



HEALTHY

WORKPLACE
TOOLKIT

| 1 | INTRODUCTION

- Welcome Letter
- Healthy Workplaces Framework
- Supporting Evidence
- Healthy Workplaces: Getting Started
- Resources

| 2 | HEALTHY EATING AND NUTRITION AT WORK

- Healthy Food and Beverage Guidelines for Meetings
- Alternatives to Food Rewards
- Smarter Workplace Cafeterias
- Instituting Vending Guidelines
- Food and Beverage Criteria for Vending Machines
- Breakfast Is Best
- Tips for a Healthier Diet
- How to Add Fiber to Your Meal
- Fruits and Vegetables All Year Long
- Understanding Food Labels
- How Much Sugar Do You Drink?
- Healthy Brown Bag Lunches
- Healthy Shopping on a Budget
- Healthy Tips for Dining Out
- Healthy Portions
- Resources

| 3 | INCREASED MOVEMENT AT WORK

- Active Meeting Guidelines
- Movement Breaks You Can Lead
- Simple Stretches
- Top 5 Exercises to Do Anywhere
- Walking Meeting Guidelines
- Provide and Promote Safe Walking Routes
- Promote Taking the Stairs
- Resources

| 4 | SUPPORT FOR HEALTHY EMPLOYEES

- Community Resource Hub

| 5 | TOBACCO CESSATION SUPPORT

- Be Tobacco Free
- Resources

| 6 | BREASTFEEDING AT WORK

- Breastfeeding Toolkit for Employers
- Resources

| 7 | MENTAL HEALTH SUPPORT AT WORK

- Your Mental Health Matters
- Resources

| 8 | CORPORATE HEALTH TIPS

- Promote Healthy Viewing Habits
- Unplugged!
- Screen Time and the Very Young
- A Meal Is a Family Affair
- Resources

| 9 | HEALTHY MESSAGING

- Healthy Messaging Channels
- Quick Messages
- Short Messages
- Long Messages
- Resources



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| 1 |

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- Healthy Workplaces Framework
- Supporting Evidence
- Healthy Workplaces: Getting Started
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INTRODUCTION



Dear Business Leader,

Welcome to our Workplace Wellness Toolkit – we’re excited to share this resource with you as you work to build a healthier workforce.

As you may know, research shows that healthy employees are happier, more productive and have lower healthcare costs. From how-tos and guidelines to printable posters, this comprehensive toolkit includes proven ideas to help you foster a culture of wellness at your workplace.

Workplace safety in the time of coronavirus

This resource was developed before the coronavirus disease 2019 (COVID-19) pandemic began. In many ways, the advice here – which supports better overall health – is more important than ever. But it’s also important to know that right now, there are other steps you need to take to protect your workforce.

Here are a few tips for your team as you get back to work:

- **Determine appropriate personal protective equipment for employees, like masks or gloves.** Consider having all employees wear a cloth mask or face covering when in common areas.
- **Maintain a clean workplace.** That means frequently disinfecting high-touch surfaces, like doorknobs and elevator buttons, and sanitizing work areas daily.
- **Practice social (or physical) distancing whenever possible.** Encourage remote work or a rotating in-office schedule. When employees are at work, they should maintain 6 feet of separation.
- **Encourage proper hand hygiene.** All employees should wash their hands regularly with soap and water for at least 20 seconds. Plus, hand sanitizer should be available throughout the work area.
- **Screen employees before work.** The overall health of the workforce is essential. Before entering work each day, employees should be screened for signs and symptoms of illness.

A special thank you to our partners

Several partners were instrumental in our ability to share this resource with you. We’re grateful to Maine Health for allowing us to adapt their Let’s Go! Healthy Workplaces Toolkit for our community.

This toolkit was funded by the Cabarrus Healthcare Foundation, the fundraising arm of Atrium Health Cabarrus. Without the generous support of their donors, this work wouldn’t be possible.

Development of the toolkit was also supported by Atrium Health, Atrium Health Employer Solutions, The Chamber Leading Business in Cabarrus, Cabarrus Health Alliance, Healthy Cabarrus and Children WIN (Wellness Initiative Network).

On behalf of all of our partners, we hope you find this resource helpful. If you have any questions, please don’t hesitate to contact us at HealthyTogether@AtriumHealth.org.

Healthy Together Healthy Workplace Framework

The Healthy Together Healthy Workplace tool is designed to integrate movement and healthy eating into your overall worksite wellness initiative.

INCREASE HEALTHY EATING AT WORK:

- Healthy meetings and celebrations
- Healthy vending and smarter cafeterias

INCREASE MOVEMENT AT WORK:

- Active meetings
- Walking meetings
- Stairwells and walking paths

SUPPORT HEALTHY EMPLOYEES:

- Healthy lifestyles tips



GUIDING PRINCIPLES:

- Focus on health and wellness for all employees.
- Messages are positive and action oriented.
- Efforts are employee driven.



Supporting Evidence for Healthy Together Small Steps

Key Message: Move More

HEALTHY HABITS QUESTION	EXPERT RECOMMENDATION	RATIONALE	SOURCE
1. How many days each week are you physically active?	Adults should move more and sit less throughout the day. Some physical activity is better than none. Adults who sit less and do any amount of moderate to vigorous physical activity gain some health benefits.	Spreading physical activity across at least 3 days a week may help to reduce the risk of injury and avoid excessive fatigue.	U.S. Department of Health and Human Services. 2018 Physical Activity Guidelines for Americans. Washington (DC): U.S. Department of Health and Human Services; 2018. health.gov/paguidelines
2. On those days, how many minutes are you usually active?	Individuals should engage in 150 minutes of moderate-intensity or 75 minutes of vigorous-intensity activity per week.	Regular activity is associated with reduced cardiovascular risk, reduced risk of metabolic syndrome, and improved weight control.	U.S. Department of Health and Human Services. 2018 Physical Activity Guidelines for Americans. Washington (DC): U.S. Department of Health and Human Services; 2018. health.gov/paguidelines

Key Message: Eat Real

3. How often do you eat while you are doing other things?	Use mindful eating as a skill to help regulate food intake.	Distracted eating can produce an increase in both immediate food intake and intake later in the day.	Robinson E, Aveyard P, Daley A, Jolly K, Lewis A, et al. Eating Attentively: A Systematic Review and Meta-Analysis of the Effect of Food Intake Memory and Awareness on Eating. (2013). Am J Clin Nutr, 97(4), 728-42. ncbi.nlm.nih.gov/pubmed/23446890
4. How many fruits and vegetables do you eat each day?	Individuals should consume 2½ cup-equivalents of vegetables and 2 cups of fruit per day	Foods close to their original source provide maximum nutritional benefits.	U.S. Department of Health and Human Services and U.S. Department of Agriculture. 2015 – 2020 Dietary Guidelines for Americans. 8th Edition. December 2015. health.gov/dietaryguidelines/2015/guidelines/

Key Message: Eat Real

HEALTHY HABITS QUESTION	EXPERT RECOMMENDATION	RATIONALE	SOURCE
5. How many times a week do you eat takeout and fast food?	Cook meals at home. When eating out, choose foods and beverages lower in calories: order a smaller size, share or take home part of a meal, and review calorie content.	Children and adults who eat fast food are at an increased risk of weight gain, overweight and obesity, particularly when one or more fast food meals are consumed per week.	Obbagy JE, Essery EV. U.S. Department of Agriculture, Center for Nutrition Policy and Promotion. The Food Environment, Eating Out, and Body Weight: A Review of the Evidence. Nutrition Insight, 49. cnpp.usda.gov/sites/default/files/nutrition_insights/uploads/Insight49.pdf

Key Message: Drink Water

6. How many of these drinks do you usually have each day? (Water, coffee, soda, sports drinks, juice, energy drinks, alcohol)	Evidence suggests that sugar-sweetened beverage consumption contributes to the epidemic of obesity in the US.	Individuals should decrease consumption of, or altogether avoid, sugar-sweetened beverages. Water is a healthy alternative.	The Obesity Society. Reduced Consumption of Sugar-Sweetened Beverages Can Reduce Total Caloric Intake. Silver Spring, MD; 2014. obesity.org/publications/position-and-policies/sugar-sweetened
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Key Message: Rest Up

7. How many hours of sleep do you usually get each night?	7 to 9 hours of sleep per night is recommended for most adults; >9 hours may be appropriate for some adults based on other factors.	Sleeping less than 7 hours per night on a regular basis is associated with a host of adverse health outcomes, including weight gain, hypertension, diabetes, heart disease, and even an increased risk of death.	cdc.gov/sleep
8. How often do you feel rested when you get up in the morning? (Never, some of the time, most of the time, always)	Address physiological causes of sleep disturbance (e.g. sleep apnea) and practice good sleep hygiene.	Evidence suggests that sleep disturbance may increase obesity risk.	cdc.gov/sleep
9. How often do you feel that you manage your stress in a healthy way? (Never, some of the time, most of the time, always)	Use tension reduction techniques (e.g., diaphragmatic breathing, progressive muscle relaxation, meditation) to control stress. Social support can also help patients manage stressful situations.	Stress is a primary predictor of overeating and relapse after weight loss.	webmd.com/balance/guide/blissing-out-10-relaxation-techniques-reduce-stress-spot#1

Getting Started

Healthy employees are happy employees!

Employees and employers can work together to make sure that the workplace promotes and supports healthy eating and regular daily activity.

We Recommend Taking One Step at A Time.

Perhaps you'll begin by adding movement breaks into meetings or by eliminating soda at meetings and offering a pitcher of ice water instead. Recruit supporters.

Cultural change can be challenging. Having allies in various departments will help!

**CHOOSE ONE OR TWO ITEMS
TO GET STARTED!**



THE HEALTHY TOGETHER HEALTHY WORKPLACE TOOLKIT SHOWS YOU HOW TO:

- Follow the *Healthy Food and Beverage Guidelines for Meetings*.
- Follow the *Healthy Vending Guidelines* if you have vending machines.
- Transform cafeterias into *Smarter Cafeterias*.
- Stand and stretch during meetings.
- Provide movement breaks in meetings.
- Host walking meetings when possible.
- Provide and promote *Safe Walking Routes* at or near your workplace. Encourage and make time for walking breaks. Lead by example.
- Promote *Taking the Stairs* with signs and clean, safe stairwells.
- Incorporate *Healthy Messages* in interoffice communications ex. intranet, e-newsletters, screensavers, newsletters, and bulletin boards.



Resources

- Small Steps Poster



MOVE MORE.

It's a great way to improve your health.



EAT REAL.

**Foods that come from nature
give you energy.**



DRINK WATER.

It's the best choice.



REST UP.

**Good sleep restores your body
and mind.**







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| 2 |

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- Tips for a Healthier Diet
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HEALTHY EATING AND NUTRITION AT WORK

Healthy Food and Beverage Guidelines for Meetings and Occasions

Hosting a meeting or celebration? Thinking about providing food and beverages? Follow these guidelines to promote healthy, nourished employees!

GUIDELINES:

Water

Provide pitchers with cold, fresh water and cups, or bottled water.

Mealtimes

Food doesn't need to be provided at every meeting, especially at meetings less than one hour.

Notify meeting attendees ahead of time if food will be provided.

If possible, avoid holding meetings during lunch. Lunch may be the best time for employees to get movement into their workday.



If your meeting is 2+ hours:

MEETING TIME	CONSIDER PROVIDING	ALWAYS PROVIDE
7 to 8 a.m.	Light breakfast, coffees, teas	Water
9 to 11:30 a.m.	Healthy snacks	Water
11 a.m. to 12:30 p.m.	Light lunch	Water
1 to 4 p.m.	Healthy snacks	Water

Healthy Beverages:

Provide fresh water, coffee or unsweetened tea.
Soda is not a healthy option.

A Healthy Breakfast Includes:

- Fruit (whole or cut up).
- Whole grains such as whole grain bagels, muffins, granola or oatmeal. You must specifically request whole grain bagels or muffins from your caterer. Ask for 'mini' versions.
- Protein – eggs (hard boiled or egg sandwich if it's a grab and go breakfast), peanut butter for bagels, yogurt, smoothies made with yogurt or protein powder, or protein bars.

A Healthy Lunch Includes:

- Fruit (whole or cut up).
- Vegetables (salad, crudité, soup, hot or cold vegetable sides).
- Whole grains such as sandwich bread, couscous, tabouli, quinoa or crackers. Specifically request whole grain items from your caterer.
- Entrées – sandwiches (e.g., turkey, chicken, hummus, portabella mushroom), entrée salads (e.g., chicken caesar salad, chef salad), vegetable pizza on thin, whole grain crust.

A Healthy Snack May Be:

Trail mix, pretzels, baked chips, veggie platter, fruit (whole or cut up), peanut butter and whole grain crackers, yogurt or popcorn.



HEALTHY FOOD TIPS:

- Serve whole grains, fruits and vegetables whenever possible.
- Serve small portions — cut items in half or quarters.
- Dessert doesn't have to be heavy — fresh fruit, fruit crisp, or small cookies are excellent choices. No dessert is also an option!
- Include a vegetarian option at all meals.
- Identify food items with signage.
- Serve salad dressing on the side.



REMEMBER!

Do you work in a school, college or hospital?
Ask your food service team what healthy options they have available for in-house catering!

Alternatives to Food Rewards

Has the target been met? The project completed? The deal signed?

As an employer, you have the opportunity to support healthy lifestyles by eliminating rewards that undermine health and replacing them with rewards that are just as meaningful!

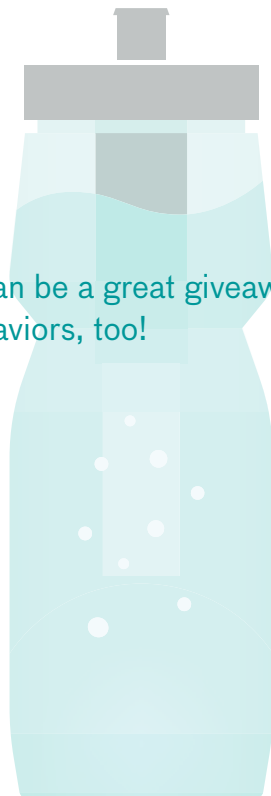
Providing incentives and rewards for employees can increase productivity and compliance.

What's the best reward for your employees?
To get the best answer, ask!

Each workplace will have its own resources and limitations on what can be provided. To the right is a list of possibilities to get your wheels turning! Ask your employees to rank the rewards that you can provide in order of what would be most meaningful to them.

HEALTHY TIP!

Reusable water bottles can be a great giveaway and promote healthy behaviors, too!



REWARD IDEAS:

- Offer gift certificates that promote health:
 - Farmers market
 - Gym/aerobic/yoga classes
 - Passes to local park activities
 - Local supermarket
 - Massage
- Hold a meeting outside or make it a walking meeting.
- Offer a monetary incentive.
- Allow employee to come in an hour later or to leave an hour early.
- Allow casual clothing or jeans on a specific day.
- Allow for an extra-long lunch break.
- Offer an extra vacation day.
- Allow a 'work from home' day.

Smarter Workplace Cafeterias:

- Provide multiple choices of vegetables, fruits, whole grains, lean protein, and low-fat or fat-free dairy.
- Provide fruit in multiple locations. Fruit is displayed in fruit bowls or baskets, not stainless steel pans.
- Offer only healthy items such as fruit, veggie sticks, or water by the check out.
- Offer a quick-moving 'healthy express' checkout line for customers not buying chips or desserts.
- Keep unhealthy a la carte items (such as chips and desserts) away from the main flow of traffic
- Place the salad bar (if available) in the main line of traffic.
- Offer healthy items as the default (brown rice vs. white rice; whole grain bread vs. white bread).
- Make water the most visible and plentiful beverage available. Provides and promotes free, cold tap water.
- Price unhealthy items (such as soda and ice cream) higher than healthy items (such as water and fruit).
- Show prices at the point of decision.
- Only advertise healthy food, (i.e. no soda or dessert advertising).
- Offer the healthiest food at the beginning of the serving line.
- Use descriptive naming for healthy food items such as 'immune boosting sautéed spinach.'



**DO YOU HAVE A
SMARTER CAFETERIA?**

Instituting **Vending Guidelines**

Employees eat in a variety of settings at work. Doing your best to ensure your employees have access to healthy foods involves thinking about all places that food is available. This might include cafeterias, snack bars, food from caterers, and vending machines.

Try these three different approaches for creating healthy vending machines. You may start with level 1 and progress through level 2 and 3, or you may begin at level 2 or 3.

LEVEL 1

MAKE HEALTHY CHOICES AVAILABLE

Most vending machines do not currently offer healthy choices. Provide your vendor with the 'Food and Beverage Criteria for Vending Machines' and request that they fill at least half of the machine with products that meet the criteria.

LEVEL 2

MAKE HEALTHY CHOICES THE EASY CHOICE

Ensure that healthy options (fruits, whole grains, vegetables, low-fat dairy and the ones that meet the 'Food and Beverage Criteria for Vending Machines') have the lowest price and are placed at eye level and above. Use signage to identify the healthiest options.

LEVEL 3

OFFER ONLY HEALTHY FOOD AND BEVERAGES

Your organization may be ready to implement vending guidelines right away. If that is the case, provide your vendor with the resources available in the following pages 'Food and Beverage Criteria for Vending Machines' and 'Items that Meet Nutrition Criteria for Vended Food' and follow up to ensure the criteria are met.

Best Practices for Implementing Healthy Vending Guidelines:

- Ensure you are working with the person in your organization who manages the relationship with the vendor. This may be the food service director, HR manager, or facilities manager.
- Assess current vending environment – How many vending machines? Where are they located? What's in them? Who services them?
- Taste test new vended snacks (your vendor may be able to do this for you).
- All signage and advertising on the vending machine should be for healthy products only (i.e. water instead of soda).
- Re-evaluate items in the vending machine at least annually.



HEALTHY TIP:

Implementing vending guidelines makes it easier for people to drink water and eat healthy snacks.



Food and Beverage

Criteria for Vending Machines

Our organization supports healthy employees by providing high-quality, healthy vending options.

Refrigerated Vending Machines Must Emphasize:

- Fresh Fruit and Vegetables (e.g., apples, oranges, carrot and celery sticks),
- Canned fruit (packed in juice or light syrup),
- Yogurt with less than 20 grams of sugar per serving.
- Cheese sticks (e.g., part skim mozzarella cheese stick).

Non-refrigerated Vending Machines Must Meet the Criteria Below and Emphasize:

- Whole grains (e.g., where 'whole grain' is listed as the first ingredient),
- Fruits (e.g., dried apple rings, dehydrated fruits),
- Trail mixes without yogurt or chocolate coatings.

Approved Beverage Items:

- Water (plain, flavored, and sparkling),
- 1% or fat-free milk,
- Unsweetened tea.

Criteria for Packaged Food Items (As Offered, Per Package):

- Calories: 200 or less
- Fat: 35% or less of total calories from fat
- Trans Fat: 0g
- Saturated Fat: 10% or less of total calories from saturated fat
- Sugar: 35% or less of the total weight
- Sodium: 480mg or less



RESOURCES?

- See 'Items that Meet the Criteria for Vended Foods'

A Healthy Start

Breakfast Is Best

Boost your energy and brain power!

Why Eat Breakfast Every Day?

- It will give you the energy you need to start your day. It is “fuel” for the body!
- It can help you focus on work or school!
- It can help you feel and act your best!
- It can help keep you healthy!

Try a variety of healthy foods! Find the ones YOU like!

Not Hungry in the Morning? Start Small...Try:

- A cup of yogurt (plain – add your own fruit).
- A piece of fruit such as a banana, orange, or apple.
- A bowl of cereal with milk.
- A slice of toast with nut butter and a glass of milk.
- Half of a toasted English muffin with a slice of cheese.
- Trail mix of raisins, nuts and cereal.

Need a Bit More? Try...

- 1/2 cup plain Greek yogurt with nuts, coconut and berries.
- Egg cup with peppers, onion and spinach.
- Whole grain toast with 1/4 cup cottage cheese and apple butter.
- Half a bagel toasted with nut butter and sliced bananas.
- Smoothies with fruit, spinach or kale, nuts or rolled oats, Greek yogurt and stevia.



KEEP IT SIMPLE,
BUT KEEP IT DELICIOUS!
YOU MAY LIKE:

- Oatmeal with cinnamon, applesauce, and a glass of milk
- A waffle or pancake with blueberries
- An English muffin with a slice of ham, egg, and cheese
- A raisin bran muffin, a banana and a glass of milk.

**Choose whole grains most of
the time!**

Tips for a Healthier Diet

Healthier foods are generally more “nutrient-dense.” This means they provide lots of vitamins and minerals along with the calories they contain.

BY CHOOSING NUTRIENT-DENSE FOODS LIKE THESE, YOU CAN MAKE SURE YOUR CALORIES COUNT AND HELP YOU FOCUS ON WORK:

- Vibrant, deeply-colored fruits and vegetables (vitamins are concentrated just under the skin)
- Lean meat, skinless poultry, fish, eggs, beans, and nuts
TIP: The leanest cuts of meat end in “loin” or “round”
- Fiber-rich whole grain foods
- Milk, cheese, and yogurt



NUTRIENT-DENSE AND EASY TO INCLUDE IN YOUR DIET:

- Frozen fruits and vegetables
- Canned beans (rinse and drain well)
- Fresh fruit in season
- Whole grains in bulk
- Whole-grain breakfast cereals

TIPS TO HELP YOUR FAMILY HAVE A HEALTHIER DIET:

Are you looking to help everyone in your family eat healthier? Here are some ideas for how to successfully introduce new foods and improve the quality of your family’s diet.

- Offer new foods over and over again. It can take many exposures to a food before a child is willing to try it.
- Offer less familiar foods alongside your child’s favorite foods to increase the chances they’ll try it.
- Mix more nutritious foods into less nutritious ones. For example, mix whole grain cereal into your child’s favorite cereal, plain yogurt into sugar-sweetened yogurt, and whole grain flour into your pancake mix.
- Make your own versions of favorite foods (e.g., pizza with whole wheat dough and veggies on top, baked ‘French fries’ tossed in olive oil and salt).
- Let the kids help you cook! They are more likely to try something they helped make.
- Have fresh veggies available for kids to snack on while they wait for dinner to be ready.
- Be prepared with healthy on-the-go options: nuts, hard boiled eggs, cheese sticks, yogurt cups and single-serve fruit cups canned in water are all good options.

