

# Evaluation Tools and Measures

SAMPLE PROCESS OBJECTIVES	Year One	Year Two	CHANGE
Number of staff enrolled and participating (participation rates)			
Observation or counts (e.g. track number walking at noon)			
Participant satisfaction (via survey, focus groups, interviews, stakeholder survey, etc.)			
Policy or environmental changes/tracking (use Worksite Wellness Assessment Checklist and compare list of policy or environmental changes from initial site assessment with later follow up at one year, two years, etc.)			
SAMPLE OUTCOME OBJECTIVES	Year One	Year Two	CHANGE
Pretest/posttest surveys can measure changes in attitude, knowledge, current eating and physical activity habits from initial assessment to completion of a specified program or campaign			
Quizzes: test of knowledge on various topics			
Vending items being chosen (arrange with vendor to track selections)			
Cafeteria menu options			
Health indicators/reduced risk factors. Complete a comparison of company aggregate screening measures such as blood pressure, cholesterol, body weight, BMI, etc. before and after a specified program or campaign			
Corporate costs and return on investment (the expense side, or what it costs to run your wellness program, can be fairly easy to quantify. However, computing savings from reduced healthcare claims, lost work days or absenteeism may be harder to calculate. Work with your human resources and benefits contacts to determine what can be measured and then set a baseline figure to compare against later)			



## Sample Workplace Policy Template: Nutrition Policy

**PURPOSE:** Vermonters are more likely to die from chronic diseases than all other causes of death combined. Worksites play an important role in the food environment. Worksites that promote a healthy food environment contribute to supporting the health of employees, increasing consumer demand for healthier food and helping strengthen local food systems.

**[Company Name]** is committed to providing a work environment that promotes healthy eating and supports employees in making healthy food choices in and outside of work.

**POLICY STATEMENT:** **[Company name]** will promote employee wellness and support healthy food choices. **[Company name]** will provide food and beverage options that meet the Vermont Department of Health Healthy Food Standards (see attached) whenever food or beverages are served or sold on company grounds or at company events: **[Select one or more options]**

- Healthy Food and Beverage Standards will be adhered to at meetings and company sponsored events in accordance with Vermont Department of Health [Healthy Food Standards](#).
- Healthy Food and Beverages Standards will be adhered to in vending machines in accordance with Vermont Department of Health [Healthy Food Standards](#).
- Healthy Food and Beverages Standards will be adhered to in cafes or cafeterias in accordance with Vermont Department of Health [Healthy Food Standards](#).

**SCOPE:** This policy applies to all employees, interns and volunteers of **[company name]**. **[Company name]** will ensure that wellness opportunities are provided for all employees, regardless of age, cultural or religious practices, gender, sexual orientation or disability status.

**SUPPORTING ACTIVITIES:** The following activities will be provided to employees to further support healthy food choices: **[Select one or more activities]**

- Refrigerators, microwaves and break areas will be offered for employee use.
- Access to free water will be available throughout the day.
- Vending machines and staff cafeteria(s) will:
  - Use competitive pricing to make healthier choices more economical.
  - Use signs or symbols to make healthy choices stand out, and make nutrition information available for foods and beverages.
- Local food initiatives will be supported:
  - Employees will have access to a [discounted] on-site Community Supported Agriculture (CSA) program.
  - Whenever possible, local food will be offered in cafeteria(s) and at catered meetings and events.

Signature:

Date:

Developed by the Vermont Department of Health



## Sample Workplace Policy Template: Physical Activity Policy

**PURPOSE:** Vermonters are more likely to die from chronic diseases than all other causes of death combined. The National Physical Activity Guidelines encourage adults to avoid inactivity and engage in a minimum of 2.5 hours or moderate physical activity a week in order to reduce the risk of developing many chronic diseases (U.S. Department of Health and Human Services). Physical activity also supports emotional wellbeing and can increase productivity in the workplace (SAMSHA).

**[Company Name]** is committed to providing a work environment that promotes physical activity and supports employees in meeting Physical Activity Guidelines.

