist with assessing needs and mapping resources.
- Coordinate school employee wellness activities with student health-promotion activities.
- Advocate for and participate in activities.
- Assist with setting priorities for program offerings and expenditures.
- Ensure that activities are aligned with the district's policies.



*Work with a team of people to implement wellness activities to ensure long-term success.*

# Step 5

## Gather and Analyze Data

A needs assessment provides key data to develop support for and to plan a program. Data about School Employee Wellness Programs are gathered to:

- Determine baseline health-related costs and risks in the district to justify investment in the program and to demonstrate progress and cost savings after implementation;
- Assess the status of school employee wellness activities; and
- Identify the interests of school employees.

The data collected could answer questions such as the following:

- What is our district spending on health care, health insurance, and health promotion? What are other health-related costs such as workers' compensation or compensation for substitute teachers?
- What are employees' health concerns?
- What are employees' health interests?
- How is our district currently addressing school employee wellness?
- How ready are our employees to participate in a program? What are they already doing?
- What health risks do we need to target?

### **Assess the Status of School Employee Wellness Activities**

Sample surveys for assessing a School Employee Wellness Program can be found in the Appendix of this guide.

### **Identify the Interests of School Employees**

Using an employee survey to initiate a wellness program can stimulate awareness of and interest in health promotion, give employees a sense of ownership, and ensure that activities are responsive to the needs and concerns of potential participants. Sample employee interest surveys can be found in the Appendix of this guide.

Some districts conduct health screenings for conditions such as high cholesterol, high blood pressure, and tobacco use to determine the proportion of employees with health risks; they then target the most common risks.

*Gathering employee input helps increase buy-in for the program once it is implemented and helps address the most important needs of the employees.*

# Step 6

## Develop a Plan

Incorporating the school employee wellness plan into the district's overall improvement plan can help to institutionalize the program and give it credibility among employees. A well-written plan spells out clearly why, how, when, and by whom activities will be accomplished.

Set measurable objectives so the success of the program and its goals can be evaluated. Measurable objectives should tell you who will do what, when, where and how it will be measured.

Communication about the program is vital to its success. Communicate via:

- monthly e-mails
- health fairs
- staff meetings
- kick-off events
- announcements
- school intranet
- posters
- bulletin boards
- signs in teachers' lounge
- newsletters



*The plan needs to link the employee wellness program to the district's mission of educating its students.*

# Step 7

## Implement the Plan

This section covers activities to consider when launching an employee wellness program. Consider starting with a simple initiative that costs little or nothing, is easy to implement, provides visibility, and promises immediate success for the School Employee Wellness Program. Examples include a month-long walking program, a presentation on the relationship of nutrition and fitness to stress, or a staff development day that features a health-related session or motivational speaker.

### **A Great Starting Point is to Offer Health Screenings or Organize a Health Fair**

Districts, often in collaboration with local health care providers such as community hospitals and local health departments, schedule screenings for a broad array of conditions. A screening makes participants aware of health risks, identifies those who need help, provides a basis for targeting follow-up interventions, and might motivate individuals to take action.

### **Introduce Only One or Two Activities at a Time**

- Start with a simple activity that is easy to implement and that provides school or district-wide visibility at little or no cost.
- Use posters, newsletters, payroll stuffers, e-mail and website postings, announcements at employee meetings, and individual contact as strategies to raise awareness.
- Plan a kick-off event with special activities that entice people to notice school employee wellness efforts.
- Have the superintendent or other key administrator provide an endorsement for the program to promote participation.

Initial activities can be based on survey findings. Popular start-up activities include:

- distributing pedometers to promote walking (10,000 steps a day),
- organizing walking teams or clubs,
- offering assistance with smoking cessation or weight management,
- distributing water bottles, and
- providing healthy snacks.