Adapted from The Fittest Food by Nutrition Works, LLC © 2008

How to Add Fiber to Your Meal

Fiber is the part of plant foods that the body cannot digest. Eating more fiber can help you prevent constipation, diabetes and heart disease.

Whole foods that contain a lot of fiber are filling, have lots of vitamins and minerals, and help you maintain healthy weight. Fiber should be added very gradually to give the body time to adjust. Drinking plenty of fluids helps fiber do its work.

How Much Fiber is Enough?

You can find out how much fiber is in food by looking for the “dietary fiber” line of food labels.



Women should aim for 25 grams while men should target 38 grams of fiber a day.

HEALTHY WORKPLACE

HERE ARE SOME EASY WAYS TO ADD FIBER:

- Serve high-fiber cereal like bran flakes, oatmeal, or shredded wheat.
- Add some raisins or berries to breakfast cereal.
- Serve whole fruit instead of juices.
- Eat vegetables that are really high in fiber like carrots, winter squash, broccoli, cauliflower, peas, potatoes and avocado.
- Add a salad to lunch or dinner.
- Eat apples, pears, and potatoes with the peels on.
- Add beans (like pinto or black beans), chickpeas, or lentils to salads and soups or eat baked beans as a side dish.
- Popcorn makes a great high-fiber snack.
- Fill 3/4 of the lunch or dinner plate with plant-based foods, such as fruits, vegetables and whole grains.

Fruits and Vegetables All Year Long!

There's no reason not to have fruits and vegetables year-round. Here's why frozen or canned produce is a good choice:

For Health:

- They're just as good for you as fresh fruit and vegetables – their nutrients are preserved in the canning and freezing process.
- Choose fruit packed in water or their natural juice, not in syrup.
- Choose canned vegetables that are salt-free. You can season to taste. If you only have salted canned vegetables, rinse in water before preparing.

For Savings:

- They cost less than fresh fruit and vegetables.

For Convenience:

- They're always in season.
- You'll have lots of choices.
- They're easily stored.
- They're already washed and cut – ready for your favorite recipe!

ADD FROZEN AND CANNED VEGETABLES TO:

- Chili • Soups or stews • Stir-fry
- Pasta sauce • Casseroles

Use canned black beans, corn, peppers, and onions to spice up a Mexican dish. Add chickpeas or kidney beans to any salad.

ADD FROZEN AND CANNED FRUITS TO:

- Smoothies • Yogurt parfaits • Plain Greek yogurt
- Fruit salad • Cereal • Stir-fry (pineapple)

Or simply use as a side dish!



HEALTHY TIP:

Eat at least FIVE servings of fruits and vegetables a day!

Understanding Food Labels

1. START HERE

Start by checking what counts as one serving size and how many servings there are per package.

3. KNOW YOUR FATS AND REDUCE YOUR SODIUM

Aim to eat only small amounts of saturated fat and cholesterol. Keep *trans* fat to 0. Choose foods with less sodium.

4. GET ENOUGH OF THESE NUTRIENTS

Aim to get enough fiber, vitamins, and minerals.

Nutrition Facts	
8 servings per container	
Serving size	2/3 cup (55g)
Amount per serving	
Calories	230
	% Daily Value*
Total Fat 8g	10%
Saturated Fat 1g	5%
<i>Trans Fat</i> 0g	
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	13%
Dietary Fiber 4g	14%
Total Sugars 12g	
Includes 10g Added Sugars	20%
Protein 3g	
Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 235mg	6%

*The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

2. CHECK CALORIES

How many calories would you eat if you ate a whole package? *Multiply the number of “servings per container” by the “calories.”*

5. QUICK GUIDE TO % DAILY VALUE

5% or less is low, 20% or more is high. Use the % Daily Value to compare similar foods and choose the healthiest option.

WATCH OUT FOR THESE COMMON MISCONCEPTIONS:

- Assuming “sugar-free” or “fat-free” means a product is low calorie or healthy; it’s not true!
- Buying something because it says “organic,” “natural,” “multi-grain,” or has some other “healthy” claim. These statements do not necessarily mean a product is good for you.
- Assuming that a package or bottle is only one serving. Many beverage bottles and packages of chips, cookies, and candy are actually 2 or 3 servings!

For more information visit fda.gov and search “Food Labeling”



WHAT CAN I USE THE NUTRITION FACTS LABEL FOR?

- Getting a general idea about how healthy a food is.
- Figuring out what counts as one serving and how many calories are in each serving.
- Comparing two similar products to choose the healthiest option.

How Much Sugar Do You Drink?

Consider how frequently you or your kids enjoy these, and similar, drinks. They provide loads of sugar and little if any nutrition.

COMMON DRINK CHOICES:

DRINK	SIZE	TOTAL CALORIES	SUGAR GRAMS	SUGAR TSPS
ARIZONA® GREEN TEA & HONEY	20 oz	210 cal	51 g	12
COCA-COLA® CLASSIC	20 oz	250 cal	65 g	15
DOLE® 100% APPLE JUICE	15.2 oz	220 cal	48 g	11
DUNKIN' DONUTS STRAWBERRY FRUIT COOLATA®	16 oz	290 cal	65 g	15
GATORADE®	20 oz	130 cal	34 g	8
GLACEAU VITAMIN WATER®	20 oz	125 cal	32.5 g	8
MONSTER ENERGY® DRINK	16 oz	200 cal	54 g	13
MOUNTAIN DEW®	20 oz	275 cal	78 g	18
SPRITE	20 oz	250 cal	65 g	15
STARBUCKS BOTTLED FRAPPUCCINO	9.5 oz	200 cal	32 g	8

TIPS TO MAKE CUTTING BACK ON SUGARY DRINKS EASIER:

- Cut back slowly.
- Don't replace soda with other sugary drinks, such as juice and sports drinks.
- Remember, water is the best drink when you are thirsty.
- Make water and milk the primary drinks of choice at your home.
- Add a cup of fruit, vegetables or herbs to cold water (berries, cucumber, mint).
- Buy fewer and fewer sugary drinks each week until you no longer buy any!

Healthy Brown Bag Lunches

Plan ahead! If you think you'll need more food than listed here to fill you up, increase your portions of fruits and veggies first!

Monday:

- 1/2 cup low-fat cottage cheese
- 10–15 whole wheat crackers with 1–2 tablespoons almond butter, peanut butter or sunflower seed butter
- Assorted vegetables (e.g., tomatoes, sweet peppers, carrots, broccoli)
- Tea, coffee or water

Tuesday:

- 1/2 of a large or 1 mini whole wheat bagel
- 1–2 tablespoons almond butter, peanut butter or sunflower seed butter
- Apple or banana
- 6 ounces low-fat, low-sugar yogurt
- Tea, coffee or water

Wednesday:

- 6 inch whole wheat tortilla with 2–3 ounces turkey, 1 ounce low-fat cheddar cheese, 2 tablespoons hummus and assorted vegetables (e.g., tomatoes, sweet peppers, carrots, broccoli, sugar snap peas)
- Grapes
- 8–10 whole wheat pita chips or multigrain tortilla chips
- Tea, coffee or water

Thursday:

- Burrito made with 1/2 cup black beans, 1/2 cup brown rice, salsa and 2 tablespoons low-fat plain Greek yogurt on a 6 inch whole wheat tortilla (feel free to add any other vegetables you like on burritos like lettuce, onion, and peppers, too)
- Orange
- Tea, coffee or water

Friday:

- 3–4 ounces grilled chicken on salad greens with assorted vegetables (e.g., tomatoes, sweet peppers, carrots, broccoli, sugar snap peas)
- 1 ounce feta cheese, and 1–2 tablespoons oil-based or light creamy dressing
- 3 cups air-popped popcorn
- Tea, coffee or water

Made possible with funding from the US Centers for Disease Control and Prevention (CDC), in partnership with MaineHealth, Picker Family Resource Center at Pen Bay Healthcare, and Let's Go!

Shopping List:

- Lean deli turkey
- Raw vegetables of your preference (e.g., tomatoes, sweet peppers, carrots, broccoli, sugar snap peas, etc.)
- 6 inch whole wheat tortilla
- Hummus
- Grapes
- Low-fat cottage cheese
- Whole wheat crackers
- Whole wheat bagels (large or mini size)
- Almond butter or peanut butter
- Apples or bananas
- Low-fat, low-sugar yogurt (look for 20 grams of sugar or less per serving)
- Brown rice
- Black beans
- Salsa
- Low-fat plain Greek yogurt
- Orange
- Grilled chicken
- Salad greens
- Feta cheese
- Oil-based or light creamy dressing
- Air-popped popcorn.



Healthy Shopping On a Budget

These tips will help you save time, save money and eat healthier!

Plan Ahead

Take time on the weekend to plan 3–4 healthy dinners for the upcoming week. No need to make a meal every day of the week. Make extra that can be eaten on those busy nights when you can't cook – leftovers!

Use What You Have

Take time to go through the pantry, fridge and freezer. Take note of what's on hand.

Make a List

Make a list of what you need and stick to it.

Look for Sales

Use store flyers when planning your menu. Plan your menu around what fruits and vegetables are on sale each week.

Try Canned or Frozen Produce

Canned or frozen fruits and vegetables keep for a long time and may be less expensive per serving than fresh. Look for items that are made with no added sauces or sugar, or that are labeled either “no salt added”, in water or their natural juice.

Shop in Season

Buying fruits and vegetables in season generally means your food not only tastes better, but costs less. Check out your local farmers' market or look for farm stands in your community.

Go Generic

Try store brands. Store brands on average are cheaper by about 26% to 28% and their quality is usually the same or better than that of name brand products.

Buy in Bulk

Buy in bulk when foods are on sale. Frozen and canned fruits and vegetables, and some fresh items (like apples and carrots), will last a long time. If you have storage space, save money by stocking up on the foods you eat more often.

Shop the Perimeter

Spend most of your grocery budget on foods found around the outside of the store like fruits, vegetables, low-fat dairy and lean protein foods. Limit your shopping in the middle aisles for minimally processed staples like whole wheat pasta, brown rice, canned tuna, nut butters and dried or canned beans.

Compare Unit Prices

Use the unit price to compare similar products. This will help make sure you are getting the best deal. The unit price is the cost per a standard unit (often in ounces or pounds) and is usually found on a sticker on the shelf beneath the item.

Don't Shop Hungry

People who shop when they are hungry or stressed tend to not only buy more food, but also buy unhealthier food items.

Made possible with funding from the US Centers for Disease Control and Prevention (CDC), in partnership with MaineHealth, Picker Family Resource Center at Pen Bay Healthcare, and Let's Go!

Healthy Tips For Dining Out

Here are some tips to help make dining out tasty AND good for you.

Ask your server...

...FOR A CARRY-OUT BOX AT THE BEGINNING OF YOUR MEAL!

Restaurants tend to serve big portions – put some of your meal in a carry-out box before you start to eat. You save some calories AND get to enjoy the meal again for lunch tomorrow – a great way to save money!

...TO SPLIT THE ENTRÉE OR FOR A SECOND PLATE TO SHARE WITH A FRIEND.

...FOR FAT-FREE OR 1% MILK INSTEAD OF WHOLE MILK OR CREAM

Fat-free or skim milk contains all the calcium and vitamins of whole milk, with no saturated fat and with fewer calories.

...FOR THE FAT TO BE TRIMMED FROM MEAT AND CHICKEN

Trimming the visible fat from meat is an easy way to make a delicious meal more heart-healthy.

...FOR SAUCE ON THE SIDE (LIKE BUTTER, GRAVY, AND SALAD DRESSINGS)

Many sauces and dressings contain extra fat and sugar that add up to extra calories – order the sauce for your meal on the side, and you control how much you eat.



When ordering healthier meals, look for words like:

- **Steamed**
- **Garden Fresh**
- **Broiled**
- **Baked**
- **Roasted**
- **Poached**
- **Lightly sautéed or stir-fried**

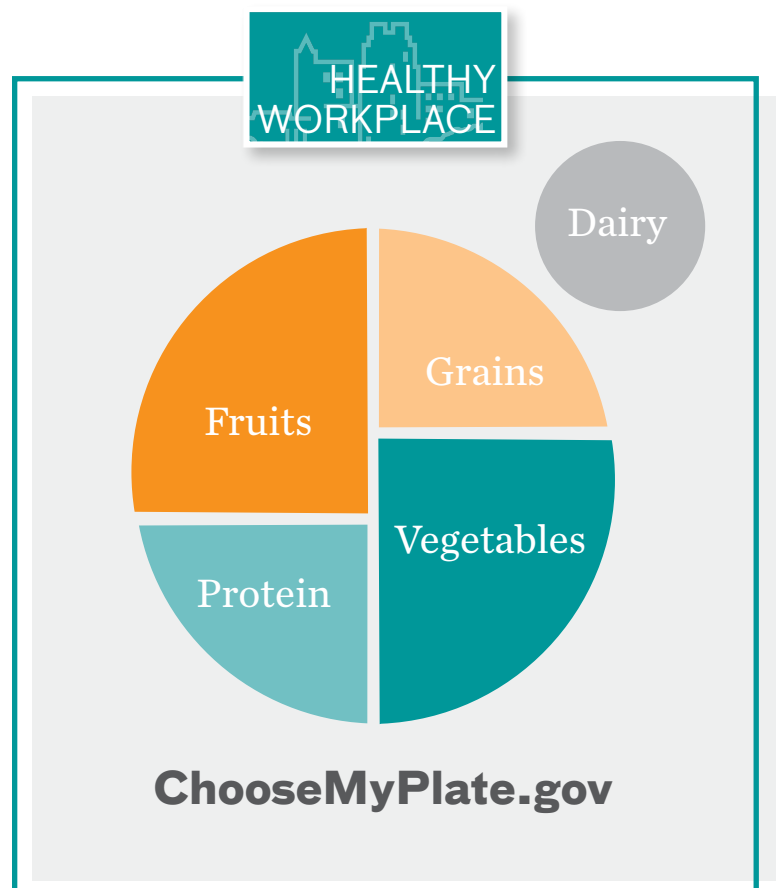
What is a **Healthy Portion**

Food portions are larger than ever these days – usually much more than we need. Choose your starting portion size by relating food to everyday items.



Use These Tips to Help Keep Your Portions Right-Sized:

- Start with one portion of each food on your plate. If you are still hungry, you can always get more.
- Use the MyPlate model to create a balanced plate. Fill half of your plate with veggies (and/or fruit), 1/4 with protein, and 1/4 with starch, preferably a whole grain.
- Check the serving size on packaged foods for guidance on portion size.
- Eat your food while sitting down and using a plate or bowl. Avoid eating directly out of packages.
- Eat regularly throughout the day; this helps keep you from getting too hungry.
- Serve food on smaller plates.
- Serve meals from the stove. This can help you avoid eating more when you are no longer hungry.
- At restaurants, ask for a lunch-size portion, split your meal, or box up half to take home.
- Skip the “clean plate” club. Instead, start with smaller portions, savor your food, and eat until you are satisfied.
- Role model the behaviors that you want your children to develop.





Resources

- Items that Meet Nutritional Criteria for Vended Food

Items that meet the **Criteria for Vended Food**

Food vending machines must emphasize: whole grains, fruits and vegetables, and low fat dairy.

CRITERIA FOR FOOD ITEMS (AS OFFERED):

- Calories: 200 or less
- Fat: 35% or less of total calories from fat
- Trans Fat: 0g
- Saturated Fat: 10% or less of total calories from saturated fat
- Sugar: 35% or less of the total weight
- Sodium: 480mg or less

The following items may not meet the guidelines but are still acceptable:

Trail mix, nuts, seeds, nut or seed butters, dried fruit (without chocolate or yogurt coatings), fruit packed in natural juices (no syrup-packed selections), whole grain crackers (whole grain is listed first in the ingredient list), low fat cheese, baked chips, pretzels, sugar free gum or mints.

ITEM NAME	MANUFACTURER	CATEGORY
BUNNY GRAHAMS (chocolate chip)	Annie's Homegrown	1 oz (28g)
BUNNY GRAHAMS (honey)	Annie's Homegrown	1 oz (28g)
POWER SNACKS RAISINS	Azar Nut Co.	1 oz (28g)
ANIMAL SNACKERS	Basil's Bavarian Bakery	1 oz (28g)
RAISINS	Boghosian	1.5 oz (42g)
YOGURT	Fage	5.3 oz (150g)
YOGURT	Chobani Less Sugar	5.3 oz (150g)
YOGURT	Siggi's	5.3 oz (150g)

continued

Criteria for Vended Food

ITEM NAME	MANUFACTURER	CATEGORY
YOGURT	YO (Yoplait)	5.3 oz (150g)
BELVITA	Nabisco	1.76 oz (50g)
ZBAR (chocolate chip)	Clif	1.27 oz (36g)
ZBAR (chocolate brownie)	Clif	1.27 oz (36g)
MINUTE MAID JUICE BAR (grape)	Coca-Cola	2.25 fl oz (66.54g)
SNACK PACK FAT FREE PUDDING	Dakota Gourmet	1 oz (28.4g)
SUNFLOWER (honey roasted)	Dakota Gourmet	1 oz (28.4g)
SUNFLOWER (lightly salted)	Dreyer's	74g
SKINNY COW (low fat fude bar)	Frito-Lay	7/8 oz (24.8g)
BAKED LAY'S (barbecue)	Frito-Lay	1 1/8 oz (31.8g)
BAKED LAY'S (sour cream & onion)	Frito-Lay	1 1/8 oz (31.8g)
BAKED LAY'S (sour cream & onion)	Frito-Lay	1 3/8 oz (38.9g)
BAKED LAY'S (southwestern ranch)	Frito-Lay	1 oz (28.3g)
BAKED RUFFLES	Frito-Lay	1 1/8 oz (31.8g)
BAKED RUFFLES (cheddar & sour cream)	Frito-Lay	1 1/8 oz (31.8g)
BAKED LAY'S POTATO CHIPS	Frito-Lay	1 1/8 oz (31.8g)
LAY'S POTATO CHIPS (original fat free)	Frito-Lay	1 oz (28.3g)
ROLD GOLD TINY TWIST PRETZELS	Frito-Lay	1 oz (28.3g)
ROLD GOLD TINY TWIST PRETZELS	Frito-Lay	.5 oz (14.1g)
CHEERIOS (bowl)	General Mills	11/16 oz (19g)
CHEERIOS (honey nut, bowl)	General Mills	1 oz (28.g)
NATURE VALLEY CRUNCHY GRANOLA BAR (oats'n honey)	General Mills	1.5 oz (42g)

continued

Criteria for Vended Food

ITEM NAME	MANUFACTURER	CATEGORY
NATURE VALLEY GRANOLA BAR (oats'n honey)	General Mills	1.5 oz (42g)
NATURE VALLEY GRANOLA BAR (apple crisp)	General Mills	1.5 oz (42g)
TEAM CHEERIOS CEREAL BAR (strawberry)	General Mills	1.13 oz (37g)
TOTAL CEREAL (bowl)	General Mills	13/16 oz (23g)
ICE CREAM CUP (rasberry sherbet)	Hood	90(g)
CRISP RICE CEREAL (bowl)	Hospitality	3/4oz (21g)
KETTLE CORN	Indiana Popcorn	1 oz
LUIGI'S REAL ITALIAN ICE (lemon)	J&J Snack Foods	4 fl oz (118ml)
LUIGI'S REAL ITALIAN ICE (strawberry)	J&J Snack Foods	4 fl oz (118ml)
HEART TO HEART (box)	Kashi	1.4 oz (40g)
TLC BAR (cherry dark chocolate)	Kashi	1.2 oz (35g)
TLC FRUIT & GRAIN (dark chocolate coconut)	Kashi	1.1 oz
TLC FRUIT & GRAIN (pumpkin pie)	Kashi	1.1 oz
AUSTIN ZOO ANIMAL CRACKERS	Kellogg	1 oz (28g)
CHEEZ-IT BAKED SNAK CRACKERS (reduced fat)	Kellogg	1.5 oz (42g)
CORN FLAKES (box)	Kellogg	.81 oz (23g)
NUTRI-GRAIN CEREAL BAR (apple cinnamon)	Kellogg	1.3 oz (37g)
NUTRI-GRAIN CEREAL BAR (blueberry)	Kellogg	1.3 oz (37g)
NUTRI-GRAIN CEREAL BAR (raspberry)	Kellogg	1.3 oz (37g)
NUTRI-GRAIN CEREAL BAR (strawberry)	Kellogg	1.3 oz (37g)

continued

Criteria for Vended Food

ITEM NAME	MANUFACTURER	CATEGORY
NUTRI-GRAIN CEREAL BAR (yogurt strawberry)	Kellogg	1.3 oz (37g)
RAISIN BRAN (box)	Kellogg	.88 oz (25g)
RICE KRISPIES (box)	Kellogg	1.52 oz (43g)
SPECIAL K (box)	Kellogg	.81 oz (23g)
SPECIAL K BAR (honey nut)	Kellogg	.77 oz (22g)
CRISPY RICE (bowl)	Malt-O-Meal	.63 oz (17.7g)
TOASTY O'S	Malt-O-Meal	11/16 oz (19.5g)
CHEESE NIPS (100 calorie packs)	Nabisco	.74 oz (21g)
CHIPS AHOY THIN CRISPS (100 calorie packs)	Nabisco	.81 oz (23g)
HONEY MAID GRAHAMS (cinnamon sticks)	Nabisco	1 oz (28g)
NEWTON'S FRUIT CRISP (mised berry)	Nabisco	1 oz (28g)
OREO THIN CRISPS (100 calorie pack)	Nabisco	.81 oz (23g)
WHEAT THINS TOASTED CHIPS MINIS (100 calorie packs)	Nabisco	.77 oz (22g)
GOLDFISH BAKED SNACK CRACKERS (cheddar)	Pepperidge Farm	1 oz (28g)
GOLDFISH GIANT GRAHAMS	Pepperidge Farm	.9 oz (26g)
BREAKFAST COOKIE (oatmeal raisin)	Quaker Oats	1.69 oz (48g)
CEREAL BAR (apple crisp)	Quaker Oats	1.3 oz (37g)
CHEWY GRANOLA BAR (low fat chocolate chunk)	Quaker Oats	.84 oz (24G)
CHEWY GRANOLA BAR (oatmeal raisin)	Quaker Oats	.84 oz (24G)

continued

Criteria for Vended Food

ITEM NAME	MANUFACTURER	CATEGORY
CHEWY GRANOLA BAR (peanut butter chocolate chip)	Quaker Oats	.84 oz (24g)
CHEWY GRANOLA BAR (s-mores)	Quaker Oats	.84 oz (24g)
INSTANT OATMEAL (original)	Quaker Oats	.98 oz (28g)
QUAKER EXPRESS OATMEAL (golden brown sugar)	Quaker Oats	1.9 oz (54g)
QUAKER INSTANT OATMEAL (cinnamon & spice)	Quaker Oats	1.62 oz (46g)
QUAKER INSTANT OATMEAL (maple & brown sugar)	Quaker Oats	1.51 oz (43g)
QUAKER OATMEAL EXPRESS (cinnamon roll)	Quaker Oats	1.9 oz (54g)
QUAKES RICE SNACKS (caramel corn)	Quaker Oats	.91 oz (26g)
SNACK MIX (kids mix)	Quaker Oats	7/8 oz (24.8g)
PIRATE'S BOOTY (aged white cheddar)	Robert's American Gourmet	1 oz (28g)
CASCADIAN FARM CHEWY GRANOLA BAR (chocolate chip)	Small Planet Foods	1.2 oz (35g)
HONEY WHEAT STICKS	Snyder's of Hanover	2.25 oz (63.8g)
MINI PRETZELS	Snyder's of Hanover	1.5 oz (42.5g)
PITA CHIPS (cinnamon sugar)	Stacy's	1 3/8 oz (38.9g)
PITA CHIPS (parmesan garlic & herb)	Stacy's	1 3/8 oz (38.9g)
PITA CHIPS (simply naked)	Stacy's	1 3/8 oz (38.9g)
SOY THIN CHIPS (sweet bbq)	Stacy's	1.5 oz
WHALES BAKED SNACK CRACKERS	Stauffers	.75 oz (21g)
LOW FAT YOGURT	Stonyfield Farm	6 oz (170g)

continued

Criteria for Vended Food

ITEM NAME	MANUFACTURER	CATEGORY
YOKIDS SQUEEZERS ORGANIC LOWFAT YOGURT (strawberry)	Stonyfield Farm	2 oz (57g)
FRUIT IN A FLASH APPLE SLICES	Sun Rich Fresh	2 oz (57g)
HOUSE RECIPE INSTANT OATMEAL (regular)	Sysco	(56g)
FRUIT SNACKS (reduced sugar mixed fruit)	Welch's	1.5 oz (43g)