**POLICY STATEMENT:** **[Company Name]** will support employee wellness and provide opportunities for employees to be physically active while at work, specifically:

- Managers and supervisors will support employees to use breaks and lunch periods for physical activity if desired, and if feasible for the employee’s position.
- Employees may request a flexible schedule to engage in physical activity, including an alternate start or end time to the workday to accommodate physical activity before, during or after work.
- Employees will be encouraged to engage in active meetings, including taking walking meetings, providing activity breaks during meetings, and allowing for standing during meetings.

**SCOPE:** This policy applies to all employee, interns and volunteers of **[Company Name]**. **[Company Name]** will ensure that wellness opportunities are provided for all employees, regardless of age, cultural or religious practices, gender, sexual orientation or disability status.

**SUPPORTING ACTIVITIES:** The following activities will be provided to employees to support the implementation of this policy: **[Select one or more activities]**

- Bike racks will be provided onsite and employees are encouraged to get to work through active or sustainable means of transportation.
- Signs will be posted at usable stairwells to encourage the use of stairs.
- Functional on-site fitness equipment will be available to employees at no cost.
- Ergonomic assessments will be offered to employees at no charge.
- Active workstations, such as standing desks or treadmill desks, will be offered to employees at no charge.
- [Company Name] will subsidize membership to [fitness center’s name] for employees and their domestic partners and dependent children.

Signature:

Date:

Developed by the Vermont Department of Health



(This Word document is part of the [QUIT@WORK](#) toolkit.)

## Model Smoke-Free Policy

It is the policy of **[insert company name]** to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or “spit” tobacco, and applies to both employees and non-employee visitors.

### Definition

Vermont law requires that there will be no smoking of tobacco products within the facilities at any time.

If smoking occurs outside the building, it must be at least **[insert distance]** feet from the main entrance to ensure that the smoke does not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.

**(For a smoke-free building and grounds)** There will be no smoking of tobacco products within the facilities or on the grounds at any time.

There will be no smoking in any **[insert company name]** vehicles at any time.

There will also be no tobacco use in personal vehicles when transporting persons on **[insert company name]**-authorized business, or if the vehicle is parked on company premises.

### Procedure

1. Visitors will be informed of this policy through signs and it will be explained by their host.
2. **[Insert company name]** will help employees who wish to quit smoking by providing information about Vermont’s quit smoking services.
3. Any violations of this policy will be handled through the standard disciplinary procedure.
4. For questions about Vermont’s *Smoking in the Workplace* law, or to file a complaint with the Department of Health, call (toll-free) 1-866-331-5622.



### Sample text of a workplace breastfeeding policy

Business Name:

Date:

It is our policy to encourage all of our pregnant and postpartum employees to consider breastfeeding their children as a means of promoting the health of both child and mother. We encourage and support employees in their efforts to combine working and breastfeeding.

1. This workplace breastfeeding support policy recognizes that breastfeeding is the most healthful, natural and economic method of infant nutrition. It is our policy to support the needs of breastfeeding mothers when they return to work.
2. Maternity leave planning will address the transition from full-time maternity leave to full-time work and the impact that this may have on breastfeeding.
  - Maternity leave is sufficient to establish breastfeeding, generally 6-8 weeks.
  - Options include: a combination of full-time and part-time maternity leave, a flexible work schedule to accommodate breastfeeding needs, break times to use a breast pump at work.
3. Breastfeeding employees are allowed a flexible schedule for nursing or pumping. The time allowed will not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave must be used or the employee can come in earlier, leave later or take a shorter lunch.
4. An appropriate room will be provided where nursing women can:
  - a. Nurse an infant brought in during lunch or breaks.
  - b. Pump breast milk to be stored for later use.
  - The room will be a private area for breastfeeding or pumping located in an area where a crying infant will not be disruptive to other employees.
  - The room will have accessible electrical outlets for electric breast pump use and a sink close by with a clean, safe water source for hand washing and rinsing out breast pump equipment.
  - The room will contain a comfortable chair with arms for nursing, a nursing stool could be optional, a table or desk and a chair for pumping.
5. If needed, a sign up sheet will be posted to ensure that all those needing the room will have the opportunity to use it.
6. A small refrigerator will be available for safe storage of breast milk. Breastfeeding women will provide their own containers and milk stored in the refrigerator will be clearly labeled with name and date. Those who use the refrigerator shall be responsible for keeping it clean.

# Healthy Eating Guidelines for Worksites