*Start Simple: Do one activity per quarter or per month.*

Activities might also include:

- first aid, safety, or CPR training;
- medical self-help information;
- healthy nutrition recipe clubs;
- promotion of seat-belt use; or
- immunizations.

The options are limited only by your imagination.

### **Offer Health-Related Sessions as Part of Staff Development**

Featuring wellness at staff development days demonstrates system-wide support for school employee wellness. The program can include motivational speakers, health assessments accompanied by resources to prevent or address health risks, or opportunities to engage in health-promoting behaviors such as physical activity and healthy eating. If you serve snacks at these meetings, make sure to serve healthy snacks to support your wellness message.

### **Establish a Yearly Cycle of Activities Based on a Monthly Theme**

A yearly activities cycle might be based on events that occur in the course of the school year such as returning to school, exam week, preparing for holidays, and getting ready for summer, or they might revolve around national health observances. National health observances, along with links to resources for promoting them, are available on the Healthfinder website ([www.healthfinder.gov/library/nho/](http://www.healthfinder.gov/library/nho/)).



# Step 8

## Evaluate and Adapt the Program

Evaluation can help identify needed changes, find out how well objectives are being met, determine the effects of the program, and identify ways to improve the program.

To improve the process of implementing a School Employee Wellness Program, gather participant feedback and data about the program implementation strategies.

Sample evaluation tools are included in the Appendix of this guide; they can help assess the process of implementing a School Employee Wellness Program.

Questions that focus on the impact or outcome of the program could include the following:

- How much has tobacco use decreased?
- Have health risks such as high cholesterol and excess weight decreased?
- Has employee absenteeism due to illness or injury (separate from absenteeism due to jury duty or family emergencies) decreased?
- What evidence is there of documented lifestyle changes?
- Has there been a cost benefit or positive economic effect (e.g., reduced health care costs, reduced spending for substitute teachers, fewer workers' compensation claims)?
- Were employees' health needs met?

*Read “Developing and Maintaining Awareness” in the Appendix for ideas on maintaining a successful School Employee Wellness Program.*

*Evaluation of the program is essential for long-term success.*

# Step 9

## Sustain the Program

Maintaining the support of administrative leadership and the school board is crucial for the continued development and maintenance of a School Employee Wellness Program. The following ideas may help sustain the School Employee Wellness Program and maintain the support of the administration:

### **Invite administrators to attend school employee wellness committee meetings.**

Solicit their opinions and feedback and encourage them to participate in school employee wellness activities. They are subject to the same health risks as other employees; moreover, their participation sets an example and demonstrates the district's commitment to the program.

### **Develop clear procedures for communication.**

Determine how administrators prefer to receive information and provide feedback. Make sure your administration is aware of potential problems and solicit administrative input to solve problems.

### **Request an opportunity to meet with the school board at least once a year.**

At the meeting be prepared to demonstrate how an investment in school employee wellness is time well spent and money saved. Provide data about the link between school employee wellness activities and your district's goal to raise student achievement and prepare students for life after high school.

### **Evaluate the program regularly and keep policymakers informed.**

Provide information on employee participation in fitness activities, decreases in health risks such as tobacco use and cholesterol levels, decreases in employee absenteeism due to injury and illness, cost benefits that can be documented, and similar outcomes. Make sure policymakers understand the objectives of the School Employee Wellness Program and progress toward those objectives.

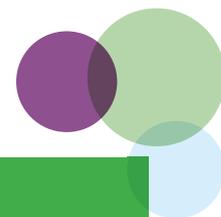
### **Develop a visual record of the program.**

Maintain a binder with items such as photographs, awards, and statements of appreciation and recognition. Keep it in a visible place where it is likely to be seen. Post promotional bulletin board displays in high-traffic areas. Keep your district's media liaison or public relations officer informed of events, new data, and achievements.