IN THIS SECTION:

| 3 |

- Active Meeting Guidelines
- Movement Breaks You Can Lead
- Simple Stretches
- Top 5 Exercises to Do Anywhere
- Walking Meeting Guidelines
- Provide and Promote Safe Walking Routes
- Promote Taking the Stairs
- Resources

INCREASE MOVEMENT AT WORK

Active Meeting

Guidelines

Movement during a meeting – standing, stretching or participating in a movement break – increases meeting participation and attention span, which can mean a more productive meeting. Healthy Together encourages movement in all meetings. Everyone will benefit from increased movement, no matter how brief. To increase movement during your meetings, follow these basic guidelines and be sure to check out our active meeting posters located in the back of your toolkit!

GUIDELINES FOR MEETING LEADERS:

- At the beginning of every meeting let participants know it's okay to stand up and move during the meeting or to ask for a movement break.
- Provide one to two movement breaks each hour (self-directed or structured).
- Include breaks on the agenda.
- Always allow for participants to opt out of the activity.
- Movement breaks may be self-directed, led by the meeting facilitator, or video routines may be viewed on a website.

GUIDELINES FOR MEETING PARTICIPANTS:

- Movement is always optional.
- Feel free to stand up in the back of the room.
- Move only in ways you feel comfortable.
- Assess space and clearance to avoid injury.
- Individuals with acute or chronic conditions, or other concerns about their health, should check with their provider before beginning any new physical activity.



QUICK TIPS:

- When the energy is waning, ask everyone to stand up, take a deep breath, lift their arms over their head to reach to the ceiling, lower their arms and sit back down.
- If your discussion stalls, take a two-minute stretch break.
- Movement breaks can be as quick as two minutes, so no matter how long your meeting is, you can fit one into the agenda!

You Can Lead

Meeting Leaders: Here are a few quick and easy movement breaks. If you prefer, you may show a video for people to follow for the movement break: go to [youtube.com](https://www.youtube.com) and in the search box type:

“Instant Recess 5-Minute Physical Activity Break.”

TO LEAD A MOVEMENT BREAK



Slowly read aloud the instructions below:

“Movement is always optional. Move only in ways you feel comfortable and check around you to make sure you have enough space.”

Triathlon (3-5 minutes)

WE ARE GOING TO DO A TRIATHLON.

Before starting our triathlon, we will spend some time stretching our strong muscles.

While standing, we will reach our right arm high to the sky. Switch arms.

Lower the left arm and reach both hands down towards the ground (if we are taking care of low backs, we can rest our hands on the front of our legs).

Returning to a standing position, we will reach our arms back behind us as though we are squeezing a beach ball. If it feels comfortable for our shoulders, we can clasp our hands together to open up our chest to prepare for our swim.

Release your hands and return to a standing position in order to get ready for the start of the triathlon. Racers ready? 1...2...3...GO!

The first event is the swim. From your chest, move your arms in a butterfly swimming technique,

making large circles out to the side with both arms. Continue swimming as fast as you can to ensure other racers don't pass you.

Following the swim, we will trot over to our transition station to jump on our bike. Standing on one foot, we will make circular patterns with the opposite leg, as though we are pedaling. Switch over to the other foot. Someone is coming up fast behind us, so we need to start pedaling faster!

We've finished the bike portion so it's time to trot over to our last transition to prepare for the run. After completing the swim and bike legs of the race, we will start out with a slow jog, by simply marching in place.

We get passed by another runner so we start to pick up our pace by jogging in place. We see the finish line and pick up the jog to an even faster pace!

As we cross the finish line we throw our arms up in the air and high five the person next to us.

Energy Builder (3-5 minutes)

TORSO TWISTS

First we'll do some torso twists while seated. Sit up tall, hands on your thighs. Take a deep breath in and exhale. Slowly turn your body to the right, placing your right hand on your hip and left hand on your thigh. Hold for 10 seconds. Slowly turn back to the front. Take a deep breath in and exhale. Sit tall. Turn to the left side, placing your left hand at your hip and your right hand on the outside of your thigh. Hold for 10 seconds.

HEEL TAPS

Now we'll do some heel taps. Stand up and make sure you have space around you. March in place for one minute. Now, do heel taps. Move your right foot in front of your body placing the heel of the right foot on the ground. Bring the right foot back and move the left foot forward, placing your left foot on the ground. At the same time, alternate bending the arms at the elbow like you are doing a bicep curl. Use opposite arms and legs. As your right heel taps the floor in front of you, bend your left elbow. Then switch. Do for one minute.

ARM CIRCLES

Now we'll do some arm circles. Stay standing and make sure you have space around you. Extend your arms straight out to the sides, making sure your arms are parallel to the floor. Slowly start making small circles with each outstretched arm. Slowly make the circles bigger and bigger in diameter until you are making large arm circles (take about 30 seconds to go from small circles to large circles). Then reverse the movement, going in the opposite direction.

Book Camp Break (2-5 minutes)

"We will perform 4 exercises for 15 seconds each in this movement break. Everybody stand up and give yourself some space."

1] Single Leg Balance

If you are working on balance, steady yourself by holding onto a wall or chair for this move. Balance on one foot and lift the other foot off the ground. Begin to draw a square in one direction out in front of you with your opposite foot. After 15 seconds, change the direction of your square. Switch legs and repeat.

2] Boxing

Pretend you have a punching bag in front of you. With stomach tight, begin to punch the bag with alternating arms for 5 seconds. Increase the speed of your punches by hitting the bag more quickly for the last 10 seconds. Don't forget to breathe.

3] Y's, T's and W's

The next sequence is a set of shoulder strengthening exercises, so try to think about pulling your shoulder blades down and back away from your ears, keep your knees soft and your ears directly over your shoulders. While standing, place your hands up overhead in a Y position, keeping your shoulder blades down and back for 5 seconds, then bring your arms out to the side in a T position with thumbs pointing to the sky. Rotate your hands to point your thumbs towards the floor. Conclude with a W, by bringing your elbows to your sides with your fingertips up and thumbs pointing behind you for 5 seconds, squeezing your shoulder blades together.

4] March in Place

Stand in place and begin to march and don't forget to move your arms. If you feel comfortable in the last 5 seconds, pick up your pace by making your march a jog.

Sit and Get Fit Circuit

“We will perform this circuit while seated. There will be a series of 6 exercises that will be performed back-to-back 5 times. All of the exercises will be performed while sitting at the edge of your seat with the legs even with the chair and maintaining an upright posture.”

1] Shrugs

Make fists with your hands and let them hang by your sides. Shrug your shoulders by bringing your shoulders up towards your ears and hold for 2 seconds and slowly lower. Repeat 5 times.

2] Bicep Curls

Start with the left arm, make a fist and let it hang toward the floor. Use the right hand to provide resistance. Slowly raise the left fist toward the left shoulder, hold for 1 second and slowly lower it. Repeat 5 times. Switch to the right arm.

3] Overhead Press

Bringing your elbows to shoulder height, bend your arms at the elbow and hold your fists to the ceiling, push your fists up overhead towards the ceiling, keeping your hands about shoulder-width apart, then slowly lower 5 times.

4] Leg Extensions

Sit with your feet on the floor and thighs even with the floor. Slowly straighten one leg until your knee almost locks and then bring it back to starting position without touching your foot to the floor. Repeat on each side 5 times.

5] Ab Crunchers

Place the hands at the side of the head and rest your elbows on your thighs. Contract the abdominals while applying pressure on the thighs with the elbows, holding for 2 seconds. Repeat 5 times.

6] Butt Busters

While sitting up tall in your chair tighten the bum. Hold for a count of 1 and repeat 5 times.



REPEAT 5 TIMES

“Now let’s quickly go through the circuit again 5 times without any rest in between each.”

(Start with #1 and lead the group through to #6)

Simple Stretches



CALVES



UPPER BODY



BACK



NECK



KNEES



QUADRICEPS

Top Five Anywhere Exercises

All of these exercises can be done with limited space and no equipment!



1] Kneeling Push-Ups

Start with your knees on the ground, feet lifted and your hands directly underneath your shoulders. Put your body into a kneeling plank position. Slowly lower your chest down and push your body back up to the starting position. You can also do these on the wall to start or on your toes as you gain more strength.



2] Planks

Start by lying face down. Place your elbows and forearms underneath your chest and prop yourself onto your toes and forearms. Maintain a flat back and do not allow your hips to sag toward the ground. These can also be done in a kneeling position. Start by holding this position for 10 seconds and work your way up to a longer time!



3] Squats

Sit back like you are sitting in a chair, bending at the knees, hinging at the waist and putting your weight in your heels. Be careful not to extend your knees over your toes! Return to standing once you have reached a comfortable range of motion. Taking care of knees? Don't go as far down into the squat or use a chair behind you. Slowly sit back on the edge of the chair and then return to a standing position.



4] Jumping Jacks

Start out with this move by stepping one foot out, then the other. As you feel comfortable, work up to jumping both feet out at one time and bring your arms out into a V-position at the same time. Great for warming up your muscles!



5] Running in Place

Just starting out? March in place and build up to a jog. Keep it up for 10–30 seconds. This simple exercise gets the heart pumping and works important muscles!

Walking Meeting Guidelines



BEFORE A WALKING MEETING:

- Provide advanced notice.
- Ask invitees if they would be interested in a walking meeting. Walking meetings are always voluntary.
- Encourage comfortable clothing and walking shoes.
- Set an agenda and distribute it ahead of time so walkers are prepared.
- Decide on the route and length ahead of time. Parks, trails and walking paths are good options.
- Avoid busy roads and noisy places.
- Confirm there are safe sidewalks and places to cross roads safely.

DURING A WALKING MEETING:

- Read the agenda out loud to walkers before you start walking.
- Ask walkers to turn off their cell phones.
- Remind walkers to avoid confidential conversations.
- Walk at a pace that is comfortable for all.
- Encourage walkers to speak up if the pace is uncomfortable.
- Track your distance with a walking app like Walk Watch or RunKeeper.
- Obey all traffic laws.

AFTER A WALKING MEETING:

- Recap and document next steps. Distribute by email after your walking meeting.
- Ask for feedback on how to improve future walking meetings.
- Share distance walked with walkers.



WHY LEAD A WALKING MEETING

Walking meetings provide a chance to:

- Move
- Re-energize
- Reduce stress
- Enjoy fresh air and natural light
- Increase productivity
- Strengthen teams and relationships
- Shift group dynamics

Provide and Promote **Safe Walking Routes**

Make it easier for employees to fit more movement into their day by providing and promoting walking routes at or near the workplace.

To provide and promote safe walking routes:

FIND SAFE AREAS TO WALK

Safe areas could include non-congested indoor hallways, around the edges of the employee parking lot, a nearby town park or walking path, or sidewalks through a nearby neighborhood.

GET APPROVAL

Remember to check with the building owner or property management before installing signage or marking distances.

MEASURE DISTANCE OF WALKING ROUTES (OPTIONAL)

For routes on your organization's property, mark or post distances. Use an app such as Walk Watch or RunKeeper or ask to borrow a measuring wheel from your local recreation department or police department.

PROMOTE WALKING OPTIONS

Install signage along paths to direct walkers and show them the distance they have walked. Provide laminated walking maps in conference rooms so meeting attendees know where they can take a walk during a movement break. Recruit champions (including department and senior management and wellness committee members) to lead by example by taking walks and leading walking meetings. (See Active Meeting Guidelines and Walking Meeting Guidelines handouts.)

PROVIDE TIME FOR WALKS

Allow and encourage staff to take walking breaks.

Promote Taking the Stairs

Taking the stairs is a great way for employees to add movement to their day.

To promote taking the stairs:

CHECK STAIRWELLS

Address maintenance issues and make sure your stairwells are clean and well lit.

GET APPROVAL

Remember to check with the building owner or property management before installing signage.

PROMOTE WALKING OPTIONS

Hang point of decision signage near elevators and stairs and hang motivational signage inside stairwells. (See Let's Go! Healthy Workplaces toolkit online to print motivational signage.)

Recruit champions (including department and senior management and wellness committee members) to lead by example by taking the stairs.



IN ACTION

Some businesses post signage and employee art in stairwells to encourage taking the stairs.



Resources

■ Ergonomics

Ergonomics and Back Safety

Fitting the Workplace to the Worker

Objectives

- 1.** Understand anatomy and balance (how your back works)
- 2.** Posture: The good, the bad, the ugly
- 3.** What is 'ergonomics'?
- 4.** Common causes of back pain/injury
- 5.** Why take good care of our back?
- 6.** Learn safe body mechanics (lifting, standing, sitting, lying)
- 7.** Get your back in shape (exercises for strength, flexibility)
- 8.** Healthy back = Happy human

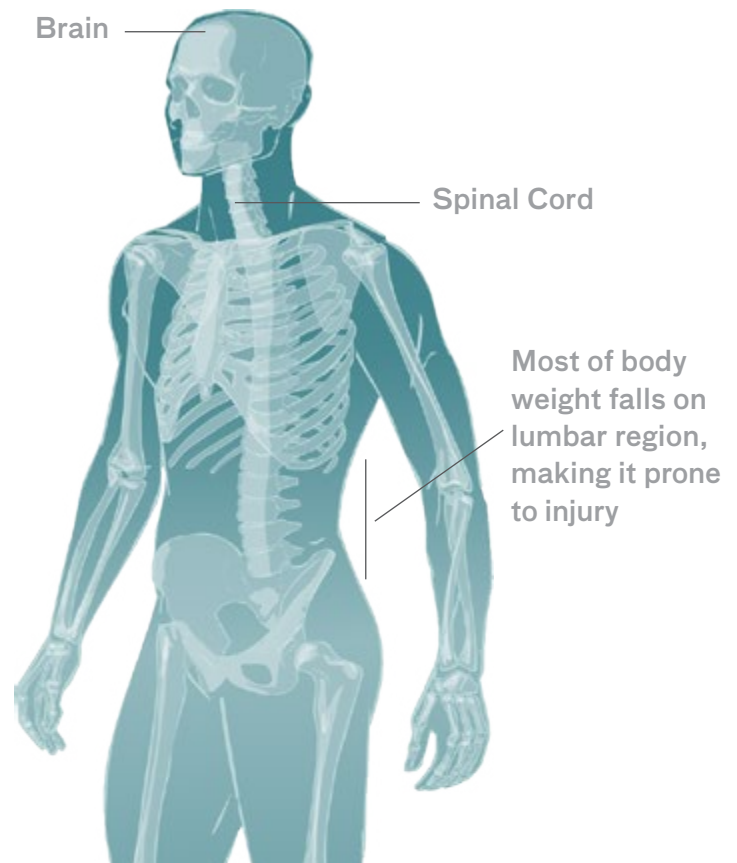
Back and Spine

BACK ANATOMY

- Spinal Cord
- Central nervous system (with brain)
- Pair of spinal nerves exit below each vertebrae
- Cervical nerves go to the arms; lumbar nerves go to the legs

SPINE

- Made of 24 moveable bones (vertebrae) “stacked” in three flexible curves
- Supports head and trunk, protects spinal cord, provides flexibility to bend/rotate



Spinal Balance

- Spine is aligned in three “S” shaped curves
- Balanced to keep weight evenly distributed on spine
- Proper balance places least amount of stress on spine
- Vertebrae pushed out of line causes pain, invites injury

Cervical Curve
(neck)

Thoracic Curve
(chest)

Lumbar Curve
(lower back)



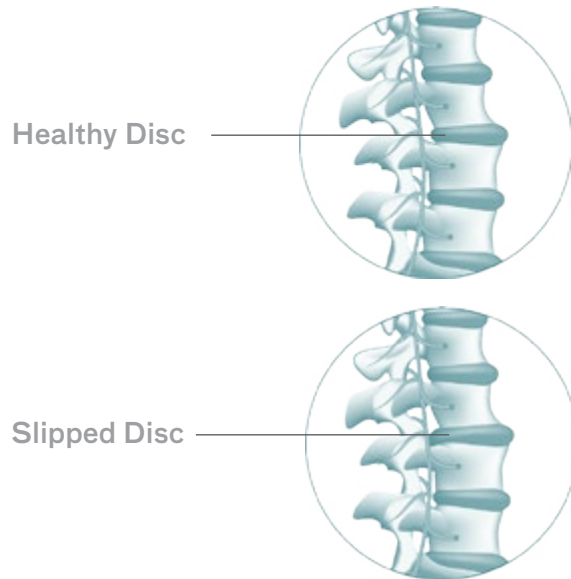
POSTURE IS IMPORTANT!!

Discs

- Flexible spacers between the vertebrae allow smooth movement
- Act as spinal “shock absorbers”
- Compress and release, like springs
- “Slipped” disc occurs when jelly-like center squeezes out of the disc

JELLY DOUGHNUT EFFECT

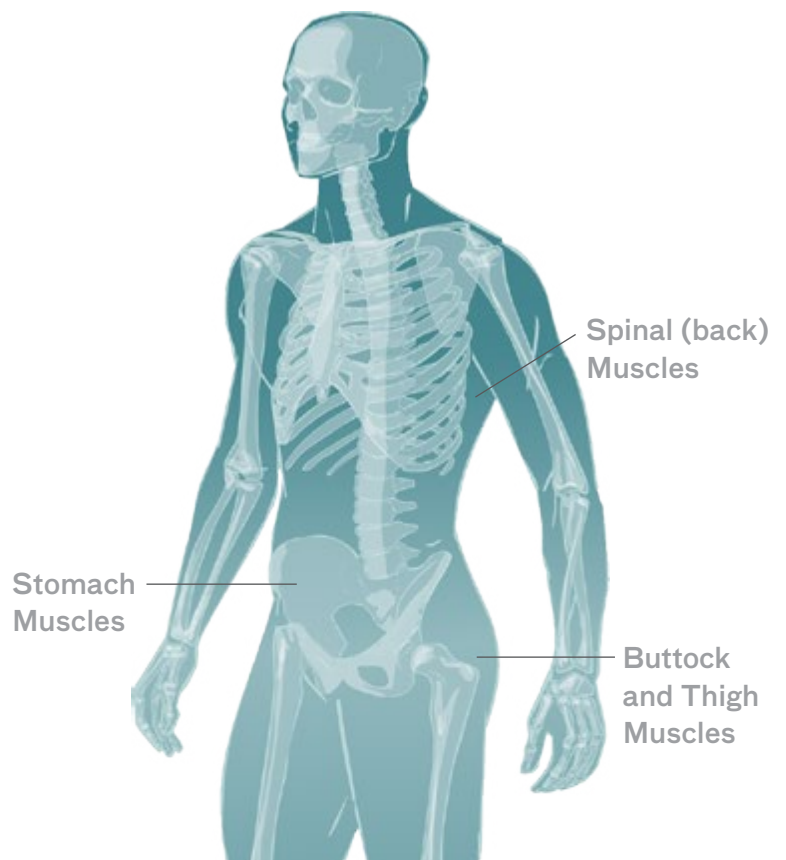
- Jelly-like center squeezes out and presses on a nerve



How Muscle Helps our Spine

MUSCLES

- **Spinal (back) muscles:**
stabilize spine-not made for lifting
- **Buttock and thigh muscles:**
strong and durable used for lifting
- **Stomach muscles:**
also used in lifting



Remember, it's all Connected!

