

COUNTY WELLNESS POLICY

PURPOSE STATEMENT:

Healthier employees are more productive and effective workers, require less expensive medical care, and are more satisfied with their jobs and their employer. Chronic diseases such as heart disease, stroke, cancer, obesity and diabetes are among the most prevalent and costly health problems for employers and employees. A healthy diet and regular physical activity program can prevent or delay the onset of many of these chronic health conditions and their associated health care costs.

Employers are in a unique position to promote and encourage their employees to be healthy and safe. Workers typically spend more than one-third of their day on the job and usually consume at least one meal during that time. Effective worksite programs can reduce health risks and improve the quality of life for employees by creating a supportive environment and social context for them to make healthier and safer personal lifestyle changes.

In January 2009, the County established a labor-management Wellness Committee to draft County Wellness guidelines. The Committee solicited feedback from key stakeholders, management, and employees as part of the developmental process.

This Wellness Policy identifies key areas of focus for employee health and safety and sets forth minimum goals for various stakeholders regarding each such focus area. In all cases, the County strongly encourage its employees to make the “Healthy Choice” their preferred and default choice. Departments are encouraged to establish additional goals as appropriate.

COUNTY GOALS:

The County’s 2025 vision is to create a healthy, livable, prosperous, environmentally conscious and collaborative community for our employees and the public that we serve. In furtherance of this vision, the County, through this Wellness Policy, seeks to:

- Be a corporate role model for other employers located in San Mateo County by providing a supportive work environment, organizational practices, and culture
- Provide access to healthy food and beverages for employees and the public during the workday and to make the “Healthy Choice” the County’s preferred and default choice;
- Encourage employees to take advantage of opportunities for physical activity before, during or after the workday;
- Eliminate workplace tobacco exposure and encourage a tobacco-free lifestyle;
- Encourage employees to take good care of their health and to use the medical care system wisely;
- Utilize County owned or leased facilities and grounds in a manner that supports healthy lifestyle choices;
- Engage employees as partners in assuring their best possible health and in reducing preventable health care costs for both our employees and the County

KEY FOCUS AREAS:

The County Wellness Policy addresses seven key areas:

1. Organizational Commitment
2. Food & Nutrition
3. Physical Activity
4. Tobacco-Free Lifestyle
5. Mental Well-Being (Work-Life Balance & Stress Management, Behavioral Health)
6. Employee Engagement, Education & Training
7. Physical Work Environment

1. ORGANIZATIONAL COMMITMENT:

Dedicated Program and Resources.

- The County will establish an Employee Wellness Program based on this Wellness Policy for the purposes set forth herein. The Employee Wellness Program will be located in the Human Resources Department.
- As appropriate, the Employee Wellness Program will collaborate with County departments, programs or services that promote healthy lifestyles (*e.g.*, Commute Alternatives, Tobacco Prevention Program, Parks Department, fitness fundraisers)
- The County will consider modifications to existing County buildings as identified in this Policy as well as departmental proposals.

Countywide and Department Wellness Committees

- The County will establish a County Wellness Committee with representation from departments, management, and labor. The purpose of the County Wellness Committee is to implement the recommendations of the 2009 Wellness Committee and to provide general oversight to the Employee Wellness Program.
- Departments are encouraged to establish departmental wellness committees to conduct an organizational wellness inventory and function as a catalyst for departmental wellness proposals, and to oversee implementation of such proposals.

Periodic Review of Benefits Design

- The County will periodically conduct a review of benefits to assure that benefit design is consistent with generally established practice(s) and will aim to reflect the most current “best practice” industry recommendations and guidelines, with regards to quality of care. This includes but is not limited to preventive care benefits, chronic disease management programs, nutrition counseling, weight management, physical activity/fitness, smoking cessation, stress management, behavior health and substance use benefits.

2. FOOD & NUTRITION:

Access to Healthier Foods

- The County will promote healthier food options in the workplace.
- The County will sponsor Food and Nutrition Programs that increase access to healthier food at work (*e.g.*, Farmers’ Market, onsite produce delivery, Community Supported Agriculture).

Establish Nutrition Standards.

- The County will adhere to the nutrition standards set forth in Exhibit A of this Policy with respect to food that is purchased at the County or by the County on behalf of its employees, clients or public. The County's Nutrition Standards shall be based on the USDA Dietary Guidelines for Americans as may be modified by the USDA from time to time.
- The County Nutrition Standards shall be available and effective no later than September 1, 2011..