#### *Communication is Key:*

*Use a variety of media to communicate about upcoming events and the success of past events.*

*When measurable objectives are reached, communicate those results with administrators and employees.*



## CONCLUSION

The economic, social, and personal benefits of promoting health in the workplace are clear. As one of Idaho's largest employers, school districts reach more than 36,000 adults. Through these adults, there is the potential to affect the academic achievement and well-being of the more than 270,000 students who pass through school doors every day.

A School Employee Wellness Program is key to maintaining a healthy, optimistic environment where students and employees thrive. Although implementing a School Employee Wellness Program can be complex and demanding, those who have pursued its development have found that the rewards far outweigh the challenges.



*Teachers are some of the most important role models for students today.  
Remember: Healthy Choices Start with You!*



# Appendix

## Other Wellness Resources:

Idaho 211 Care Line: Free statewide reference search and database for health and human services. Dial 211 or 1-800-9926-2588 or visit [www.idahocareline.org](http://www.idahocareline.org).

### Other Health Web Sites

American Cancer Society –  
[www.cancer.org](http://www.cancer.org)

American Diabetes Association –  
[www.diabetes.org](http://www.diabetes.org)

The Community Guide:  
[www.thecommunityguide.org](http://www.thecommunityguide.org)

American Heart Association –  
[www.americanheart.org](http://www.americanheart.org)

### School Employee Wellness

NC Healthy Schools –  
[www.nchealthyschools.org](http://www.nchealthyschools.org)

Directors of Health Promotion and  
Education's School Employee  
Wellness Guide –  
[www.schoolempwell.org](http://www.schoolempwell.org)

### Cost Calculators & Data Sources

CDC Cost Calculators –  
[www.cdc.gov/nccdphp/dnpa/hwi/  
program\\_design/cost\\_calculators.htm](http://www.cdc.gov/nccdphp/dnpa/hwi/program_design/cost_calculators.htm)

### General Wellness Links

Partnership for Prevention –  
[www.prevent.org](http://www.prevent.org)

Shape Up America – [www.shapeup.org](http://www.shapeup.org)

Take Action Worksite Wellness Program  
– [www.takeactionca.com](http://www.takeactionca.com)

Wellness Councils of America –  
[www.welcoa.com](http://www.welcoa.com)

### Nutrition

American Dietetic Association –  
[www.eatright.org](http://www.eatright.org)

My Pyramid. – [www.mypyramid.gov](http://www.mypyramid.gov)

Nutrition.Gov – [www.nutrition.gov](http://www.nutrition.gov)

### Physical Activity

YMCA of the USA – [www.ymca.net](http://www.ymca.net)

### Tobacco Cessation

American Lung Association –  
[www.lungusa.org](http://www.lungusa.org)

Quit.com – [www.quit.com](http://www.quit.com)

Idaho QuitLine:  
1-800-QUITNOW (1-800-784-8669)

### Stress

American Psychological Association  
– [www.apa.org/topics/topicstress.html](http://www.apa.org/topics/topicstress.html)

Job Stress Network –  
[www.workhealth.org](http://www.workhealth.org)

National Institute for Occupational  
Safety and Health –  
[www.cdc.gov/niosh/topics/stress](http://www.cdc.gov/niosh/topics/stress)

The American Institute of Stress –  
[www.stress.org](http://www.stress.org)

Idaho Department of Health and Welfare: This department can offer a variety of professional services that support employee wellness. All of the regional health districts have expressed interest in getting involved in employee wellness at schools. For more information, please visit [www.healthandwelfare.idaho.gov](http://www.healthandwelfare.idaho.gov). The individual health district contact information is listed below:

### Panhandle Health District

8500 N. Atlas Road  
Hayden, ID 83835  
208-415-5100  
[www.phd1.idaho.gov/](http://www.phd1.idaho.gov/)

### North Central Health District

215 10th Street  
Lewiston, ID 83501  
208-799-3100  
[idahopublichealth.com/](http://idahopublichealth.com/)