DYNAMIC MUSCLE WORK

Involves muscle contraction and movement

Blood flushes out lactic acid which causes muscle fatigue (can work for lengthy periods)

Lifting and stacking boxes an example

STATIC MUSCLE WORK

Muscles hold the body without movement

Sustained contraction halts blood flow to muscles: lactic acid builds up, causes fatigue

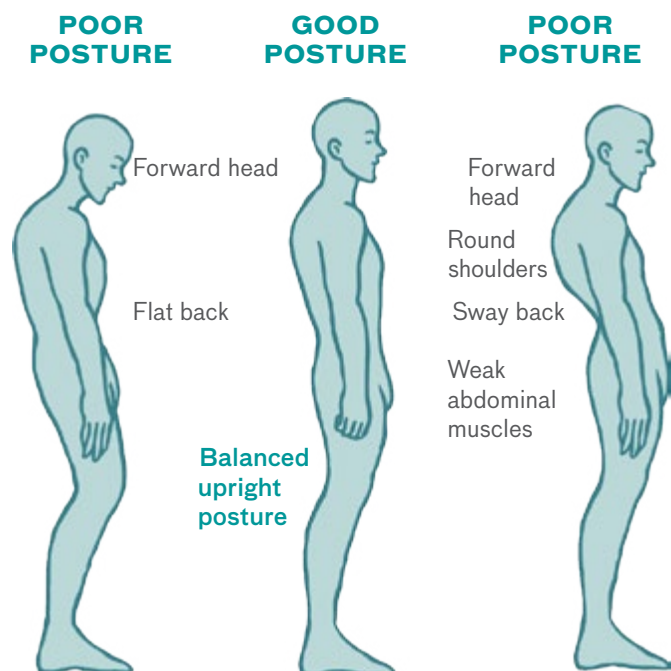
Bending over workbench, sitting at computer are examples

So What's Posture Got to Do With It?

STANDING

- “Stack” ears, shoulders, hips, knees and ankles in a straight line
- Tuck in chin
- Shoulders back and down
- Suck in gut: a pot belly can act as a load and pull spine out of balance

If standing for long periods, elevate one foot to reduce stress in lower back.



So What's Posture Got to Do With It?

SITTING

- Sit with ankles, knees, thighs and elbows at right angles
- Keep head balanced over shoulders
- Keep shoulders relaxed (not hunched)
- Sit back in chair for support

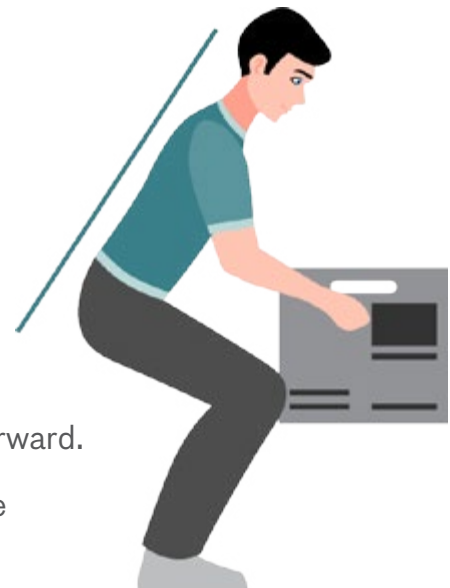


Techniques for Safe Lifting

- **Get a firm footing.** Keep feet shoulder-width apart, toes out, distribute weight evenly on soles of both feet
- **Bend your knees.** Not your waist
- **Avoid twisting.** Twisting can overload the spine and cause injury to the feet, knees and torso. Your feet, knees and torso should always be in the same direction.

AWKWARD LOCATION

- Don't force your body to conform to the workspace
- Use the golfer's lift to pick up light, small loads when you can't bend your knees or get close to the object.
 - Swing one leg straight out behind you.
 - Keep your back straight while your body leans forward.
- To help support your body, place one hand on your knee or on a nearby solid object.



Techniques for Safe Lifting

TIGHTEN STOMACH MUSCLES:

They support spine when lifting, reducing force of the load

GET A GOOD GRIP:

Use both hands

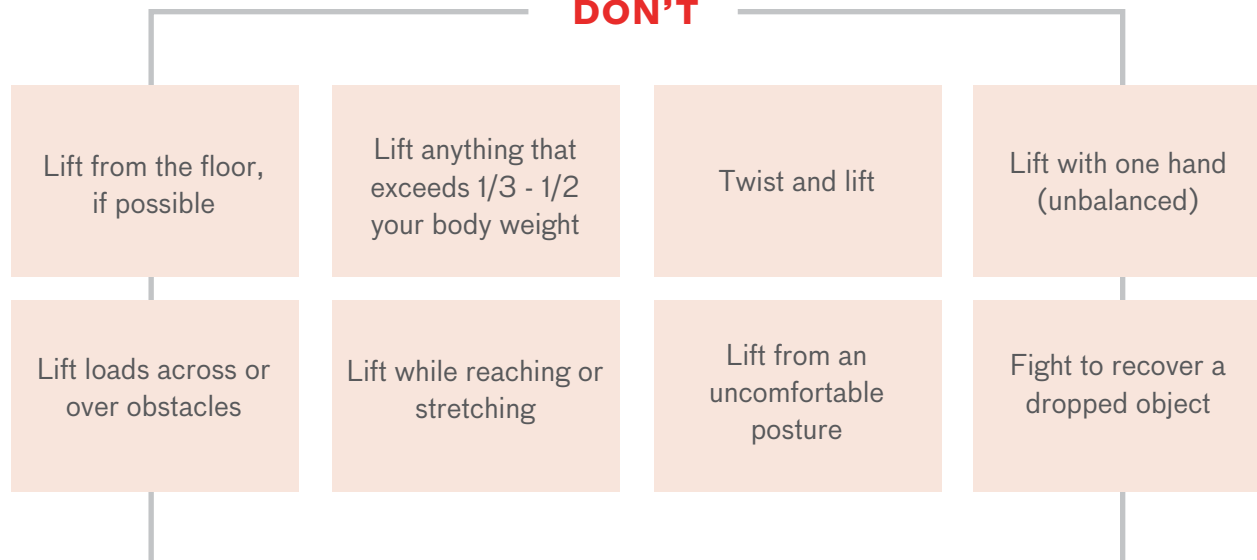
“HUG” THE LOAD:

Hold it close to your body; the closer it is to your spine, the less force it exerts on your back



Safe Lifting

DON'T



Ergonomics

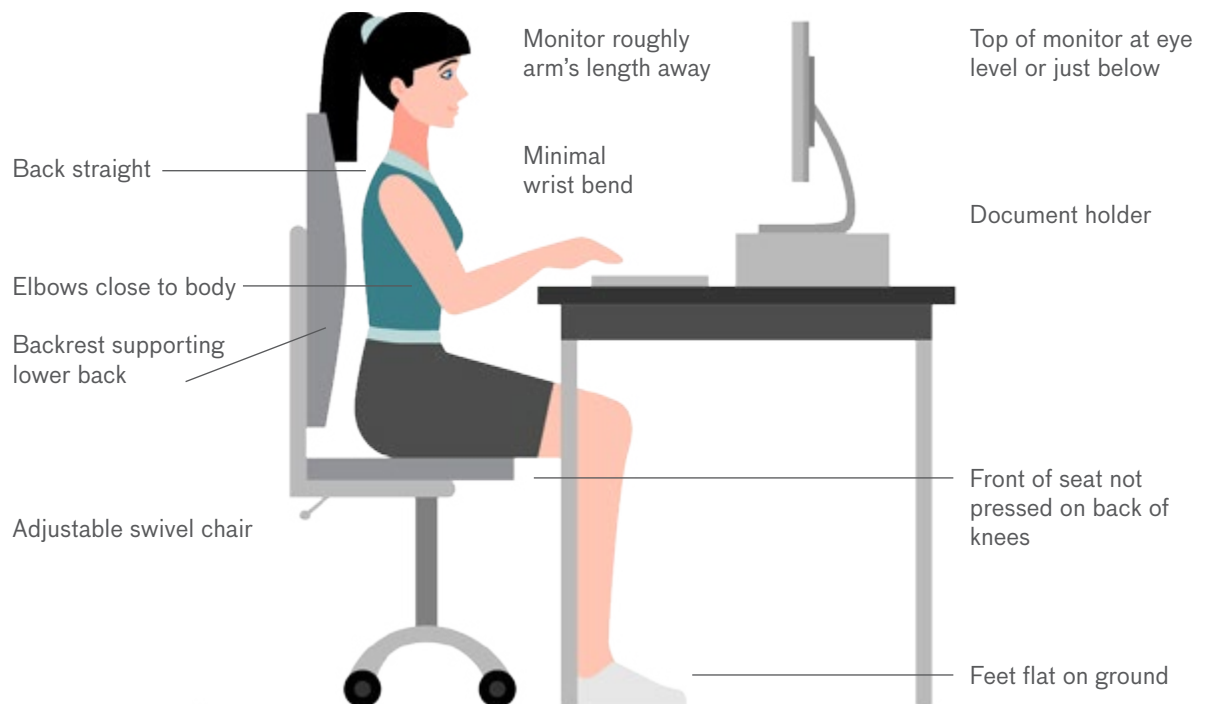
The study of the relationship between people, the equipment they use and the environment in which they work.

When things are ergonomically correct they improve:

- Well-being
- Short/long term health
- Productivity
- Safety

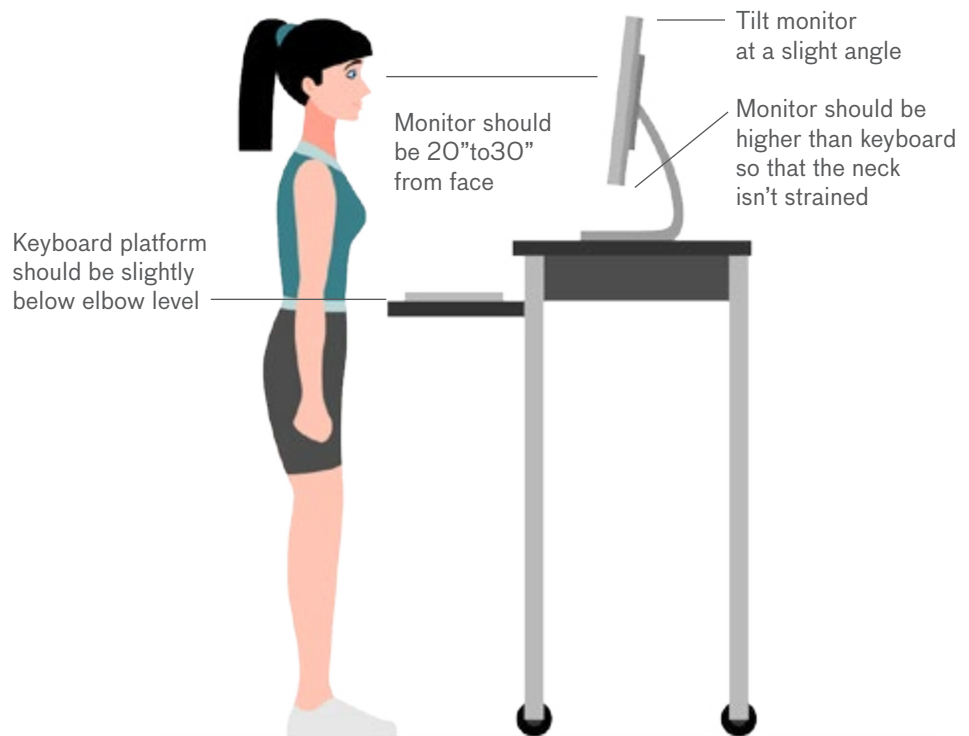
Ergonomics in the Workplace

IDEAL WORKSTATION SETUP



If the Stand fits, Lose the Chair!

IDEAL ERGONOMICS FOR A STANDING DESK



Texting

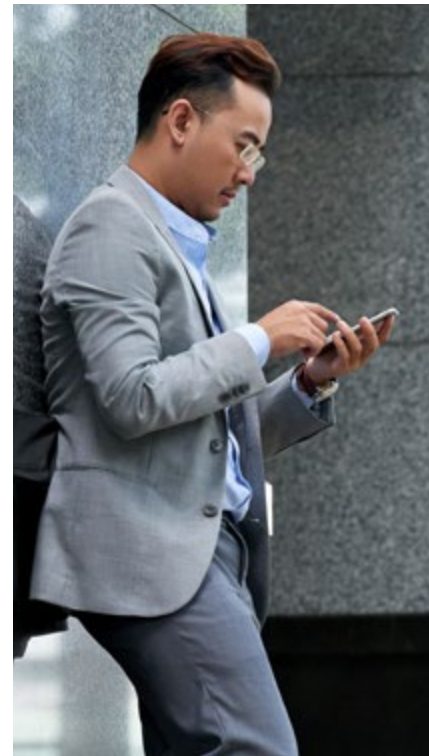
POSTURE WHILE TEXTING

When your head is tilted downward while texting, it applies pressure on the spine:

- 0 degrees = 10-12 pounds
- 15 degrees = 27 pounds
- 30degrees = 40 pounds
- 45 degrees = 49 pounds
- 60 degrees = 60 pounds

WHEN IS YOUR SPINE HAPPIEST?

“When your ears fall on the same plane as your shoulders, and your shoulder blades are retracted. Without these adjustments, you put added stress on your spine” *Dr. Kenneth K. Hansraj, a spinal and orthopedic surgeon.*



Exercises to Strengthen Your Back



Single knee to chest



Hip & knee:
supine piriformis stretch



Place hands behind knees and
gently pull both knees to chest



With knee straight, raise one leg
and oposite arm 2-3” off floor



Raise one leg behind with
knee slightly bent, keeping neck
and back straight



Raise one leg and opposite arm,
with knee slightly bent, keeping
neck and back straight

Exercises to Eliminate Neck Pain

1. NECK STRETCH

Stand approximately two feet back from the corner, facing into the corner.

Feet should be together.

Forearms are placed on each wall, and elbows are a little below shoulder height.

Lean in as far as possible without pain.

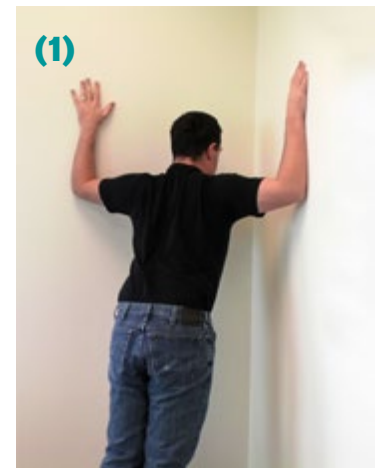
You will feel a stretch in the front of the shoulders and chest.

Hold the stretch for about 30 seconds to a minute.

This stretch can be performed 3 to 5 times per day.

It should be done before doing any neck strengthening exercises

Lean in as far possible without pain, hold 30-60 seconds.



2. LEVATOR SCAPULAR STRETCH

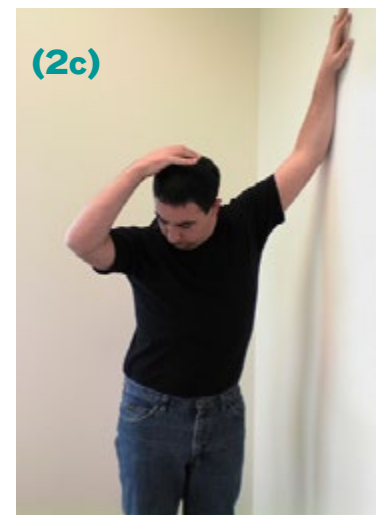
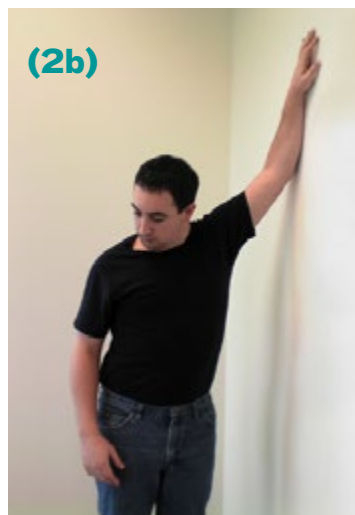
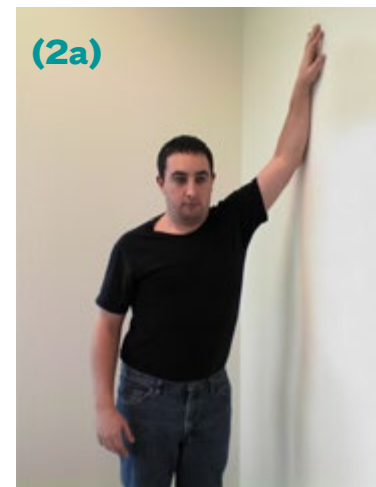
Lengthen the muscle by raising the elbow above the shoulder on the side to stretch.

In this position, first rest the elbow against a door jamb. This rotates the outside of shoulder blade up and the inside of it down, which lengthens the levator scapula muscle **(2a)**.

Second, turn the head away from the side that is stretching and bring the chin down, stretching the back of the neck **(2b)**.

Third, place the fingers of the other hand on the top of the head and gently pull the head forward increasing the stretch slightly **(2c)**.

Hold this for about 30 seconds to a minute.







IN THIS SECTION:

| 4 |

- Community Resource Hub

SUPPORT FOR HEALTHY EMPLOYEES

What is the Community Resource Hub?

AtriumHealth.org/CommunityResourceHub

The Community Resource Hub is a free service that is sponsored by Atrium Health. It helps companies improve their workers' lives and, in turn, their health. The tool is a resource for employees who need help finding free or reduced-cost services like medical care, food, job training and more.

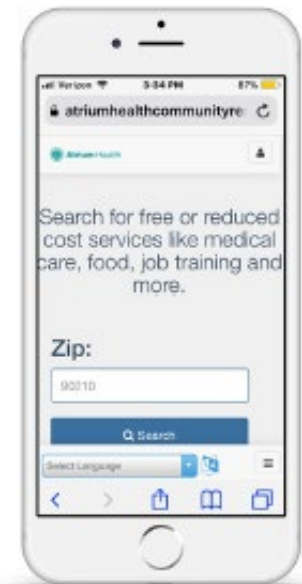
- Based on the powerful, nationwide Aunt Bertha platform.
- Customized and optimized with login features.
- Resources are available for local, regional and national searches.

Find Services and Resources Quickly

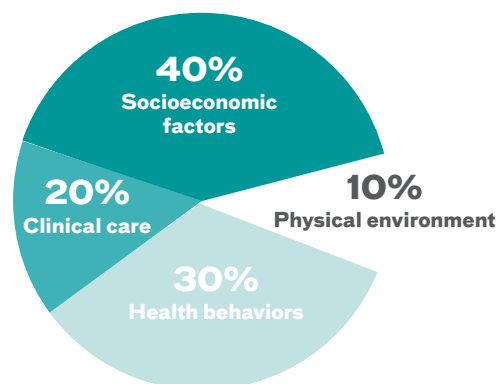
The Atrium Health Community Resource Hub helps employees who need assistance with housing, paying utilities, food, transportation and healthcare.

Good Health Requires More Than Clinical Care

Many factors determine the overall health of individuals and communities. In fact, studies have shown that clinical care comprises only 20% of a person's overall well-being. Atrium Health helps employers and employees improve so-called "social determinants of health," which together yield a greater influence over health.

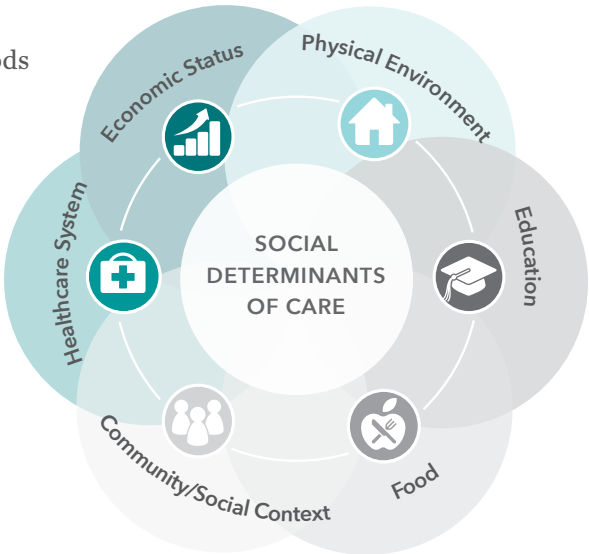


Clinical care comprises only 20% of overall health.



The Social Determinants of Health

The social determinants of health are the relationships, resources and support available in our homes, neighborhoods and communities. These conditions help explain why some Americans are healthier than others.



Economic status:

Employment, income, expenses, bills, debt

Physical environment:

Housing, transportation, safety, parks/playgrounds

Education:

Literacy, language, early education, higher education

Food:

Hunger, access to healthy options

Community:

Social integration, support systems, engagement, discrimination

Healthcare:

Coverage, provider availability, quality of care

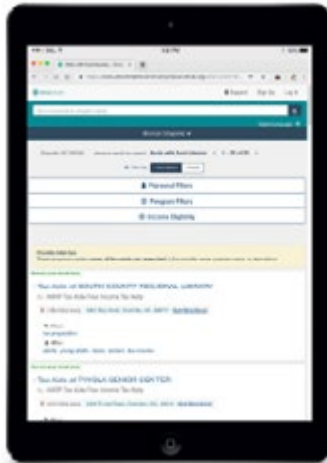
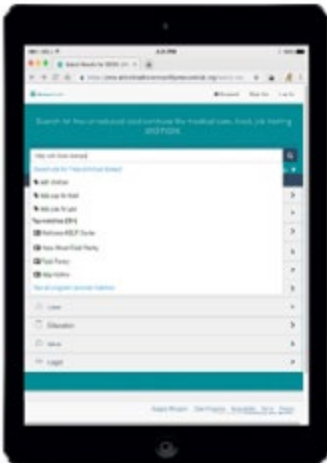
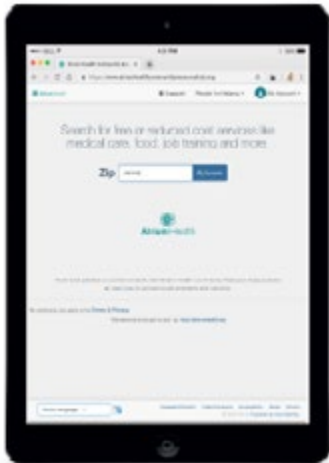
How to Use the Community Resource Hub

Employees or an HR administrator can use this tool to search for services on a smartphone, tablet or desktop computer. The tool can also be downloaded as a free app from Google or Apple app stores.