Onsite Food Services

- Pre-packaged food and beverages offered by on-site food services will adhere to the County's Nutrition Standards.
- The County and its contracted food service operations will offer "healthy option(s)" adhering to the County's Nutrition Standards.
- The County and its contracted food services operations will serve appropriate portion and serving sizes (no super-sizing).
- The County and its contracted food services operations will purchase local and sustainable food products.
- Onsite food service operations will work with Health System to develop and make available point-of-purchase nutrition information for prepared food items listed on their standard menu (calories, fat, total fat, saturated fat, trans fat, sodium), and to easily identify healthier choices.
- Health System will work with contracted food services operations to identify nutritious, lower calorie food items on their menus.
- The County will encourage existing on-site food service providers to adopt and comply with the County's Nutrition Standards and will use reasonable efforts to ensure that adherence with the County's Nutrition Standards is required in its contracts with future on-site food service providers.

Vending Machines / Commissaries

- Pre-packaged food and beverages will adhere to the County's Nutrition Standards.
- Vending service contractor(s) will work with Health System to develop and make available point of purchase nutrition information for posting at the vending machine(s).
- The County will encourage existing commissaries and vending service contractors to adopt and comply with the County's Nutrition Standards and will use reasonable efforts to ensure that adherence with the County's Nutrition Standards is required in its contracts with future commissaries and vending service contractors

Meetings, Trainings, Conferences, Community meetings (Department/County sponsored or funded)

- Any food, snacks, or beverages provided shall adhere to the County's Nutrition Standards.
- In situations where the County is partnering with other agencies and organizations in sponsoring conferences, public meetings or community events, appropriate County representative(s) will provide copy of these Wellness Policy guidelines to assure that the guidelines are considered when selecting food and beverages for event(s).

- County departments providing catering services to non-County customers are highly encouraged but not required to adhere to the County's Nutrition Standards.

County-sponsored or County-supported Fundraisers (Heart Walk, Charitable Contributions Campaign, etc)

Organizers of fundraisers are strongly encouraged to offer healthy food options when such events are conducted on County property or are sponsored by the County off-site.

Public Counters / Lobbies / Waiting Areas

Only food items that meet the County's Nutrition Standards may be made available by the County in public areas.

Employee Food

- The County's Wellness Policy does not impact or regulate employee "brown bag" meals, snacks or food brought in to share with others.
- Employees are encouraged, however, to be sensitive to co-workers' health considerations and dietary restrictions when bringing food and/or beverages to work to share with others. Additionally, employees are encouraged to bring healthier option(s), such as fruits, vegetables or water, when bringing food to work to share (e.g., potlucks or other food-centered activities) or undertaking individual fundraising activities even when no County monies are being used.

3. PHYSICAL ACTIVITY:

Work Breaks for Physical Activity/Flexible Work Schedule

- Employees are encouraged to use their daily breaks and meal periods to be physically active. Employees are encouraged to seek opportunities to be more physically active during the course of their workday (e.g., park further from the building, walking meetings, taking stairs instead of the elevator, work stretches, etc.)
- Supervisors are encouraged to consider requests for flexible work schedules for employees who want to be physically active during the workday consistent with the County's Flex Time Guidelines (Administrative Memo E-9), any subsequent County flex-work/flex-time policies, and departmental operational needs.

Stretch Breaks at Meetings

It is strongly recommended that meetings/trainings/conferences lasting more than one hour include moving / stretching breaks in the agenda, no less than once every two hours and more frequently as possible.

Departmental Injury Prevention Programs

Departments are encouraged to review and update their Illness and Injury Prevention Plans (IIPP) on an annual basis, and to work with Risk Management and Safety as appropriate to consider establishing pre-work stretching programs and/or other department physical activity program(s) to improve physical health and reduce injuries. Departments may consider sponsoring such programs provided that there are specific program guidelines in place.

4. TOBACCO-FREE LIFESTYLE:

Supporting a tobacco-free lifestyle

Employees and/or family members who smoke are encouraged to consider quitting smoking and are supported in their endeavors to do so.

Eliminating workplace tobacco exposure

The County will work to reduce workplace tobacco exposure and periodically bring forth recommendations to strengthen the County Smoking ordinance with the goal of eliminating workplace exposure to secondhand smoke.

5. MENTAL WELL BEING (Work-Life Balance & Stress Management / Behavioral Health):

Flexible Work Arrangements

Supervisors are encouraged to consider flexible work arrangements consistent with the County's Flex Time Guidelines (Administrative Memo E-9), any subsequent County flex-work/ flex-time policies, and departmental operational needs.