### Southwest District Health Department

920 Main Street  
Caldwell, ID 83605  
208-455-5300  
[www.publichealthidaho.com/](http://www.publichealthidaho.com/)

### Central District

**Health Department**  
707 North Armstrong Place  
Boise, ID 83704-0825  
208-375-5211  
[www.cdhd.idaho.gov](http://www.cdhd.idaho.gov)

### South Central Public Health District

1020 Washington Street  
Twin Falls, ID 83301-3156  
208-734-5900  
[www.phd5.idaho.gov](http://www.phd5.idaho.gov)

### Southeastern District Health Department

1901 Alvin Ricken Drive  
Pocatello, ID83201  
208-233-9080  
[www.sdhdidaho.org](http://www.sdhdidaho.org)

### Eastern Idaho Public Health District

1250 Hollipark Drive  
Idaho Falls, ID 83401  
208-522-0310  
[www.idaho.gov/phd7](http://www.idaho.gov/phd7)

## Calculating Savings

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Since school districts need to find replacements for teachers, bus drivers, and other staff when they are absent, an analysis of the rate of absenteeism and the cost of substitute staff before and after initiation of the program can demonstrate a cost benefit.

Below is a sample analysis.

1. Number of sick days per year = 5.5 per teacher
2. Cost per teacher = \$825 (Total annual cost = cost per teacher X number of teachers in district)
3. Cost of substitute teacher = \$85/day (Total number of sick days X cost of substitute teacher)
4. Add administrative costs, such as secretary time
5. Total cost of absenteeism: Total annual cost of teacher absenteeism + administrative costs.

If the cost of absenteeism is \$100,000 and the program reduces absenteeism by 50%, the cost savings would be 50% or \$50,000. The program cost of the cost-to-benefit ratio is easy to determine. It is the total cost in terms of salaries, materials, equipment, contracts, and supplies that are used to offer the health promotion program. All you have to do is add up the total cost. If the program cost \$10,000, the total cost saving would be \$40,000. In this example, the program would have a cost-to-benefit ratio of 1:4 – for every dollar spent, the district saved \$4 because of reduced absenteeism.

*Adapted from School Employee Wellness: A Guide for Protecting the Assets of our Nation's Schools, DHPE: Tip Sheet 2: Calculating Savings.*



## Sample Letter of Invitation

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Dear Colleague,

Teachers and staff are schools' most valuable assets. Because the (name of district) values its teachers and staff and recognizes that they need to be healthy to do their job well, we are organizing a school employee wellness committee. We invite you to join us at an organizational meeting on (date and time) at (place). The role of the committee will be to represent school employees to ensure that school employee wellness activities address the interests and needs of the district's employees. As a member of the committee, you will be asked to meet regularly to plan, develop, and review activities; advocate for wellness activities; and share the concerns of the people you represent.

I will be in touch with you to discuss any questions you might have.

I hope you will join us in this important undertaking.

(Signed)

Authorized Signature

*Adapted from School Employee Wellness: A Guide for Protecting the Assets of our Nation's Schools, DHPE: Sample Letter of Invitation.*

## Employee Wellness Interest Survey

Please complete the survey below to help us plan health and wellness activities for you. If you have any questions, please contact ([name and contact information](#)). Thank you for your assistance.

~Your school employee wellness team

Please indicate your current level of interest.

Possible Health & Wellness Activities	Would Attend	Might Attend	No Interest
Alcohol/drug abuse			
Living with arthritis			
Managing asthma			
Back care			
Cancer prevention			
Living with cancer			
Managing diabetes			
Balancing work and family			
Financial management			
First aid/CPR			
Developing a personal fitness plan			
Aerobics			
Managing blood pressure			
Walking			
Preventing heart disease and stroke			
Immunization and infectious diseases			
Mental health – depression, dealing with grief & loss			
Cooking class and meal planning			
Planning for retirement			
Prenatal care			

Possible Health & Wellness Activities	Would Attend	Might Attend	No Interest
Strength training			
Managing stress			
Supporting aging family members			
Tobacco/smoking cessation			
Using the health care system wisely/self-care			
Weight control			
Women's health issues			
Yoga			
Other (describe)			
Other (describe)			

Questions or comments:

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Name (optional) \_\_\_\_\_

If you would like to assist with organizing or offering health promotion activities, please provide contact information.