Search by ZIP code.

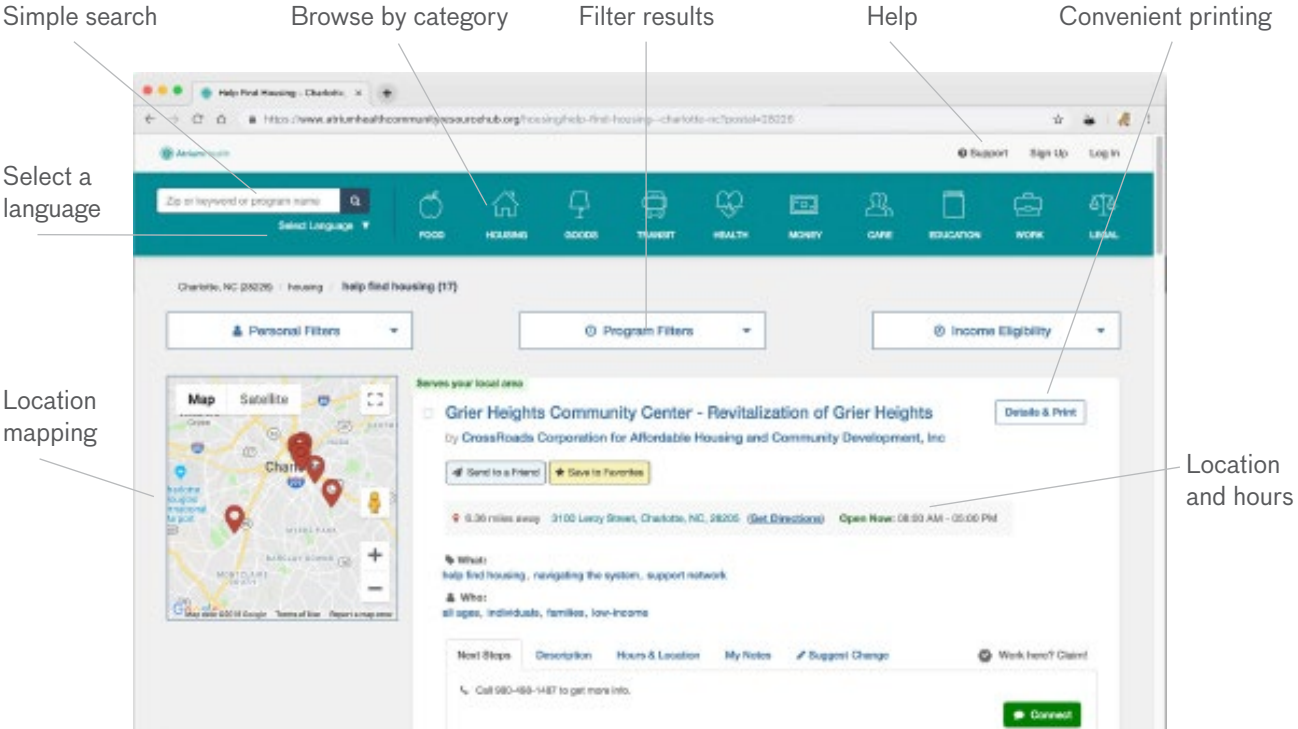
Type in a phrase like “Help with food stamps” or the program name.

A list of possible matches appears on program cards.



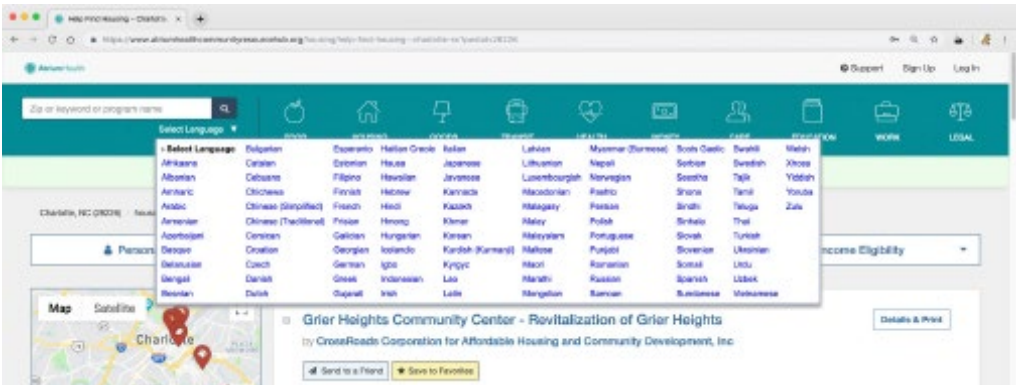
Simple and Easy-to-Use Design

Each resource listed includes standardized and consistent information.



Language Barriers Are Eliminated

The “Select Language” tool can translate more than 100 languages.



Get Started Today

To find and connect with free and reduced-cost services, visit the Atrium Health Community Resource Hub at: [AtriumHealth.org/CommunityResourceHub](https://www.AtriumHealth.org/CommunityResourceHub)





IN THIS SECTION:

| 5 |

- Be Tobacco Free
- Resources

TOBACCO CESSATION SUPPORT

Be Tobacco **FREE**

Tobacco products have more than 7,000 chemicals and compounds – at least 69 cause cancer.

Tips to Help You Quit

- 1 **Set a quit date and make a plan.**
 - Write it down and post it in your home, at work and in your car where you can see it.
- 2 **Before quitting, clean your house and car to get rid of smells from smoking.**
- 3 **Each day, cut down on the number of cigarettes you smoke by:**
 - Smoking half of each cigarette.
 - Postpone lighting your first cigarette by 1 hour.
- 4 **Switch brands.**
 - A new brand will taste different to you.
 - Menthols and vaping are unsafe and are not recommended.
- 5 **Make smoking inconvenient.**
 - Stop buying by the carton.
 - Make your pack more difficult to find.
- 6 **Know your triggers.**
 - The urge for tobacco only lasts 3 to 5 minutes.
 - Find ways to be busy when an urge strikes.
- 7 **Let friends and family know what support they can provide.**
- 8 **Let us help you.**
 - With the help of a doctor or counseling program, 95% of smokers are able to quit. And, you can too!



BODILY RISKS OF TOBACCO USE INCLUDE:

- Stroke
- Blindness (macular degeneration)
- Impaired sense of smell
- Cancer (lips, mouth, throat, larynx, esophagus and trachea)
- Heart disease
- Chronic obstructive pulmonary disease (COPD)
- Asthma
- Cancer (lung, bronchus, stomach, liver, colon and pancreas)
- Early menopause
- Cancer (bladder, cervix and rectum)
- Infertility
- Impotence

Quitting Saves Time and Money – Do the Math

How Much Time Would You Save?

Cigarettes smoked per day		Average time to smoke a cigarette		Total time spent smoking each day
<input type="text"/>	x	6 min.	=	<input type="text"/>

When you quit, what will you do with the time you save?

How Much Money Would You Save?

Price per pack of cigarettes		Average number of packs per week		Total spent on smoking per week
<input type="text"/> \$	x	<input type="text"/>	=	<input type="text"/> \$

Weekly cost of cigarettes		Weeks per year		Total spent on smoking per year
<input type="text"/> \$	x	52	=	<input type="text"/> \$

When you quit, what will you do with the money you save?



BENEFITS OF BEING TOBACCO FREE

TIME:	BENEFIT:
20 minutes	Your heart rate drops
12 hours	The carbon monoxide levels in your blood drops to normal
2 weeks to 3 months	Your heart attack risk begins to drop; your lung function begins to improve
1 to 9 months	Coughing and shortness of breath decrease
1 year	Risk of heart disease is half that of a person who is a smoker
2 to 5 years	Stroke risk is reduced to that of a nonsmoker and risk of cancer of the mouth, esophagus, throat and bladder is half
10 years	Lung cancer death rate is half that of a smoker's and risk of cancers of the kidney and pancreas decrease
15 years	Risk of heart disease is back to that of a nonsmoker



Resources

■ Resources and Tools

RESOURCES AND TOOLS

E-Cigarette, Infographic, Videos and Resources

- Atrium Health Employer Solutions offers smoking cessation classes for employees and employers. For more information, talk to your Atrium Health Employer Solutions representative at 704-631-1200.
- E-Cigarette Facts (CDC) [cdc.gov/tobacco/basic_information/e-cigarettes/index.htm](https://www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm)
- How JUUL made nicotine go viral (5-minute YouTube video) [youtube.com/watch?v+AF0poKBUyok](https://www.youtube.com/watch?v+AF0poKBUyok)
- All about e-cigarettes (NC Tobacco Prevention & Control Branch) tobaccopreventionandcontrol.ncdhhs.gov/ecigs/
- Recognize the signs of nicotine addiction (Addiction Center) addictioncenter.com/nicotine/symptoms-signs/

RESOURCE	LINK	DESCRIPTION	AUDIENCE	COST
Atrium Health Employer Solutions	atriumhealth.org/employersolutions Call: 844-375-9355	Quit tobacco with 5 group sessions at your office. Includes guidebook, CD and tobacco substitute	Adults	Consult your Atrium Health Employer Solutions representative
Atrium Health	atriumhealth.org/medical-services/specialty-care/other-specialty-care-services/quit-smoking Call: 844-375-9355	Tobacco treatment specialists available to provide behavioral treatment, pharmacotherapy and, if needed, in-office visits	Youth and adults	Covered benefit under most insurance plans
QuitlineNC.com 800-QUIT-NOW	quitlinenc.com Call: 800-784-8669	Free 24/7 cessation services to any NC resident, including youth Trained quit coaches available by phone or text messaging	Youth and adults	Free
QUITTING This is Quitting	truthinitiative.org Text “DitchJuul” to 88709	Self-paced text message quit program with encouraging tips to quit vaping	Youth and young adults	Free
Smoke Free Teen	teen.smokefree.gov	Website with tools from text support to apps designed to help youth trying to quit	Youth	Free





IN THIS SECTION:

| 6 |

- Breastfeeding Toolkit for Employees
- Resources

A teal background featuring a stylized illustration of a modern office building with large windows and a central entrance. The building is rendered in a light teal color, creating a subtle pattern against the darker teal background.

BREASTFEEDING AT WORK

Accommodating Nursing Mothers in the Workplace

Did you know that more than three out of four women choose to nurse their babies? Many women also plan to continue breastfeeding once they return to work. Providing employer support will make this possible. All you need is a clean private area and breaks for your employee(s) to express milk.

Why Support Nursing Mothers in the Workplace?

It's good for your company to provide support to nursing women at work. As part of their family-friendly benefit platform, hundreds of companies provide lactation support programs. These companies have learned that lactation accommodations at work produce a 3 to 1 return on investment which is attributed to:

- Lower healthcare costs due to healthier babies and moms – Mutual of Omaha found that their newborn healthcare costs are **three times less** when employees participate in the lactation program.
- Reduced rate of absenteeism due to infant illness (among both mothers and fathers) – CIGNA, found a 77% reduction in lost work time since babies who receive their mother's milk are healthier.
- Lower turnover rates – the average return to work rate is 94% when a lactation program is provided.
- Improved employee productivity and loyalty – employees are more productive and loyal when they provide women with lactation support.



In fact, the US Surgeon General has issued the Call to Action to Support Breastfeeding, urging employers to provide basic lactation accommodations to help women continue to give their milk to their baby after returning to work.

Additionally, studies show the US could save more than \$13 billion in healthcare costs and save the lives of nearly 1,000 babies if 90% of women nurse their infants exclusively to at least 6 months of age. Lactation accommodations also help reinforce the company's sensitivity to family needs of workers. This helps create a culture of teamwork and mutual support that builds productivity and loyalty among all workers.



Did you know that research studies show significant health reasons to breastfeed?

Babies who receive their mother's milk:

- May be less likely to die from sudden infant death syndrome (SIDS)
- Have fewer ear infections and respiratory infections
- Have fewer digestive problems
- Are less likely to be obese later in life
- May have lower risk of cancer and diabetes in their lifetime

And when your employee breastfeeds, she:

- Recovers faster from pregnancy and childbirth
- Has lower stress levels
- May reduce her risk of breast and ovarian cancer
- May be less likely to develop diabetes and cardiovascular disease

Understanding the Law

- The Fair Labor Standards Act (FLSA) was amended in 2010 with the passage of the federal Patient Protection and Affordable Care Act.
- The law requires employers to accommodate nursing women who wish to express milk for their infants during the workday.
- The law stipulates that employers must provide nonexempt (hourly) employees the following:
 - Reasonable break time to express breast milk for her nursing child for up to one year after birth.
 - A private place that is not a bathroom that is shielded from view and free of intrusion from co-workers and the public.

Additionally, the North Carolina State Government requires **employers of state employees** to assist working mothers with the transition back to work following the birth of a child by providing lactation support. The North Carolina State Government defines a lactation support program as *a program that allows a nursing mother to express breast milk periodically during the workday.*

Basic Needs of Employees

Nursing mothers at work need information, support and simple accommodations to reach their infant feeding goals. This can be accomplished by:

- Informing women about their nursing options prior to their maternity leave.
- Training supervisors on how to identify and respond to requests to enable women to feel comfortable and confident using lactation services.
- Respecting the privacy of women who may not want the entire workplace to know about their nursing needs while assuring that they receive the support they need.
- Asking human resource staff to help both employees and supervisors find solutions that will work in each situation.
- Establishing lactation policies to be sure consistent support is provided for all women who need lactation services.

Expressing Milk

Nursing mothers are continuously making milk. Women have to either feed the baby directly or remove their milk with a breast pump to maintain their supply. The body then replaces the milk. If milk is not removed, the amount of milk made decreases. While they're at work and cannot be with their baby, many women express their milk. **Here are a few tips about milk expression in the workplace.**

- Milk can be safely stored in a small refrigerator in or near the lactation room, in an insulated lunch bag or in a general employee refrigerator. Note: OSHA considers human milk to be food, not a biohazard.
- It takes around 20 minutes for most women to express their milk (not counting the time to get to and from the milk expression area). Most women do this around the time the baby would normally feed, possibly every 2 to 3 hours.
- Most women use their regular breaks or meal period and will clock in and out as usual.
- The law does not require a company to pay their employees break time for expressing milk. If your company provides standard breaks for other employees and the woman chooses to use that time to express milk, she must be compensated in the same way other employees are when they take breaks.
- If extra time is needed, they can discuss options with their supervisor such as taking a shorter lunch break to make up the difference or coming in earlier or leaving later to make up the time.

A woman's nursing needs at work may change from time to time. Right after maternity leave, moms may need to express milk a little more often. When babies begin taking solid foods, many moms do not need to express milk as often. It all depends on the growth and demands of the baby. Always communicate with your nursing moms to ensure that their needs and the needs of the business are being addressed.

Multiple Women in the Workplace

Companies with several breastfeeding employees may find a dedicated lactation room to be helpful. The room can be as simple or as elaborate as desired. The space should be large enough to accommodate a chair and a flat surface for the pump. The space should also be located near running water and include an electric outlet for plugging in the breast pump as well as a door that can be locked.

Multiple-use rooms allow more than one woman to express milk. Under the federal law, nursing mothers are entitled to privacy from "co-workers and the public" and therefore cannot be forced to express milk in the presence of other nursing mothers. However, businesses can create nursing "stations" within a larger room with privacy partitions to accommodate everyone.



PRIVATE SPACE

While the law does not require companies to construct a designated lactation room, it does require a private area free of intrusion from co-workers and the public. This can be as easy as providing a room with a lock, signs indicating the space is occupied and window coverings.

Tip: *Nursing moms appreciate a space that is cozy and comfortable. When they are relaxed, milk expression is more efficient. If you are creating a special designated room for nursing moms, consider painting it a warm color and hanging a bulletin board for moms to post photos of their babies.*

When Space is Tight

Other companies set up a temporary lactation room that can be used for other purposes when it is not needed for lactating mothers. Options include:

- A small room or area converted into a lactation space (utility closets, storage areas, empty rooms, etc.).
- A manager's office.
- A converted utility closet.
- A partition or privacy screen in an employee lounge or other area.
- Working with the employee to arrange for a caregiver to bring the baby to the work setting for feedings. (See example at www.babiesatwork.org.)

Tip: Look for a “funny little space” in your work area. This might be an odd-shaped area that is not used much but could easily be sectioned off with a partition or wall as a small lactation area.

Simple Steps to Compliance

Are you ready to implement a lactation program? Here are a few easy steps you can take to help accommodate nursing mothers in your workplace.

- Discuss the needs of nursing women in your workplace.
- Develop a plan to address those needs and assure that the company will support the employee.
- Contact community resources for assistance, including the local breastfeeding coalition or public health department.
- Review your company policies and revise as needed.
- Identify space and time options that comply with the law.
- Review the employee's typical work/break schedule to arrange for milk expression breaks. Arrange for coverage if needed.
- Train supervisors and co-workers on the laws and company policies – managers and supervisors set a positive tone by educating employees about the breastfeeding-friendly policies of a company and communicating those policies to others.
- Promote your lactation support services.
- Seek feedback from the employee and her supervisor.

Compliance is possible in nearly every work setting, and there are many resources to help. For more information, visit Making It Work: Worksite Lactation Accommodation Law at ncbfc.org/making-it-work or visit the website of the U.S. Department of Labor at dol.gov/whd/nursingmothers.



Resources

- Checklist for Employers

Making It **WORK** For Employers

Checklist for Employers

When an employee requests lactation accommodations, the following checklist can help you plan.

- Discuss the company's lactation policy for supporting nursing women prior to the employee's maternity leave, if possible, so you can make any arrangements needed while she is away.
- Praise her! Tell her you will support her decision to breastfeed.
- Assure that her direct supervisor and other relevant managers are aware of her needs.
- Review the employee's typical work/break schedule to arrange for milk expression breaks. (See "Sample Pumping Schedules" in Making It Work: For Moms on page 10.)
- Arrange for coverage (such as using "floaters") while she is away from her work station.
- Identify private space that is not a bathroom. (See "Solutions for Non-Office Environments" in Making It Work: For Employers on pages 9–13.)
- Seek feedback from the employee and her supervisor.

Studies show the U.S. could save more than \$13 billion in health care costs and save the lives of nearly 1,000 babies if 90% of women nurse their infants exclusively to at least 6 months.¹ The U.S. Surgeon General has issued the Call to Action to Support Breastfeeding, urging employers to provide basic lactation accommodations to help women continue to give their milk to their baby after returning to work.⁶

Would you like to receive recognition for becoming a breastfeeding-friendly business? Businesses that are breastfeeding friendly for patrons and/or employees can apply and receive an award from the North Carolina Breastfeeding Coalition. To learn more and apply, visit: www.ncbfc.org/business-case-for-breastfeeding-1







IN THIS SECTION:

| 7 |

- Your Mental Health Matters
- Ways to Get Help
- Resources

A teal background featuring a faint, stylized illustration of a multi-story building with many windows.

MENTAL HEALTH SUPPORT AT WORK

Your Mental Health Matters

What is mental health?

Mental health is an important part of your overall wellness. It includes your emotional, psychological and social well-being. Good mental health allows you to cope with stress, have positive relationships, be productive and enjoy life. Just like your physical health, your mental health can change and needs to be looked after.

What is mental illness?

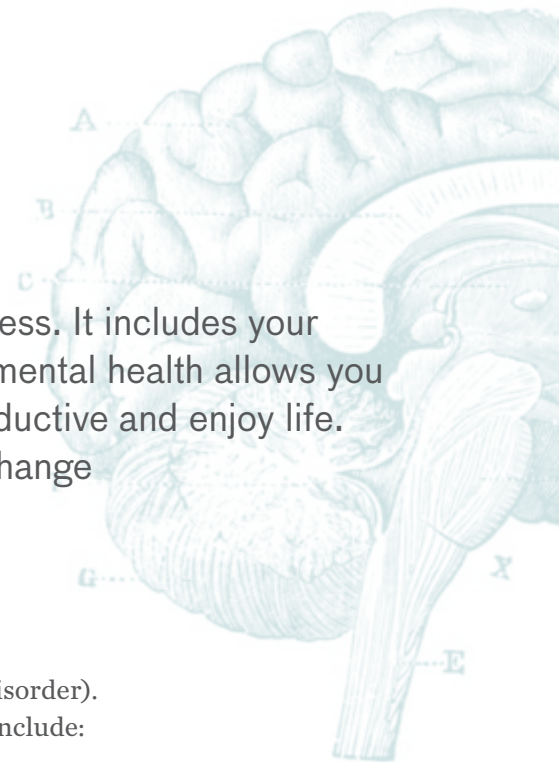
You may have heard of anxiety, depression and addiction (substance use disorder). These are all common mental illnesses in the United States. Some others include:

- ADHD (attention deficit hyperactivity disorder)
- ADD (attention deficit disorder)
- Eating disorders
- PTSD (post-traumatic stress disorder)

A mental illness is a mental health condition that changes your thinking, mood or behavior. Mental illness usually happens because of:

- Family history
- Life experiences
- Physical health

If mental illness is not addressed, in some instances, it can result in suicidal thoughts or actions.



DID YOU KNOW:

- Almost 1 in 4 adults in America experiences a mental illness each year.
- Nearly 1 in 2 adults will experience a mental illness during their lifetime.
- Suicide is the 10th leading cause of death in the US.

DID YOU KNOW?

Mental health and physical health are connected. Improving your physical health can improve your mental health and vice versa.

Signs of Mental Illness

Each person's experience with mental illness is different. This is even compared to others who have the same condition. Still, there are some common warning signs of mental illness in adults and teens.

