



Wellness Starter Guide

Objective: To support the establishment of worksite wellness programs by making implementation simple and low-cost for employers.

Instructions: Employers select one action in each category to complete. Use the links within the selected action to access tools and resources to help implement within your worksite. [Click here](#) for Starter Guide Posters

Employee Actions to Support Health	Employer Actions to Support Health	Points ¹	Date Completed
0 Tobacco Products	Provide educational materials that address tobacco cessation.	1	
	Provide and promote interactive educational programming on tobacco cessation. ² This could include offering “lunch and learns,” seminars, workshops, or classes on tobacco cessation.	2	
	Establish and promote a written policy banning tobacco use at your worksite.	3	
	Provide and promote free or subsidized lifestyle coaching, counseling or self-management programs that equip employees with skills and motivation to quit using tobacco. These programs may be provided in group or individual settings; in-person or virtually (online, telephonically, mobile app); on or off site; through vendors, on site staff, health insurance plans/programs, community groups, or other practitioners. This may include referral to 1-800-QUIT-NOW or smokefree.gov.	3	
5 Servings of Fruits and Vegetables Per Day	Establish and promote a written policy making healthy food and beverage choices, such as fruits and vegetables, available in break rooms, during meetings , conferences, or company sponsored events when food is served.	1	
	Offer or promote an on-site or nearby farmers market or other arrangement where fresh fruits and vegetables are sold/ This may include coordinating Community Supported Agriculture (CSA) or vendors/ venues that are or are not operated by farmers.	1	
	Provide educational materials that address healthy eating. ² This could include offering brochures, videos, posters, or newsletters that teach and promote healthy eating.	1	
	Provide and promote interactive educational programming on nutrition, ² which could include offering “lunch and learns,” seminars, workshops, or classes that teach and promote healthy eating.	2	
	Make most (more than 50%) of the food and beverage choices available at the worksite (in vending machines , cafeterias, snack bars, or other purchase points) healthy food items, such as fruits and vegetables.	3	

Employee Actions to Support Health	Employer Actions to Support Health	Points ¹	Date Completed
7 Hours of Sleep Per Night	Provide educational materials that address sleep habits and treatment of common sleep disorders. ² This could include offering brochures, videos, posters, or reports that address topics such as recommended sleep schedules, recognizing the signs and symptoms of fatigue or daytime sleepiness, and appropriate use of caffeine.	1	
	Offer solutions to discourage distracted or drowsy driving. This could include giving employees realistic expectations for mileage, adequate rest breaks, overnight stays after long trips, and limited distractions and work demands (e.g., phone calls/email) while driving.	1	
	Have and promote a written policy related to the design of work schedules that aims to reduce employee fatigue. This could include establishing a policy related to self-scheduling, limiting the number of consecutive days or hours allowed to be worked, or specifying a minimum time interval between shifts.	2	
8 Servings of Water Per Day	Promote and provide access for increased water consumption. This could include your worksite uses promotional materials and provides easy access through water bottle filling stations, water fountains, water coolers and bottled water in vending machines.	1	
	Establish and promote a written policy that makes healthier food and beverage choices available in vending machines or other vending outlets. This could include establishing a policy or contract that limits sugary beverages and promoting it to employees regularly through emails, newsletters, or signage in public places.	1	
	Establish and promote a written policy that makes healthier food and beverage choices available in cafeterias or snack bars? For example, your worksite has a policy or contract that limits sugary beverages. This policy can be promoted to employees regularly through emails, newsletters, or signage in public places.	2	
25 or Less Measurement of BMI	Provide educational materials that address the health risks of overweight or obesity. ² This could include offering brochures, videos, posters, or newsletters that address the risks of overweight or obesity, either as a single health topic or along with other health topics.	1	
	Provide and promote interactive educational programming on weight management. ² This could include offering “lunch and learns,” seminars, workshops, or classes that teach and promote weight management.	3	
	Provide and promote free or subsidized lifestyle coaching/counseling or self-management programs that equip employees with skills and motivation to set and meet their personal weight management goals. These programs can be provided in group or individual settings; in-person or virtually (online, telephonically, mobile app); on or off site; through vendors, on site staff, health insurance plans/programs, community groups, or other practitioners.	3	
30 Minutes of Exercise Daily	Provide educational materials that address the benefits of physical activity. ² This could include offering brochures, videos, posters, or newsletters that address the benefits of physical activity, either as a single health topic or along with other health topics.	1	
	Provide and promote interactive educational programming on physical activity. ² This could include offering timely reminders/prompts to move, or “lunch and learns,” seminars, workshops, or classes that teach and promote physical	2	

Employee Actions to Support Health	Employer Actions to Support Health	Points ¹	Date Completed
	activity. These programs may be provided in group or individual settings; in-person or virtually (online, telephonically, mobile app); on or off site; through vendors, on site staff, health insurance plans/programs, community groups, or other practitioners.		
	Encourage stair use by posting signs and making stairwells more inviting to use. This could include posting signs encouraging stair use at elevators, stairwells, and other key locations; adding enhancements such as artwork or music; and keeping stairwells clean and well-lit.	3	
	Provide and promote organized physical activity programs for employees (other than the use of an exercise facility). This could include organizing walking groups, stretching programs, group exercise classes, recreational leagues, or buddy systems to create supportive social networks for physical activity.	3	

¹ Point values are based on the *2019 CDC Worksite Health ScoreCard Manual*.

² Setting up interactive educational sessions on multiple health topics is an easy way to generate points using the same format.