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

*Adapted from School Employee Wellness: A Guide for Protecting the Assets of our Nation's Schools, DHPE: Employee Wellness Interest Survey.*

## Employee Health-Promotion Interest Survey

To help us plan health and wellness activities, please complete the following survey about your current health habits and your interest in health-promoting activities. If you have any questions, please contact ([name and contact information](#)). Thank you for your assistance.

*Your School Employee Wellness Committee*

### Interest in Health-Promoting Activities

Which of the following best describes your interest in health-promotion activities? Please check only one.

- I do not feel the need for help with my lifestyle or health
- I have been thinking about changing some of my health behaviors
- I am planning on making behavior change in the next 30 days
- I have made some behavior changes but I still have trouble following through
- I have had a healthy lifestyle for years

### Personal Health Habits

	Already do	Would like to do	No interest
I exercise vigorously at least 20 minutes three or more times each week			
I exercise moderately for 30 minutes three or more times each week			
I do not smoke cigarettes			
I watch what I eat			
I eat plenty of foods containing fibers such as whole grains, cereals, fruits and vegetables			
I eat breakfast regularly			
I rarely feel stressed			
I have my blood pressure checked annually			
I get 8 hours of sleep most nights			
I consult a medical self-care resource when I do not feel well			

*Adapted from School Employee Wellness: A Guide for Protecting the Assets of our Nation's Schools, DHPE: Employee Health-Promotion Interest Survey.*

## School Employee Interest Survey

Directions: Indicate your interest for each of the following by circling:

1=Little or no interest      2=Some interest      3=Very interested

I am interested in:

Learning more about healthy food choices	1	2	3
Learning how to incorporate fruits and vegetables into my diet	1	2	3
Learning about healthier food choices and portions to help manage my weight	1	2	3
Increasing my physical activity level	1	2	3
Walking to increase physical activity level	1	2	3
Learning ways to cope with feelings of stress	1	2	3
Time management skills	1	2	3
Learning skills to cope with change	1	2	3
Receiving information about quitting tobacco use	1	2	3
Attending information sessions or classes about quitting tobacco use	1	2	3
Participating as part of a group to learn more about wellness	1	2	3
Wellness information that I can read, listen to, or watch on my own	1	2	3
Wellness activities that last 30-60 minutes	1	2	3
10-15 minutes wellness activities that I can do two to three times a day	1	2	3
Participating in wellness activities during lunch breaks or other breaks	1	2	3
Participating in wellness activities after work	1	2	3
Participating in wellness activities before work	1	2	3
Please write in the name of the school/facility in which you work			

*Adapted from NC HealthSmart School Worksite Wellness Toolkit: Appendix G: School Employee Interest Survey.*

## Employee Evaluation of a Wellness Activity

You recently participated in \_\_\_\_\_, a School Work-site Wellness Program activity.

Please complete this evaluation form in order to help the Worksite Wellness Committee create the best possible wellness programs/activities at your worksite. Thank You!