- Feeling extremely sad, down, worried or afraid
- Sleeping or eating too much or too little
- Drinking too much alcohol
- Misusing prescription or non-prescription drugs
- Feeling numb, helpless or hopeless
- Having difficulty thinking, concentrating or learning
- Having aches and pains you can't explain
- Avoiding or losing interest in people and everyday activities
- Feeling extremely angry, upset, hostile or violent
- Experiencing severe mood swings or emotional outbursts
- Seeing, hearing or believing things that aren't real
- Thinking of harming yourself or others



Take Care of Your Mental Health

Even if you don't experience mental illness, taking care of your mental health is important. Besides seeking professional help, here are a few things you can do to help keep your mind healthy.

- Surround yourself with people who support you
- Make time to enjoy your hobbies
- Eat healthy foods
- Get regular exercise
- Treat yourself with kindness and respect



BY THE NUMBERS

5 Things to Know About Mental Illness

1. Mental illness is a medical condition, like diabetes or cancer.
2. Mental illness affects people of all ages, races and genders.
3. Mental illness affects people in different ways.
4. Mental illness is treatable, and recovery is possible.
5. If you have a mental illness, you're not alone.

Ways to Get **Help**

Don't be afraid to ask for help if you need it. Mental illness is not likely to get better on its own. But, with the right treatment and support, you can overcome it. Here are a few resources to get you started.

Get assistance over the phone.

Atrium Health's crisis intervention help line is available 24/7 at 704-444-2400 or 800-418-2065. Or visit [AtriumHealth.org/Behavioral-Health](https://www.AtriumHealth.org/Behavioral-Health).

Talk to someone now.

Call or chat with the National Suicide Prevention lifeline 24/7 at 1-800-273-8255.

Talk to your doctor about your mental health.

If you need help finding a doctor, visit [AtriumHealth.org/Find-A-Doctor](https://www.AtriumHealth.org/Find-A-Doctor) or call 704-631-1253

Ask about the Employee Assistance Program (EAP) at work.

An EAP provides confidential assistance with personal or work-related problems that affect your well-being.

Utilize the Community Resource Hub.

Find other, more specific resources at [AtriumHealth.org/CommunityResourceHub](https://www.AtriumHealth.org/CommunityResourceHub), or check the resources at the end of this section.

Use a Mental Health App.

Learn about how new apps can help at myemail.constantcontact.com/Be-BOLD---Exploring-the-Growing-Use-of-Mental-Health-Apps.html?soid=1130060767025&aid=sDVgkyIEsqQ.





Resources

- Mental Health First Aid Training
- Crisis Support (Cabarrus County)
- Say This/Not That Poster



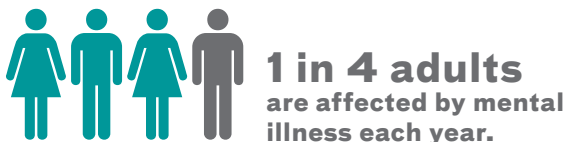
Address Problems Before They Become a Crisis

Mental Health First Aid Classes



MUCH LIKE CPR TRAINING, MENTAL HEALTH FIRST AID PROVIDES MANAGERS AND EMPLOYEES WITH THE TOOLS TO ASSIST OTHERS UNTIL THEY GET PROFESSIONAL HELP.

Mental illness affects almost everyone either directly or indirectly, regardless of age, gender, race or socioeconomic status. One in four adults are affected by mental illness each year.



But the effects are not just personal. Mental illness, which includes substance use disorders, costs employers approximately \$80 to \$100 billion in indirect costs. People with substance use disorders have overall healthcare costs more than twice as high per year as those without these disorders. In addition, people with both mental illness and substance use disorders have costs that are even higher.

To help raise awareness and address the community's mental health needs, Atrium

Health teaches Mental Health First Aid. It's one of many free services that Atrium Health provides to employers in the Charlotte metropolitan area. Since launching the program in 2014, Atrium Health has trained more than 14,100 participants in Mental Health First Aid.

"The training is very popular. We're finding that employers face this problem often, especially with the opioid crisis and high suicide rate seen nationally," says Kyla Barnes, health promotions team coordinator at Atrium Health. "People are experiencing these conditions more and more."

"I'm so glad I had the tools to provide help – and hope – to my friend when she felt there was none."

– **Mental Health First Aid participant**

What Is Mental Health First Aid?

Mental Health First Aid, a worldwide certified program run in the United States by the National Council for Behavioral Health (NCBH), gives people the skills to help someone who is developing a mental health condition or experiencing a crisis. The evidence behind the program demonstrates it helps build mental health literacy, so that people can identify, understand and respond to signs of mental illness, according to NCBH.

An important part of Mental Health First Aid training is the opportunity to practice an intervention strategy. A trial of 301 randomized participants found that those who took the class have greater confidence in helping others, greater likelihood of advising others to seek mental health help and decreased stigmatizing attitudes.

Just as CPR training helps a person with no clinical training assist someone following a heart attack, Mental Health First Aid training helps a person assist someone experiencing a mental health crisis, such as contemplating suicide.

— National Council for Behavioral Health

A Free Service to Companies and the Public

Any company in the Atrium Health service area, from small startups to large businesses, can sign up for a free Mental Health First Aid class, Barnes says. Although participants usually pay a fee for the training and course materials, Atrium Health is able to offer everything at no cost because it

Sample Agenda for a Mental Health First Aid Class

PROGRAM OVERVIEW

SESSION 1

- What is Mental Health First Aid?
- Mental Health Conditions in the United States
- Mental Health First Aid Action Plan
- Understanding Depression and Anxiety
- Mental Health First Aid Action Plan for Depression and Anxiety
 - » Suicidal Behavior
 - » Depression Symptoms
 - » Nonsuicidal Self-Injury

SESSION 2

- Mental Health First Aid Action Plan for Depression and Anxiety (cont.)
 - » Panic Attacks
 - » Traumatic Events
 - » Anxiety Symptoms
- Understanding Psychosis
- Mental Health First Aid Action Plan
 - » Acute Psychosis
 - » Disruptive or Aggressive Behavior
- Understanding Substance Use Disorders
- Mental Health First Aid Action Plan
 - » Overdose
 - » Withdrawal
 - » Substance Use Disorders
- Using Your Mental Health First Aid Training

provides its own in-house certified instructors.

It's part of Atrium Health's mission to help employers improve employee health. "We are always looking at areas where employers can improve the overall health of their workforce," Barnes explains. "Studies show that more Americans than ever are suffering from anxiety and depression. We also see this in pharmaceutical claims data. This reinforces the need for programs such as Mental Health First Aid."

To sign up, companies can contact Barnes and schedule a date. Barnes and her team take care of the rest. The eight-hour course, which can be split into four-hour classes on two consecutive days, must have at least 15 participants. Classes with 30 or more participants will be run by two instructors. Participants can earn continuing education credits for taking the course. The public can also register for Mental Health First Aid training at AtriumHealth.org/MentalHealth. Participants can also earn continuing education credits for taking the course.



Schedule a free Mental Health First Aid training session today.

Contact: Kyla Barnes
Health Promotions Team, Atrium Health
Employer Solutions

704-631-1241

Kyla.Barnes@AtriumHealth.org



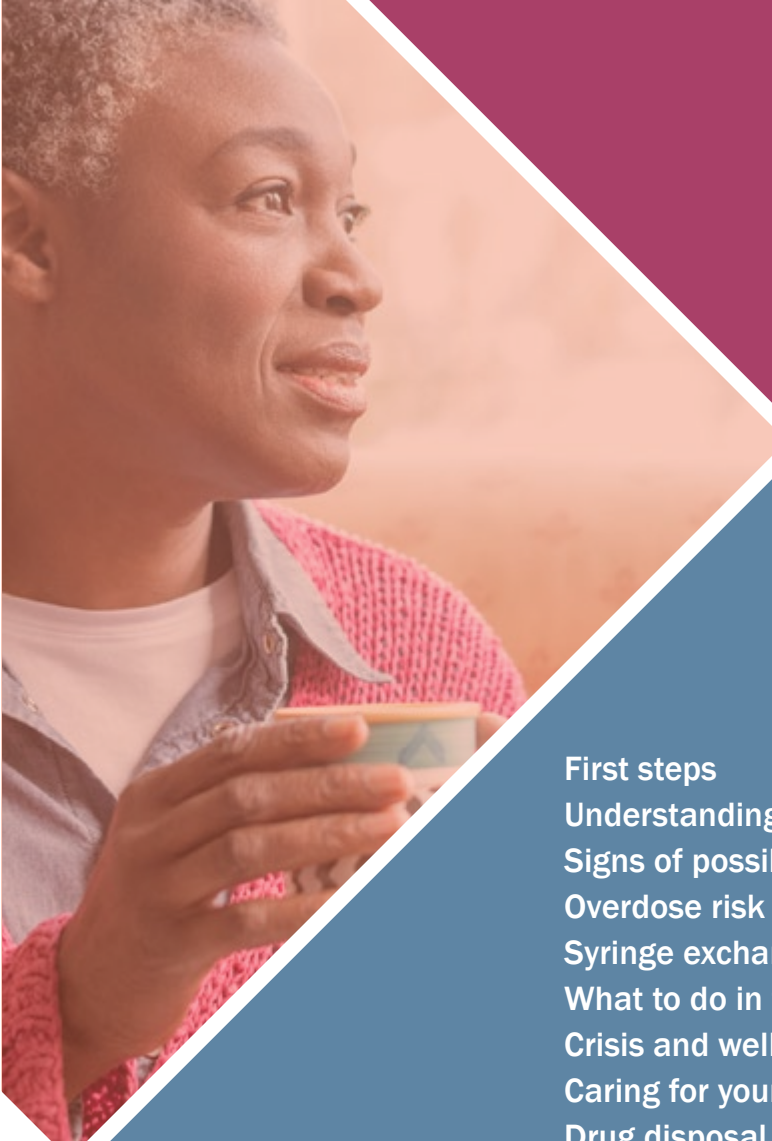
IN CASE OF EMERGENCY, CALL 911

Cabarrus County Crisis Support



Collaborators:

**Cabarrus County EMS
Cabarrus County Sheriff's Office
Cabarrus Health Alliance
Concord Police Department
Kannapolis Police Department**



- First steps
- Understanding terms
- Signs of possible overdose
- Overdose risk factors
- Syringe exchange program
- What to do in the event of an overdose
- Crisis and wellness planning
- Caring for yourself
- Drug disposal
- Signs of distress and suicide
- Building a support system
- Main providers and directory of resources

The information in this brochure is intended for the sole purpose of educating the user regarding topics related to mental health and substance use and is not meant as a substitute for professional medical advice or treatment. Those who are at risk should seek immediate assistance from emergency personnel or call **911**.



First steps to addressing mental health/substance use

Emergency: Call 911

Suicide prevention: Call the Lifeline at 1-800-273-TALK (8255)

Behavioral crisis: Call Mobile Crisis at 1-866-275-9552.
They will come to you 24/7.

Medicaid or uninsured: Call 1-800-939-5911 to speak with a Cardinal Innovations Healthcare Access Line representative about your options. *Available 24/7.*

Enhanced service needs: For ACT, CST, IIH, MST, etc., contact the appropriate team.

Navigation support:

For individuals from birth to 21, contact Amazing Grace Advocacy at 980-229-3423.

For those 21 and older, contact National Alliance on Mental Illness (NAMI) at 704-486-0365.




UNDERSTANDING TERMS

Behavioral health refers to mental/emotional well-being and/or actions that affect wellness. Behavioral health problems includes substance use disorders; alcohol and drug addiction; and serious psychological distress, suicide and mental disorders.

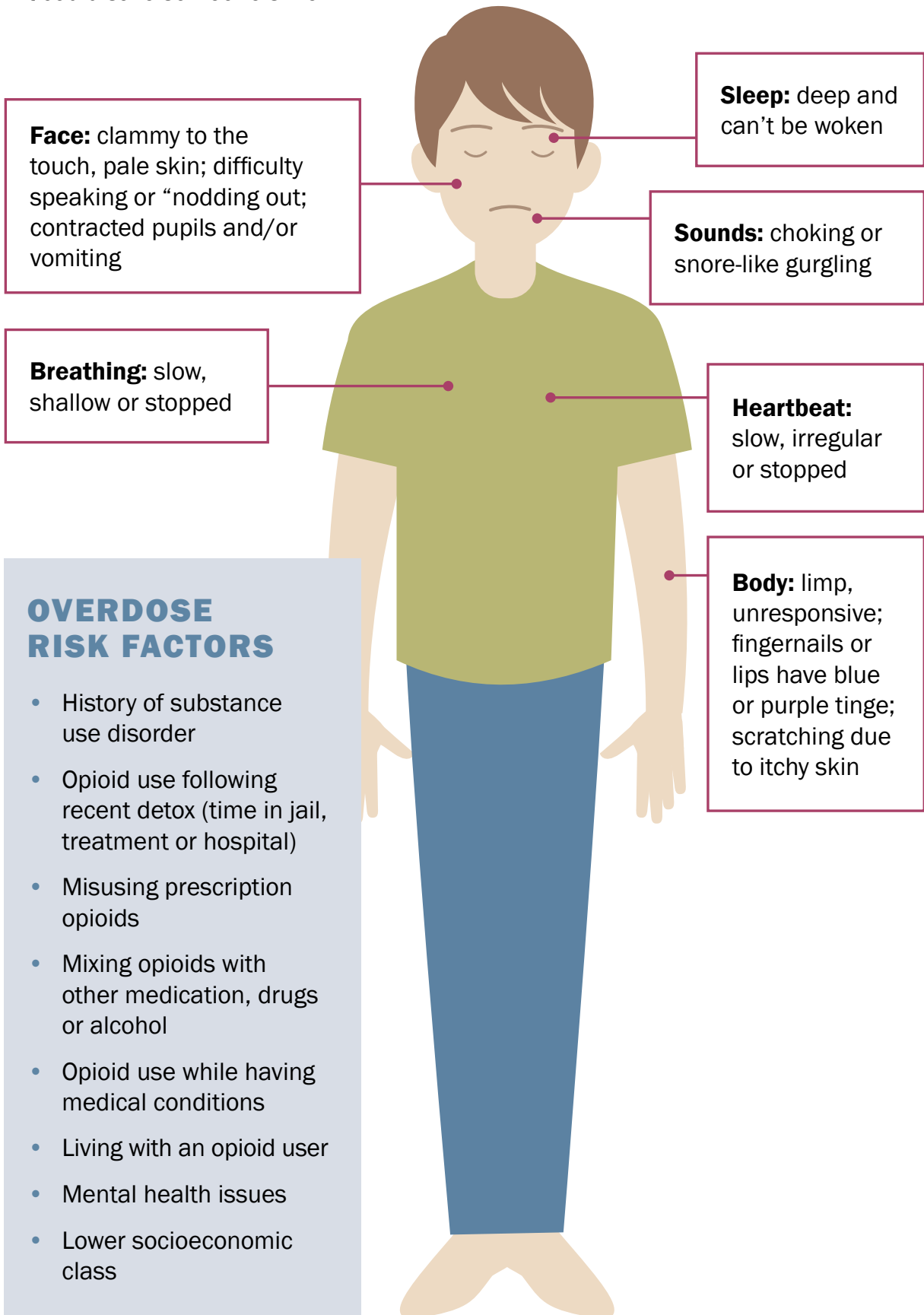
Mental health disorders involve changes in thinking, mood and/or behavior. They can affect how we relate to others and make choices. Mental health disorders take different forms, such as deep levels of anxiety, extreme changes in mood or reduced ability to focus or behave appropriately. Others involve unwanted thoughts and some may cause a person to see or hear things that are not there or have false beliefs about reality.

Substance use disorders occur when the recurrent use of alcohol and/or drugs causes significant clinical and functional impairment, such as health problems, disability and failure to meet major responsibilities at work, school or home.



Signs of possible overdose

Opioids include pain medications, heroin and fentanyl. If you can't tell if a person is very high or experiencing an overdose, it's best to treat the situation like an overdose—it could save someone's life.



SYRINGE EXCHANGE PROGRAM & NALOXONE KITS

Free Naloxone kits and clean injection supplies are available through Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis. Call 704-920-1126.

Don't run, call 911

- Keep a cellphone with you at all times. Even if service is disconnected, the cellphone should call 911.
- When you call 911 or act in good faith to help someone in an emergency, including an overdose, there are limited protections through North Carolina's Good Samaritan Law.
- Carry Naloxone to help reverse an overdose. It can be purchased without a prescription at any pharmacy.

Emergency care for overdose victims

1. Do not leave them alone.
2. If person is still conscious, walk them around.
3. Keep them awake—do not let them sleep it off.
4. Monitor their breathing.



Crisis and wellness planning

Anyone experiencing mental health difficulties needs to develop a crisis plan while they are well. The plan allows you to maintain some degree of control over your life, even when it feels like everything is out of control. After you develop your crisis plan, keep a copy with you and give a copy to your supporters.

A plan will help you:

- Outline causes, warning signs and strategies to help de-escalate a crisis
- List resources that are available to you while in crisis
- Provide friends and family members with tools to effectively recognize, manage, plan and prevent a mental health crisis

Caring for yourself

- Eat three meals a day that include healthy foods
- Sleep an adequate amount each night
- Exercise daily and/or spend time outside
- Do something you enjoy each day
- Spend time each day with people who make you feel good about yourself
- Attend regular check-ups with a health care provider
- Avoid drinking alcohol or using street drugs
- Avoid negative people

DRUG DISPOSAL

Public drop boxes are available to securely and anonymously dispose of unused medications 24/7. **DO NOT drop syringes.**

Concord: Cabarrus County Sheriff's Office, 30 Corban Avenue SE
Concord Police Department, 41 Cabarrus Avenue W

Harrisburg: Harrisburg Hometown Pharmacy, 5006 NC-49

Kannapolis: Kannapolis Police Department, 401 Laureate Way

Mt. Pleasant: Moose Pharmacy, 8374 W. Franklin Street

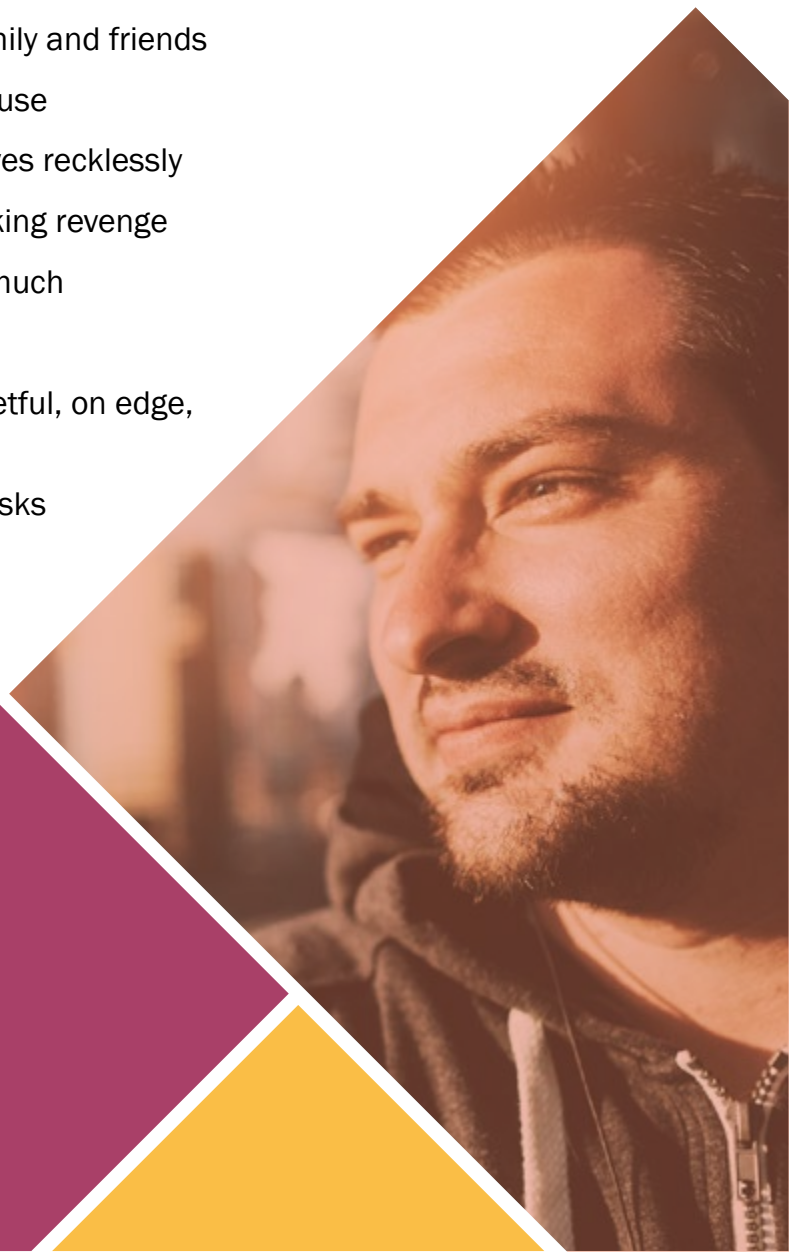
CVS and Walgreens pharmacies offer public drop boxes at select locations. Contact local stores directly to inquire.

For confidential disposal at home using the Deterra Drug Deactivation System, call Cabarrus County EMS Community Paramedics at 704-920-2600 (option 6), seven days a week between 7 a.m. and 7 p.m.

Signs of distress and suicide

These signs may mean someone is at risk for suicide. Risk is greater if the behaviors listed below are new, escalate and/or relate to a painful event, loss or life change. Call the Lifeline 24/7 at 1-800-273-TALK (8255).

- Talks about wanting to die or to kill oneself
- Looks for ways to kill oneself, such as searching methods online or buying a gun
- Unable to get rid of troubling thoughts or memories
- Feels hopeless, numb
- Claims to have no reason to live
- Feels trapped and/or is in unbearable emotional pain
- Talks about being a burden to others
- Withdraws from people or things
- Feels isolated or fights with family and friends
- Increases alcohol and/or drug use
- Acts anxious or agitated; behaves recklessly
- Shows rage or talks about seeking revenge
- Sleeps or eats too little or too much
- Displays extreme mood swings
- Feels unusually confused, forgetful, on edge, angry, upset, worried or scared
- Has trouble performing daily tasks



Build a support system

You are valued and our community has a strong support system in place to help you stay well. All they ask is that you reach out and give them the same support, attention, respect and love they give you.