Please indicate your level of agreement on following scale:

1=Strongly Disagree    2=Somewhat Disagree    3=Agree    4=Strongly Agree    NS= Not Sure

1a.	Participation in this activity provided me with new knowledge about healthy lifestyle behaviors.	1	2	3	4	NS
1b.	This activity has influenced me to make healthier lifestyle choices.	1	2	3	4	NS
1c.	I would like to participate in similar activities in the future.	1	2	3	4	NS
1d.	I would recommend this activity to my co-workers.	1	2	3	4	NS

2. The best/most helpful part of this activity was:

---

3. This activity could be improved by:

---

4. I heard about this school worksite wellness activity from: (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Posters/flyers      | <input type="checkbox"/> Co-worker           |
| <input type="checkbox"/> School announcement | <input type="checkbox"/> E-mail announcement |
| <input type="checkbox"/> School website      | <input type="checkbox"/> Staff newsletter    |
| <input type="checkbox"/> Other               |  |

5. For future worksite wellness programs I am interested in the following: (check all that apply)

- |  |   |                                |
|--|---|--------------------------------|
| <input type="checkbox"/> Healthy Eating    | <input type="checkbox"/> Quitting Tobacco use | <input type="checkbox"/> Other |
| <input type="checkbox"/> Physical Activity | <input type="checkbox"/> Stress Management    |                                |

Please return this survey to your Worksite Wellness Committee Representative:

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*Adapted from NC HealthSmart School Worksite Wellness Toolkit: Appendix P: Wellness Activity Evaluation Form.*

## Developing and Maintaining Awareness

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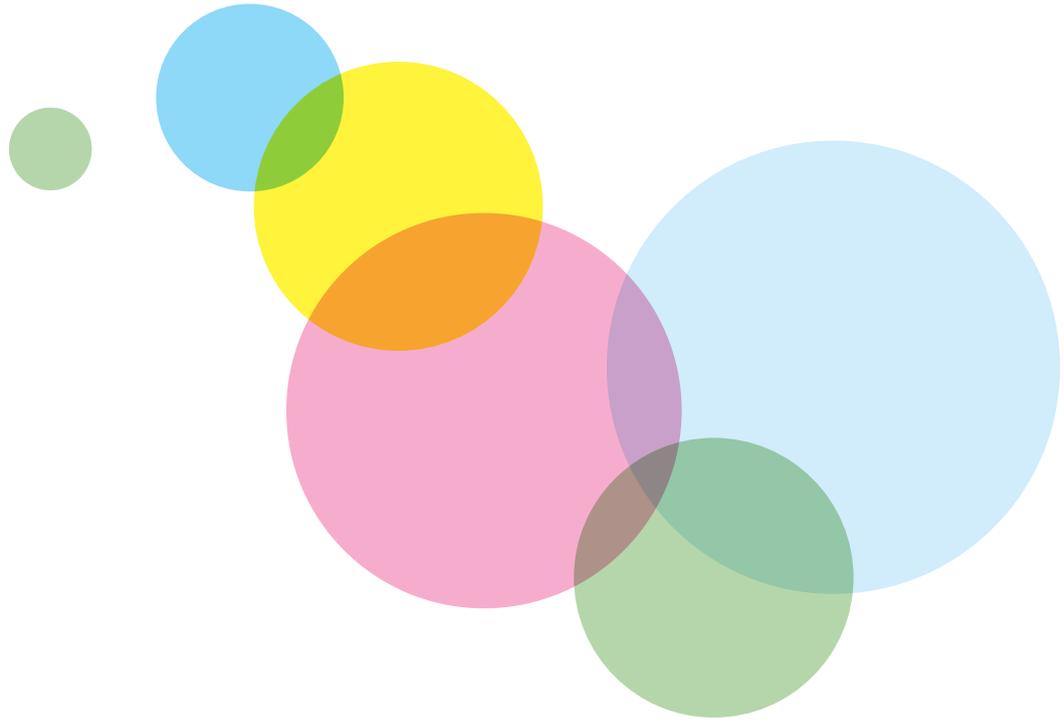
School staff members are bombarded by a myriad of information through e-mail messages, regular mail, intercom announcements, and newsletters. Here are some tips for getting and keeping people's attention:

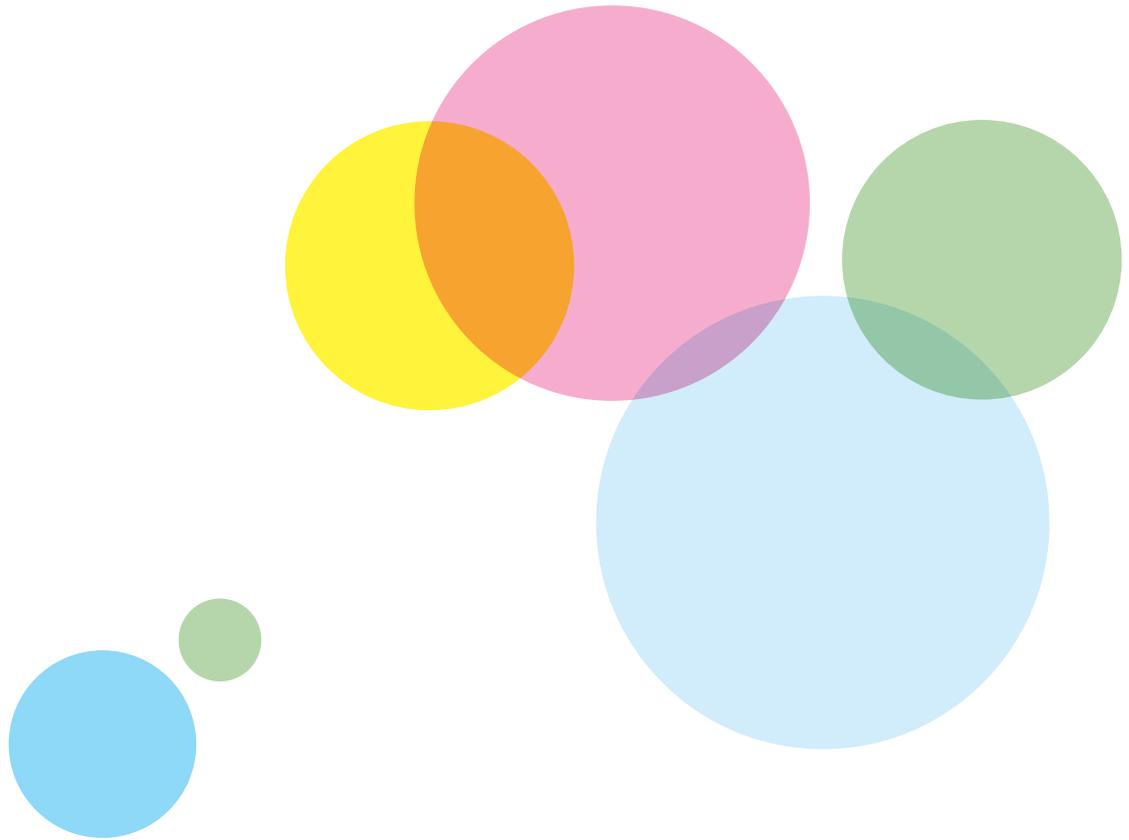
- Be able to describe briefly and succinctly what the School Employee Wellness Program does and how it will benefit participants.
- Develop a logo or a slogan, and place it on all communications, and on promotional items. Invite members of the school community to help you.
- Put your messages in prominent places where people are likely to congregate or pass by (e.g., the staff lounge).
- Obtain endorsements from respected members of the school district's community, e.g., the superintendent, principal, a union leader, popular staff members.
- Recognize individuals' participation (e.g., with personal thank-you notes, t-shirts or hats with program logos).
- Gather and share success stories.

Communication strategies can include (in no particular order or priority):

- Posters
- Brochures
- Newsletter articles
- Website information
- School or district calendar
- Paycheck or mailbox enclosures
- Cable television and newspaper coverage
- Advertisements in school or district programs
- Health-promoting intercom announcements

*Adapted from School Employee Wellness: A Guide for Protecting the Assets of our Nation's Schools, DHPE: Tip Sheet 1: Developing and Maintaining Awareness.*





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