MAIN PROVIDERS

Daymark Recovery Services, Inc. 280 Executive Park Drive, Suite 160, Concord Walk-in, 24/7 Facility-based crisis services, detox and psychiatry	704-933-3212
McLeod Addictive Disease 300 Copperfield Boulevard, Suite 105, Concord Intake Tuesday, 5 – 10 a.m. Medication-assisted opioid treatment	704-782-3131
Monarch Please call for appropriate services referral. Peer support, intensive in-home, Assertive Community Treatment Team, supported employment services, substance abuse intensive outpatient and medication management	866-272-7826
RHA Behavioral Health Services 219 LePhillip Court NE, Concord Walk-in, Monday – Friday, 9 a.m. – 3 p.m. Outpatient treatment, alcohol/drug group, peer support, community support team and employment services	704-721-5551

LOCAL COMMUNITY RESOURCES

Community health clinics	
Cabarrus Health Alliance	704-920-1000
Community Free Clinic	704-782-0650
CRCHC – Logan Family Medicine	704-792-2313
CRCHC – McGill Family Medicine	704-792-2242
Criminal justice	
Cabarrus County District Attorney's Office	704-262-5510
Cabarrus County Magistrates' Office	704-262-5519
Charlotte Center for Legal Advocacy	1-800-438-1254
Legal Aid of North Carolina Concord Office	1-866-219-5262
NC Crime Victim Compensation	1-800-826-6200
NC Victim Assistance Network	1-800-348-5068
Probation/Community Corrections	704-782-0824
Crisis financial assistance	
Cooperative Christian Ministry	704-786-4709
Cabarrus County Human Services	704-920-1400
Salvation Army – Cabarrus & Stanly	704-782-7822
Dental clinics	
Cabarrus Health Alliance Dental	704-920-1070
Community Free Clinic	704-782-0650
Domestic violence, sexual assault and trafficking	
Cabarrus Victim Assistance Network 24/7	704-788-2826
Esther House 24-Hour Crisis Line	704-961-7500
Family Crisis Center – Rowan County	704-636-4718

Domestic violence, sexual assault and trafficking (continued)	
National Domestic Violence Hotline 24/7	1-800-799-7233
National Human Trafficking Resource Center 24/7	1-888-373-7888
National Sexual Assault Hotline 24/7	1-800-656-4673
Present Age Ministries – Trafficking	704-956-2120

Employment & other resources	
Cabarrus County Vocational Rehab	704-788-2172
Concord First Assembly Crisis Center	704-413-7711
Cabarrus County Human Services	704-920-1400
Goodwill Opportunity Campus	704-372-3434
NC Works Career Center – Cabarrus	704-786-3183
Social Security Administration	1-800-772-1213
Unemployment Insurance Benefits	1-888-737-0259

Family & peer support; Crisis / WRAP plans	
Alcoholics Anonymous (AA) Hotline 24/7	704-332-4387
Al-Anon (Family support for alcohol use disorder) Concord	704-523-1159
Amazing Grace Advocacy	980-229-3423
Celebrate Recovery Support Group	celebraterecovery.com
Family Support Network	980-522-8740
Heroin Anonymous – Crossroads Church	704-795-0423
Mental Health America (MHA)	704-365-3454
National Alliance on Mental Illness (NAMI) Connection Recovery Group	704-963-9199
Narcotics Anonymous Greater Piedmont	704-640-6488
Nar-Anon Family Group	1-800-477-6291
RU Recovery Program – Faith Baptist	704-791-5987
Turning Point Family Services	980-781-5156

Food & clothing assistance	
Angel Food Ministry – Grocery Relief	704-814-9785
Baptist Sharing House	704-788-6507
Cabarrus Regional Urban Ministry	704-793-4740
Cooperative Christian Ministry	704-786-4709
Concord First Assembly Crisis Center	704-413-7711
Operation Breadbasket	704-784-2581
Opportunity House	704-786-4020
Salvation Army	704-782-7822
The Salvation Army Center for Hope	704-782-7710
Women, Infants & Children (WIC)	704-920-1204

Housing resources & shelters	
Center of Hope Night Shelter	704-782-7710
Church of God Children's Home	704-788-1164
Community Link NC	1-800-977-1969
Concord Housing Authority	704-920-6100
Cooperative Christian Ministry	704-918-1269
Operation Homeless	704-932-6882
Opportunity House	704-786-4020
Prosperity Unlimited, Inc.	704-933-7405

Housing resources & shelters (continued)	
Salvation Army	704-782-7822
The Salvation Army Center for Hope	704-782-7710
The Relatives Youth Crisis Center Hotline 24/7	704-377-0602

Mental health, substance use / Addiction & recovery	
Anuvia Prevention & Recovery – Charlotte	704-376-7447
AYA House – Concord	704-784-2592
Capstone Women’s Recovery Center – Salisbury	704-749-0797
Center for Emotional Health	704-237-4240
Charlotte Rescue Mission	704-333-4673
CMC Randolph Behavioral Health – Charlotte	704-444-2400
Daymark Recovery Services	704-933-3212
Fresh Start Sober Living – Charlotte	704-264-1005
Genesis: A New Beginning	704-720-7770
Hope Haven – Charlotte	704-372-8809
Monarch	866-272-7826
North Carolina Oxford Houses	919-395-8192
NorthEast Psychiatric Services	704-403-1800
RHA Behavioral Health Services	704-721-5551
Urban Ministry	704-347-0278
Serenity House – Concord	704-786-8722
Substance Abuse Education and Recovery (SABER) Screening	704-926-0618

Prescription assistance	
NC Med Assist	1-866-331-1348
NeedyMeds	needymeds.com
Partnership for Prescription Assistance	1-888-477-2669
Rx Outreach	1-877-727-9928

Transportation	
Cabarrus County Transportation Services	704-920-2246
Rider Transit	704-920-7433

Veterans services	
Cabarrus County Veterans Service Office	704-920-2869
Family Endeavors Charlotte Office	704-780-4950
NCServes Metrolina	1-855-425-8838
VA Healthcare Center – Charlotte	704-329-1300
VA Medical Center – Salisbury	1-800-706-9126
Veterans Crisis Line	1-800-273-8255



Suicide is preventable

Call the Lifeline at 1-800-273-TALK (8255)

The Lifeline provides free and confidential support 24/7

Sometimes finding the right words to talk about disability or mental illness can be tricky. Consider these suggestions for what to say and what to avoid while promoting respect for others.

“Say This ... Not That” is used with the permission of Cardinal Innovations Healthcare.

Say This...

People/individuals with disabilities

She has an intellectual and/or developmental disability

She has Down syndrome

He has autism

He uses a communication device

She uses a wheelchair

He has quadriplegia

She has a congenital disability

He has a brain injury

Accessible parking

She has a substance use disorder

He is in long-term recovery

She lives with, is diagnosed with

He had a return to use

Substance use disorder

She is unsure about her treatment options

He is not yet in recovery

Person with an addiction to drugs

Person with an addiction to alcohol

Not That...

The handicapped or the disabled

The mentally retarded, she is retarded

She's Downs

He is autistic

He is non-verbal

She is wheelchair-bound or confined to a wheelchair

He is a quadriplegic or crippled

She has a birth defect

He is brain damaged

Handicapped parking

She is an addict, user

He is clean and sober

She suffers from, is a victim of

He had a relapse

Substance abuse

She is resistant to treatment

He is an untreated alcoholic, addict

Crack head, junkie, addict

Alcoholic





- Promote Healthy Viewing Habits
- Unplugged!
- Screen Time and the Very Young
- A Meal is a Family Affair
- Resources

CORPORATE HEALTH TIPS

Promote Healthy Viewing Habits

HOW MUCH SCREEN TIME IS TOO MUCH?

The American Academy of Pediatrics recommends that kids under 2 years old not have any screen time with the exception of video chatting, that children between the ages of 2 and 5 have no more than 1 hour a day of quality programming, and that children 6 and older limit screen time to 2 hours or less.

Why is This Important?

The first two years of life are considered a critical time for brain development. TV and other electronic devices can get in the way of exploring, playing and interacting with parents and others, which encourages learning and healthy physical and social development.

HERE ARE SOME TIPS YOU CAN USE TO HELP YOUR CHILD DEVELOP POSITIVE SCREEN TIME HABITS:

- Keep screens out of your child's bedroom.
- Turn off TV and put away handheld devices during meal time.
- Treat screen time as a privilege to be earned – not a right.
- Establish and enforce family viewing rules, like allowing screen time only after chores and homework are complete.
- Make a list of fun activities to do instead of being in front of a screen. Keep books, magazines and board games easily available.



WHAT COUNTS AS SCREEN TIME?

Screen time means any time spent using TVs, computers, video games, tablets and/or smart phones.

Unplugged!

Life Is a Lot More Fun When You Join In!

INTERESTING FACTS ABOUT TV:

- Screen time can be habit-forming: The more time children engage with screens, the harder time they have turning them off as they become older.
- Over 50% of advertisements accompanying children's TV shows are about foods, and up to 98% of these promote foods that are high in fat, sugar and/or sodium.
- Reducing screen time can help prevent childhood obesity.
- Children who spend less time watching television in early years tend to do better in school, have a healthier diet, be more physically active and be better able to engage in schoolwork in later elementary school.
- Limiting exposure to television during the first 4 years of life may decrease children's interest in it in later years.

Adapted from Campaign for a Commercial-Free Childhood

CHECK THESE OUT!

Center on Media and Child Health: cmch.tv

Campaign for a Commercial-Free Childhood:
commercialfreechildhood.org



TRY SOME OF THESE "UNPLUGGED" ACTIVITIES INSTEAD OF WATCHING TV.

- Take a walk
- Ride a bike
- Go on a nature hike
- Put together a jigsaw puzzle
- Go camping
(even if it's just in the backyard)
- Go to a school sporting event
- Play a board game
- Read a book
- Play outside
- Turn on the music and dance
- Start a journal

Screen Time and the Very Young

Do yourself and your young children a favor – create an electronics-free bedroom and role model by reducing your own recreational screen time.

The American Academy of Pediatrics recommends NO screen time for children under 2 years of age with the exception of video chatting. Listed below are some of the effects that excessive screen time (over two hours a day) can have on the very young.

Excessive Screen Time?

- Can be habit-forming. The more time a young child is engaged with screens, the harder time they have turning them off as older children.
- Is linked to irregular sleep patterns and delayed language acquisition for children under 3.
- Is associated with problems later in childhood, including lower math and school achievement, reduced physical activity, social challenges, and increased BMI.
- Means less time involved in creative play and constructive problem solving.

Reduced Screen Time?

- May lead to decreased interest in screen time when children are older.
- Can help prevent childhood obesity by allowing more time for physical activity and less exposure to television advertising for unhealthy foods targeted at children.
- Is related to doing better in school, having a healthier diet, being more physically active, and being better able to engage in school work.
- Can start now! Limiting exposure before age 6 greatly reduces some of the risks of excessive screen time.



A Meal Is a **Family** Affair

In such a busy world, mealtimes often revolve around our lifestyles. As a result of this, we miss meals or eat foods that are not the best for our bodies. So, no matter how busy life may seem, it's important to make family meals a priority.

To Get Started, Try Some of These Ideas?

- Choose a time when everyone can enjoy at least one meal together – it may be breakfast, lunch, or dinner.
- As the parent, you should decide what time meals are served and what the food choices are. Your children can then decide what and how much to eat of what's offered.
- Include your children in preparing the meal.
- Gather around the table for a meal and turn the TV and mobile devices off.
- Make the meal pleasant by keeping the conversation positive.
- Role model the habits you want your children to develop.



HEALTHY WORKPLACE

DID YOU KNOW?

Experts have found that kids who eat regularly with their families are more likely to eat fruits, vegetables and whole grains?



Resources

- Where to Go For Care
- Employer's Guide for Better Employee Health
- Healthier employees. Healthier bottom line.

A GUIDE to choosing the BEST CARE at the RIGHT TIME, and PLACE



PRIMARY CARE

For: Preventing and treating illnesses with a doctor who knows your health history.

Hours: Typically 8 a.m. to 5 p.m., Monday through Friday; some locations open late or on the weekend

Appointment: Schedule an appointment online at AtriumHealth.org/OnlineScheduling or call 1-844-235-6997.

Cost: \$\$*

**Average costs may vary based on insurance.*



URGENT CARE

For: A sudden illness or injury that is non-life-threatening or when you need care and your doctor's office is closed.

Hours: Most are open 8 a.m. to 8 p.m. every day; Morehead location is open 24/7, and children's locations are open 10 a.m. to 10 p.m. every day

Appointment: Make a reservation online, or walk in.

Cost: \$\$*



VIRTUAL VISIT

For: Minor illnesses after hours or when you don't want to leave your home or office. Patients must be 3 years of age or older and in North Carolina or South Carolina at the time of visit.

Hours: 24/7 online care

Appointment: No appointment needed – just a smartphone, tablet or computer. Download the app, Atrium Health Virtual Visit.

Cost: \$*

Need help? Call 855-438-0010.



EMERGENCY CARE

For: Very serious illness or injury that puts your life in danger. Call 911 for medical emergencies or to be brought to the Emergency Room by ambulance.

Hours: Open 24/7

Appointment: No appointment needed.

Cost: \$\$\$\$*







Atrium Health

Learn more at AtriumHealth.org/CareGuide

See the other side for a list of symptoms and where to go for care.

Where should I go for care?

Find your symptom below and choose which care fits your needs.

	 Primary Care Cost: \$\$	 Urgent Care Cost: \$\$	 Virtual Visit Cost: \$	 Emergency Care Cost: \$\$\$\$
Allergic reaction where it's hard to breathe				●
Allergies	●	●	●	
Asthma attack – inhalers are not helping and difficulty breathing				●
Asthma attack – inhalers working some	●	●		
Back pain	●	●	●	
Burns - severe				●
Burns - minor	●	●	●	
Bladder infections (UTI)	●	●	●	
Bone breaks (large bones/serious breaks)				●
Bone breaks (minor)	●	●		
Chest pain				●
Cough with stuffy or runny nose, sore throat like a cold	●	●	●	
Coughing or throwing up blood				●
Cuts that are deep or bleeding that won't stop				●
Cuts - minor	●	●	●	
Ear pain, eye pain or infection	●	●	●	
Exams for school, camp, work	●	●		
Fever over 104 degrees (adult)				●
Flu-like symptoms such as fever, achy body, cough	●	●	●	
Headache	●	●	●	
Headache - severe				●
Insect stings and bites	●	●	●	
New medications/prescription refills	●		●	
Passing out or blacking out				●
Poisoning (Carolinas Poison Center can also help. Call 800-222-1222.)				●
Rashes and other minor skin problems	●	●	●	
Seizures				●
Shots (vaccines) to prevent illness, such as the flu	●	●		
Sinus infections	●	●	●	
Snake bites (Carolinas Poison Center can also help. Call 800-222-1222.)				●
Sprains	●	●	●	
Sports physicals	●	●		
Stomach pain - very bad				●
Stomach pain (minor), throwing up, loose stools	●	●	●	
Stroke symptoms such as: • Dizziness, can't stand up straight or bad headache • Eyesight is blurry all at once • Face, arms or legs go numb or weak at once • Trouble talking				●
Trauma or very bad injury				●
Trouble breathing				●
Work-type injury or exams; workers' compensation	●	●		
Care for life-long health problems like diabetes, high blood pressure	●			

Employer's Guide For

Better Employee Health

A healthy, thriving workforce makes for a more profitable business. Look inside to learn how investing in workplace health programs benefits employees and employers.



Atrium Health

CONTENTS

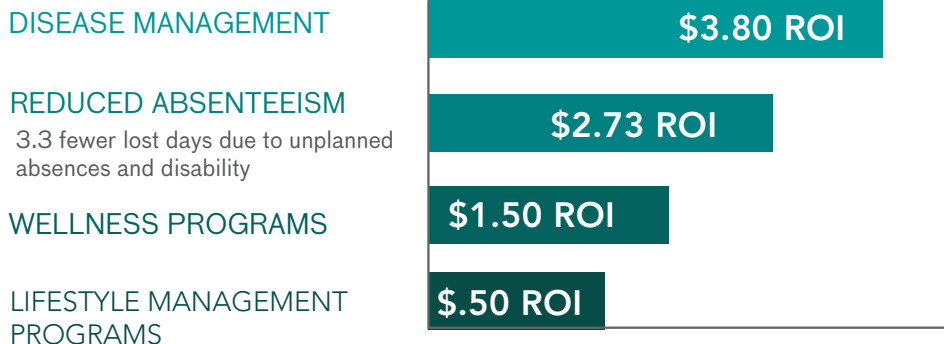
- 1 Why You Should Invest in Workplace Health
- 2 How to Get Started
- 3 The Power of Incentives

1

Why You Should Invest in Workplace Health

Employee Health is a Smart Investment

For every dollar invested, employers save on direct and indirect costs



Source: 2014 Rand Program Study

A Competitive Advantage for Employers

According to the 2015 Willis Towers Watson Global Research Summary, top priorities of employers investing in wellness programs include:



2

How to Get Started

Successful workplace health programs begin with a solid plan. The Atrium Health team collaborates with you every step of the way to create and execute a comprehensive and customized program for your organization.

Follow these steps to develop a workplace health strategy:

1. Set the vision, goals, budget and measurable objectives.
2. Present plan and get buy-in from leadership.
3. In collaboration with the Atrium Health Employer Solutions team, decide which programs or interventions make the most sense for your employees and their dependents.
 - Key programs could include health coaching, chronic disease intervention, smoking cessation and weight management.
4. Design an incentive program to encourage participation.
5. Set a realistic timeline for implementation and evaluation of program.
6. Gather employee health data through a biometric screening event, which includes a health risk assessment (HRA).
7. In collaboration with the Atrium Health Employer Solutions team, develop a comprehensive marketing and communications strategy, including promotional materials, access to an online health portal and newsletters to help drive engagement.
8. Develop formalized reporting or tracking to measure the program's progress and outcomes.
9. Address workplace policies and the environment to ensure a supportive and healthy culture.
10. At end of the program cycle, evaluate outcomes and make adjustments to the plan as needed.



Key Factors for a Successful Workplace Health Program

1. Develop a Strong Foundation



Create and implement a realistic health and productivity strategy that aligns with the organization's priorities, reflects your organization's unique challenges and integrates every aspect of health and productivity.



Gain the commitment of senior and middle management, securing resources and a sufficient budget.



Incorporate a strategy that supports multi-year evaluation of the workplace health program and provides employees with an array of choices.



Dedicate sufficient time to see results: years...not quarters. On average, most companies see results in three to five years.



Offer a multi-tier, simple and customized incentive plan to boost program participation and increase employees' accountability for their health.



Tie incentives to the activity. Financial incentives include health premium reductions, raffles, gift cards, paid time off/vacation days, cash, copayment reductions, flexible spending account credits, contributions to retirement plan, and health savings account contributions.



Employers across the U.S. spent, on average, \$693 per employee on incentives in 2015, according to the National Business Group on Health.

Key Factors for a Successful Workplace Health Program

2. Build a Culture of Health



Institute health-promoting policies including no smoking in the worksite, offering healthy foods at company meetings and allowing flex time for employees to exercise during the day.



Lead by example in a visible and sincere way by modeling healthy behaviors, encouraging employees to participate in on-site wellness programs and helping them to eliminate or reduce stress.



Ensure that programs are legally and ethically compliant including age, disabilities and HIPAA compliance.



Build employees' trust and be seen as the go-to resource or advocate for improving their health and well-being.



Identify employee health champions to help spread the message and encourage the program's reach.



Engage employees in establishing the focus and direction of the wellness program, to foster ownership and ensure that programs are aligned with their needs.



Consider creating a wellness brand that employees can identify with and easily remember.



Key Factors for a Successful Workplace Health Program

3. Develop a Communication Plan



Target communications to reach employees in ways they prefer through multiple channels that are personalized, inspiring and consistent.



Use key influencers and viral messaging to communicate through the company's social networks.



Ask or survey employees to provide feedback to ensure programs remain relevant.

4. Measure and Evaluate



Create a report by establishing a baseline, measuring progress against goals and adjusting programs for best results.



Change course if something isn't working; ask your Atrium Health Employer Solutions client service manager for suggestions.



Ask or survey employees to provide feedback to ensure programs remain relevant.

Source: Willis Towers Watson 2015/2016 Global Staying@Work Survey; Transamerica Center for Health Studies (TCHS), From Evidence to Practice: Workplace Wellness that Works

3

The Power of Incentives

Incentives are an important part of any successful workplace health program. They ensure maximum participation and engagement, leading to better outcomes and the greatest savings for your organization.

Four out of five employers use financial incentives to promote wellness.

73% Program participation rate for employers who used penalties and/or incentives.

40% Program participation rate for employers who used incentives.

20% Program participation rate for employers who did not use incentives.

Source: 2015 Incentives for Workplace Wellness Programs, RAND Corp.

Types of Incentives



Cash or gift cards



Paid time off / vacation days



Health premium reductions



Raffles



Contributions to HRA, HSA or FSA



Discounted gym memberships



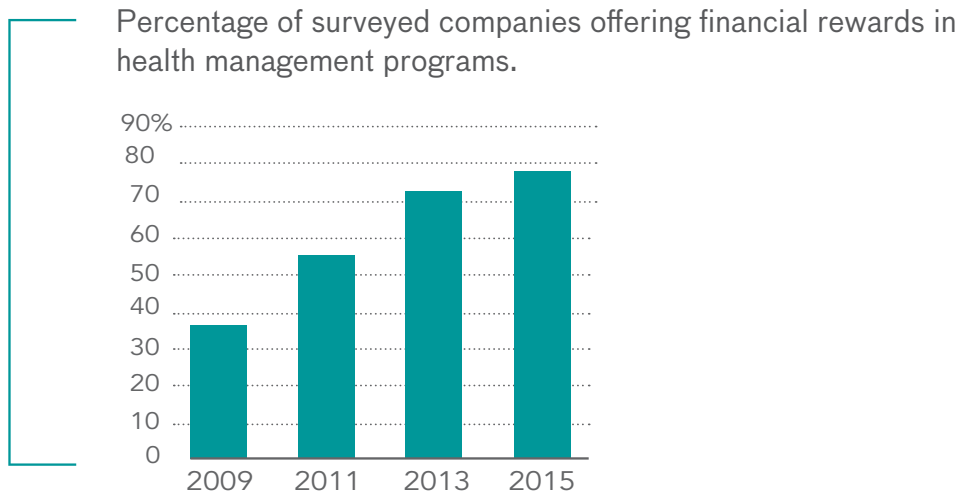
Copayment reductions



Novelty items (t-shirts, mugs)



Contributions to retirement plan



Source: Willis Towers Watson 2015-2016 Staying@Work Survey

The Power of Incentives

Incentives in Action

Obesity Society — The Obesity Society compared the uptake of a telephone health coaching program among the 16,961 adult members of a nonprofit health plan who received financial incentives vs. the 974,782 members who did not. During the three-year follow-up period, **10% of the members with incentives began using the telephone health coaching**, whereas only 0.3 % of those without the incentives did so.

Source: The Obesity Society Abstract Study: Do Financial Incentives Promote Uptake of Telephonic Health Coaching Within a Health Plan.

Caterpillar Inc. — Caterpillar Inc. reduces premiums by \$75 a month for employees who complete a health risk assessment; **up to 90% of eligible employees participate.**

Source: The Wall Street Journal 2013: Your Company Wants to Make You Healthy.

City of Houston — Houston city employees must complete three tasks in order to avoid a \$25 monthly payroll surcharge: fill out a health risk assessment; have a biometric screening; and either talk to a health coach, sign up for a program like Weight Watchers, or get a screening such as a mammogram. As a result, **90% of employees have completed three of the tasks or more.**

Source: The Wall Street Journal 2013: Your Company Wants to Make You Healthy.

The Power of Incentives Cont.

Incentives in Action

Florida Blue — At Florida Blue, workers can earn rewards of up to \$500. The firm's total staff with five or more health-risk factors has **decreased by half, to only 11%, since 2009; those with two risks or fewer now make up 59%, up from 41%.**

Source: The Wall Street Journal 2013: Your Company Wants to Make You Healthy.

Johnson & Johnson — Johnson & Johnson employees get \$500 off annual premiums for submitting a health profile. The company then uses the data to offer an additional \$100 to \$250 for participating in activities tailored to the employee, such as a diabetes management program. **The company says its return on investment is up to \$4 for every dollar it spends on employee wellness.**

Source: The Wall Street Journal 2013: Your Company Wants to Make You Healthy.



About Atrium Health Employer Solutions

Atrium Health Employer Solutions teams up with employers to assess the healthcare needs of employees and their family members, and then develops customized programs that improve health and reduce healthcare costs, for everyone.

For more than 25 years, Atrium Health Employer Solutions has had a team dedicated to working with employers in a wide array of industries—from legal and financial services to municipalities, educational systems, retailers and manufacturers.

As part of Atrium Health, one of the nation's leading and most innovative healthcare organizations, our solutions are built on a foundation of the best clinical expertise, advanced infrastructure and invaluable experience.

To learn more about how Atrium Health Employer Solutions can benefit your business and employees, contact one of our sales representatives at [704-631-1200](tel:704-631-1200).

Connect with us



AtriumHealth.org/EmployerSolutions



[@BetterEmpHealth](https://twitter.com/BetterEmpHealth)



[Atrium Health Employer Solutions](#)



EMPLOYER SOLUTIONS



Healthier
employees.

Healthier
bottom line.



Atrium Health Employer Solutions partners with employers and brokers to enhance health and wellness offerings while focusing on controlling costs. We work with companies to create specialized, engaging and effective programs that inspire participation so employees, their families and employers benefit from healthier returns.



Biometric Screenings

Biometric screenings offer early detection of chronic health conditions. Our highly skilled nurses measure blood pressure, height/weight, waist circumference, glucose levels and triglycerides (lipid profile).



Health Coaching

Our certified health professionals “coach” participants to help them develop lifestyles aimed at improving health, boosting productivity, reducing absenteeism and mitigating future risk and healthcare expenses.



Health Promotions

Health events and education are designed to meet the unique needs of your organization, and include health fairs, educational seminars and physician referral services.



Health Management

Our Health Management program helps individuals proactively manage chronic conditions through confidential one-on-one sessions with health managers who have a Bachelor of Science in Nursing and a certification in health coaching.



On-Site Clinics

Designed to control costs, provide quality care and convenience, our customized on-site clinics are staffed by experienced nurse practitioners or physician assistants. Services can include primary care, acute care, occupational health, medication dispensing and/or health coaching.



Occupational Health

Atrium Health’s occupational health program gives employees convenient access to more than 50 occupational health services. By working with us, your business will receive reduced rates for occupational health services, quicker intake of employees, immediate care for workplace injuries and have access to an expansive number of urgent care locations.



Behavioral Health

Atrium Health Employer Solutions offers two programs that address behavioral health issues in the workplace.

- Our Employee Assistance Program (EAP) offers confidential assistance to help employees and family members recognize and overcome problems in their personal life, the workplace and in daily living.
- Our Mental Health First Aid Training is designed to reduce stigma and empower everyday people to identify, understand and respond to signs of mental illness.



Additional Services

We offer a variety of additional services designed to keep employees in the best health possible.

- Tobacco cessation programs
- On-site Vaccination clinics
- Virtual urgent care
- Executive health

EMPLOYERS SOLUTIONS

As part of Atrium Health, one of the nation's leading healthcare organizations, Atrium Health Employer Solutions has more than 30 years of experience delivering a broad range of workplace health solutions, customized to meet each company's needs and goals.

Discover how Atrium Health Employer Solutions can help you build a healthier company, one employee at a time.



Atrium Health

AtriumHealth.org/EmployerSolutions

704-631-1200





IN THIS SECTION:

| 9 |

- Healthy Messaging Channels
- Quick Messages
- Short Messages
- Long Messages
- Resources

HEALTHY MESSAGING AT WORK

Healthy Messaging Channels

Take a moment to consider what channels you currently use to communicate with employees.



MESSAGING CHANNELS

- Newsletter
- E-newsletters
- Bulletin boards
- Screensavers
- Posters in common spaces
- Emails
- Facebook
- Intranet
- Twitter
- And more...

Healthy Messaging

Quick Messages

Here are some sample messages that you can distribute. Consider these quick messages for screen savers, the intranet or social media.

“ Do a little bit more physical activity, a little more often!

Get more daily activity! Walk around the building before you go to your car.

Get more daily activity! Invite a co-worker for a walk during lunch.

Walking is a great way to start being active more often!

Walking helps lower your blood pressure.

Walking gives you more energy.

Walking helps relieve stress.

Walking helps you sleep better.

Celebrate family occasions with a walk or hike.

Get outside and play.

Bike to your children’s sporting events.

Walk the dog.

Family meal time is important; take 10-15 minutes to sit down together.

How do you involve your family in meal planning?

Don’t waste time waiting for the elevator, use the stairs!

It’s okay to ask for help (SAMHSA, 2019). [samhsa.gov/young-adults](https://www.samhsa.gov/young-adults)

It’s OK to talk about mental illness.

There is NO SHAME in seeking help.

There is HOPE after diagnosis. ”

FACEBOOK EXAMPLES

POSTS FROM THE LET’S GO! PAGE:

- “Are you a bottled water or tap water person?”
- “What ‘in season’ produce are you looking forward to eating?”
- “What are your tips for making quick, healthy, homemade meals?”
- “Like this post if cool, clear, crisp, refreshing water is your favorite way to stay hydrated.”
- “How do you stay active in the winter?”

SOCIAL MEDIA TIP!

Social media is great for stirring up conversation around a topic or message. It can be used to inspire or assist people in making changes. Follow the number one rule: share information or ask questions in a way that makes healthy choices fun, easy and popular!

Healthy Messaging

Short Messages

These messages are appropriate for emails and bulletin boards.

“ Stair climbing and other small bursts of physical activity at work make a significant contribution to the recommended daily amount of 30 minutes (or more) of daily physical activity!

Get more daily activity! If you have a choice, always take the stairs. If you have stairs, take as many trips up and down as possible.

Get more daily activity! Walk around the office or building. There's no need to sit still while you talk on the phone or think. Pacing and fidgeting are physical activities.

Wear a pedometer at work: Since every step counts, wearing a pedometer is wonderful motivator to walk more during your workday.

Take small steps to help make health a priority. Small changes make a big difference over time! Incorporate walking into activities you would be doing anyway. If you need to go to a different floor, use the stairs. Take the long way to the restroom and take a flight each way. Studies have shown that people are most likely to stick to exercise when it is part of their daily routine. Get started today!

Along with its benefits to the heart, walking:

- Improves circulation
- Helps breathing
- Increases happiness
- Bolsters the immune system
- Helps prevent osteoporosis
- Helps prevent and control diabetes

Challenge yourself to take the stairs all day today. If it is not possible to use the stairs, challenge yourself to pick two new ways this week to increase your physical activity during the work day:

- Use the stairs instead of the elevator.
- Schedule a walking meeting with co-workers.
- Stand and/or stretch while talking on the telephone.
- Rather than using the telephone, walk down the hall to speak with someone.
- Walk around your building, stretch your muscles.
- Park in the farthest parking spot and walk the rest of the way. ”

“ What is a serving?

- A whole fruit the size of a tennis ball.
- ½ cup of cut up fruit or veggies.
- 1 cup of raw leafy greens.
- ¼ cup of dried fruits.

Be a healthy family. Keep the TV out of bedrooms and turn off the TV during meals.

Kids and adults should be active for at least one hour every day. You are your family's number one role model, so start practicing healthy habits today!

- Make gradual changes to increase your level of physical activity.
- Incorporate physical activity into your daily routines.
- Try tracking the level of your physical activity using a pedometer.
- Role model an active lifestyle.
- Turn off the TV and computer and keep them out of the bedroom.
- Limit TV and recreational computer time.
- Encourage lifelong physical activity by incorporating physical activity into your routine.
- Keep physical activity fun!

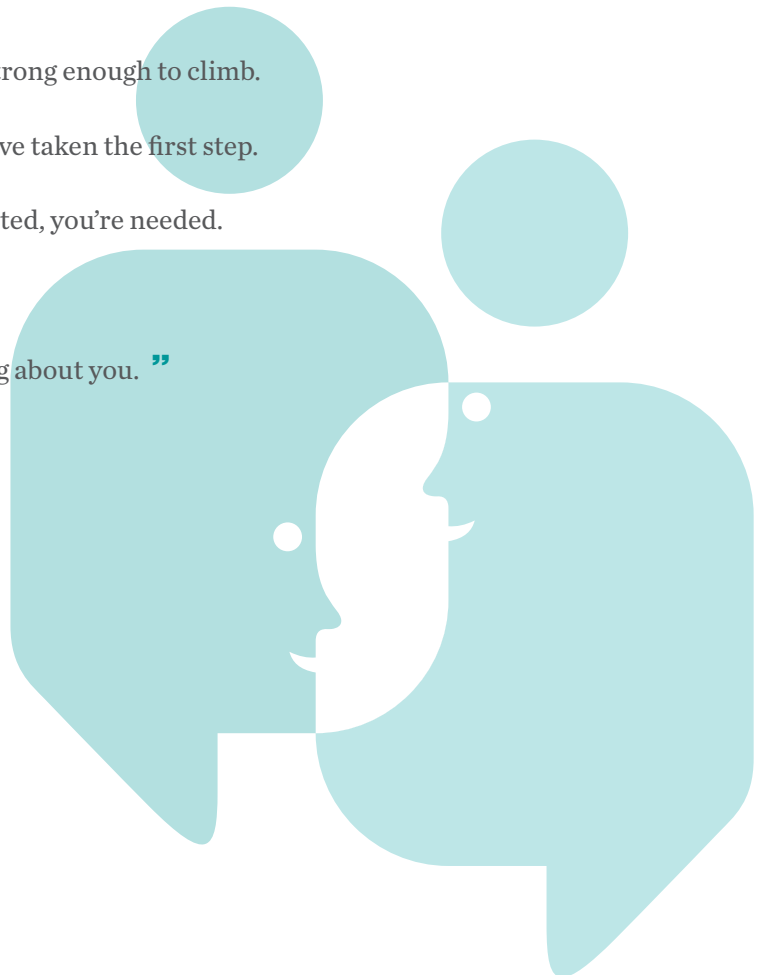
Today may be an uphill battle, but, you're strong enough to climb.

The journey ahead may seem long, but you've taken the first step.

Always remember: you're loved, you're wanted, you're needed.

You are not alone, you are enough.

You may feel alone, but someone is thinking about you. ”



Healthy Messaging

Long Messages

These messages are appropriate for newsletters or e-newsletters.

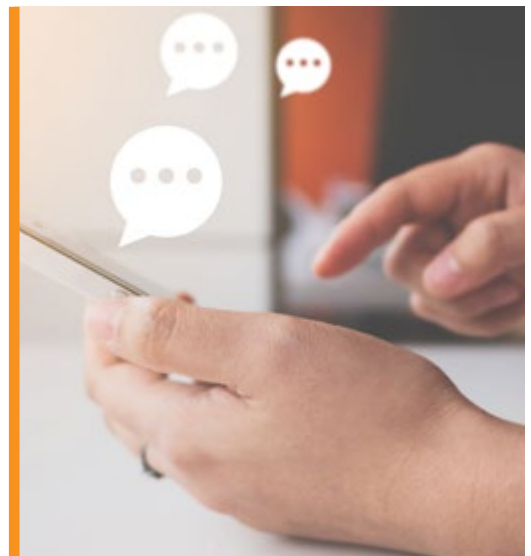
Mindful Eating

“ Mindful eating involves paying full attention to the experience of eating and drinking.

It includes being aware of all the activities that surround food and eating. Mindful eating helps us learn to listen to what our bodies telling us about hunger and satisfaction. It can improve our overall health. ”

SUGGESTIONS FOR MINDFUL EATING:

- Don't skip meals
- Eat sitting down
- Be present – eat without TV, newspaper, computer or work
- Learn to recognize the difference between hunger and cravings
- Notice how much food is on your plate, fork, or spoon
- Take time to enjoy the taste and to chew your food slowly between bites
- Check during a meal to see if you really need more food
- Notice how you feel both physical and emotionally



Fruits & Veggies

“ Eat at least 5 fruits and vegetables a day.

A diet rich in fruits and vegetables provides vitamins and minerals, important for supporting growth, development and optimal immune function.

Most fruits and vegetables are low in calories and fat, making them a healthy choice anytime. They may also contain phytochemicals (fight-o-chemicals) that work together with fiber to benefit your health in many ways. Different phytochemicals are found in different fruits based on their color – that’s why it’s important to put a rainbow on on your plate. ”

TRY IT:

- Try the three bite rule. Offer your family new fruits and veggies different ways and try at least three bites each time – it can take 7 to 10 tries before you like a new food.
- Many fruits and veggies taste great with a dip or dressing. Try a low-fat salad dressing with yogurt or get protein with peanut butter.
- Make a fruit smoothie with low-fat yogurt.

MIX IT:

- Add them to foods you already make, like pasta, soups, casseroles, pizza, rice, etc.
- Add fruit to your cereal, oatmeal, or other breakfast foods.
- Be a good role model for your family and have at least one veggie at every meal.

SLICE IT:

- Wash and chop veggies and fruits so they are ready to grab and eat.
- Most people prefer crunchy foods over softer ones. Enjoy them fresh or lightly steamed.

CHOOSE WITH THE SEASONS:

- Buy fruits and veggies that are in season.
- Remember that frozen fruits and veggies are always available and are a healthy choice.

BE A ROLE MODEL:

- You are your family’s number one role model, so start practicing the healthy habits you encourage your family to practice.
- Start by making small changes.
- Encourage the whole family to embrace a healthy lifestyle.



Physical Activity

“ Incorporate one hour or more of physical activity into your day. Physical activity makes you feel good. It helps keep you at a healthy weight, makes your heart happy and makes you stronger and more flexible. ”

ONE HOUR OF MODERATE PHYSICAL ACTIVITY MEANS:

- Doing activities where you breathe hard, like hiking or dancing

20 MINUTES OF VIGOROUS PHYSICAL ACTIVITY MEANS:

- Doing activities where you sweat, like running, aerobics or basketball.

FREE AND FUN ACTIVITIES:

- Take a walk with your family
- Play with your pet
- Walk the dog
- Take a bike ride (remember to wear your helmet)
- Turn on music and dance
- Jump rope
- Play Frisbee
- Take the stairs
- Park the car at the end of the parking lot

Avoid Sugary Drinks

“ Soda has no nutritional value and is high in sugar. Just nine ounces of soda is equal to 110 to 150 empty calories. Many sodas also contain caffeine, which kids don't need. Try drinking water and low-fat milk instead of soda and drinks with lots of sugar. If you choose to serve juice, buy 100% juice and limit the serving size.

Sports drinks contain lots of sugar. They should only be used when you are active for more than 60 minutes and it is hot and humid.

Energy drinks are NOT sports drinks and should never replace water during exercise. ”

Fuel with Water

“ Water is the body's most important nutrient. Between 70 and 80% of your body is made up of water.

- When you exercise, you sweat, and when you sweat, you LOSE water and minerals – it is important to replace the water you lose when you sweat.
- Water is the #1 thirst quencher!
- Add fresh lemon, lime or orange wedges to water for some natural flavor.
- Fill a pitcher of water and keep it in the fridge.

Replace soda with water instead of other sugar-sweetened beverages, such as juice or sports drinks. Remember, water is the best drink when you are thirsty. ”

Suicide Prevention

“ Suicide can touch anyone, anywhere and at any time. But it is not inevitable. There is hope. You are not alone.

Know the warning signs. Some common signs of mental illness in adults and adolescents may include the following:

- Excessive worrying or fear
- Feeling sad or withdrawn for more than two weeks
- Severe mood swings
- Severe changes in behavior
- Suicidal thoughts ”



Resources

- Workplace Posters
- Healthy Habits Questionnaire

Examples of Move for 3 Physical Activity Breaks

- Go up and down a few flights of stairs
- Walk back and forth in a nearby hallway
- Go outside and walk around the building
- Stand up and stretch

SIT FOR

60

MOVE FOR

30

In Meetings You are Encouraged to:

**STAND
STRETCH
AND
MOVE**

The background of the text features three silhouettes of people in various stretching and movement poses. One person on the left is in a lunge with one arm raised. A person in the center is in a similar lunge with both arms raised. On the right, a person is standing with legs apart and arms raised above their head. The silhouettes are rendered in a darker shade of teal than the background.

FEELING STRESSED?

**BURN SOME
STEAM!**

The background is a teal color with a faint grid pattern. In the lower-left quadrant, there is a stylized illustration of a door with a window. At the top left, there is a solid orange rectangular bar.

DOOR TO A

**STRONGER
HEART**

NO TIME FOR ACTIVITY?

YOUR
OPPORTUNITY
IS **NOW!**

DON'T JUST STAND THERE

**TAKE
THE
STAIRS**

KEEP GOING

**YOU ARE
ALMOST
THERE!**

**YOU
MADE
IT!**





Healthy Habits

We are interested in the health and well-being of all our employees. Please take a moment to answer these questions.

The Healthy Habits quiz can be used anonymously to collect data before beginning your workplace wellness program and again at various intervals (6 months, 1 year, etc.). You can also use the Healthy Habits quiz as a tool for employees to complete for their own personal reflection. It can allow employees to see areas where they are already successfully practicing healthy habits, and also where there may be room for improvement.

Your Name: _____

Date: _____

1. How many days each week are you physically active? _____
2. On those days, how many minutes are you usually active? _____
3. How often do you eat while you are doing other things?
(for example, using the phone or computer, watching TV, reading a book)
 Never Some Most of the time Always
4. How many fruits and vegetables do you eat each day? _____
5. How many times a week do you eat takeout and fast food? _____
6. How many of these drinks do you usually have each day?
___ Water ___ Coffee ___ Soda ___ Sports drinks
___ Juice ___ Energy drinks ___ Alcohol ___ Other
7. How many hours of sleep do you usually get each night? _____
8. How often do you feel rested when you get up in the morning?
 Never Some Most of the time Always
9. How often do you feel that you manage your stress in a healthy way?
 Never Some Most of the time Always
10. Is there one thing you would like to do to be healthier?
 Move more Eat more real foods Drink more water
 Get better rest Other



When it Comes to Your Health

SMALL STEPS GO FAR!

Move More <i>it's a great way to improve your health</i>	Eat Real <i>foods that come from nature give you energy</i>	Drink Water <i>it's the best choice</i>	Rest Up <i>good sleep restores your body and mind</i>
Sit less – for every hour that you sit, move for 3 minutes.	Choose foods in their natural form. Eat less packaged food.	Keep water handy. Carry a refillable bottle.	Try to get 7 to 9 hours of sleep every night.
Move for 30 minutes each day. It's ok to break it into small amounts – 10 minutes, 3 times a day.	Check labels and choose foods without sugar in the first 3 ingredients.	Fill up. Drink a glass of water before meals. It will help you eat less.	Go to bed and wake up at the same time every day. You'll sleep better.
Count your minutes aim to get at least 150 minutes every week.	Add fiber. Fill half your plate with vegetables and fruits at every meal.	Add flavor. Put a fruit wedge in your water.	Unplug. Turn off the TV and mobile devices at least one hour before you go to sleep.
Make it fun. Walk with a friend, co-worker or a dog.	Cut down on portions. Serve food on smaller plates.	Make it easy to remember. Keep a pitcher of water in the refrigerator.	Follow the same bedtime routine every night.
Take the stairs. You can use them in any kind of weather.	Enjoy your food. Eat slowly. Pause before each bite. Stop before you're full.	Limit sugary drinks. Reach for water instead.	Find time to relax. Take 10 minutes a day of quiet time to refocus and energize.