6. EMPLOYEE ENGAGEMENT, EDUCATION & TRAINING:

Wellness Training Requirement.

- The County will establish a Wellness Training target of no less than four hours each fiscal year for participation in County-sponsored classroom and/or online training.
- Employees are encouraged to take advantage of health trainings, programs and activities through the Employee Wellness Program (*e.g.*, onsite and web-based training, workshops, health screenings, health activities, etc.), Health Plans and/or Employee Assistance Program.

Wellness Training and Education.

- The County will promote employee benefits and programs that give employees critical health-improvement knowledge and skills that contribute to their best possible health and well-being as well as work-life education and skills to be able to effectively manage the demands of work and personal life. These will include but are not limited to:
 - nutrition and weight management programs
 - physical activity programs that promote cardiovascular health, muscular strengthening and/or stretching & flexibility
 - smoking cessation education , resources and referral
 - behavior health and substance use education and programs, especially those that impact health and productivity (*e.g.*, substance use, depression, anxiety)
- The County will promote management/supervisor training opportunities regarding strategies and techniques that foster a supportive work environment and contribute to a healthy and engaged workforce.
- The County will sponsor health improvement and career development training programs that focus on building personal and professional skills for effectively managing stress and change.
- The County will sponsor programs that help employees manage the demands of work and personal life (*e.g.*, tele-work, VTO, flexible work schedules).

- The County will continue to sponsor an Employee Assistance Program for employees for individual counseling and services on a variety of work-life matters.
- The County will conduct an ongoing employee awareness campaign regarding wise use of health care system and preventable health care costs.

Use of County Time to Participate in Wellness Training and Activities

- If all or part of these programs is conducted during the employee's normal work hours, the employee may attend County-sponsored programs on County time (001) consistent with departmental policies and with supervisor's approval.
- Alternatively, supervisors are encouraged to consider requests for flexible work schedules for employees who want to attend these programs during the workday consistent with the County's Flex Time Guidelines (Administrative Memo E-9), any subsequent County flex-work/flex-time policies, and departmental operational needs.

County Reimbursement for Fee-Based Wellness Programs

The County will establish guidelines providing for the reimbursement of program fees for participation in certain onsite health and fitness classes conducted during non-County time.

7. PHYSICAL WORK ENVIRONMENT:

New County Buildings or New Leased Space:

Recognizing the benefits of a healthy, productive workforce, , the County is strongly encouraged to consider the following factors in selecting future County buildings or leased space, to the extent practical and consistent with the County's operational, financial, and other needs:

- Proximity to public transportation, bicycle routes and safe sidewalks;
- Safe and convenient bicycle storage either in the building or on the property;
- Within a 15-minute walk of retail food establishments selling fresh fruits and vegetables, if no food service is expected to be included in building design;
- Within a 15-minute walk of exercise facility(s) that include showers and lockers, if Leadership in Energy and Environmental Design (LEED) benchmarks are not used and/or the building is too small in size to have a dedicated space for a fitness center, showers, and lockers;
- When LEED silver (or higher) criteria are to be followed in building design, the County building(s) is encouraged to undertake efforts to include all LEED design elements that contribute to a healthy work environment (*e.g.*, employee showers and locker rooms, convenient and secure bicycle parking/storage, smoke-free building);
- A sufficient number of break rooms/eating areas which include a refrigerator, sink, and microwave and sufficient seating for the employees expected to use it;
- A private, secure, sufficiently sized lactation room, ideally dedicated for this purpose or alternately co-located with priority use given to mothers;
- Prominent interior stairwells that are viewed as the more inviting and convenient option to elevators;
- Landscaping that includes wide sidewalks or walking paths and outside picnic tables; and
- Sufficient employee parking spaces for commute options that reduce the number of driver-only vehicles and/or minimize carbon footprint (*e.g.*, carpooling, vanpooling,

electric/hybrid vehicles, motorcycles). Parking requirements for County vehicles and the public in gaining access to services will be defined by the department(s). Parking requirements shall comply with applicable codes and regulations (*e.g.*, ADA).

Existing County Buildings:

Recognizing the benefits of a healthy, productive workforce, the County is strongly encouraged to consider the following modifications to existing County buildings to the extent such modifications are practical and consistent with the County's operational, financial, and other needs:

- Make stairwells more inviting to use (*e.g.*, bright paint, repairs), make walking paths more and inviting, and fully equip and conveniently situate employee break rooms;
- Develop and post signage to promote walking routes on County property and around County buildings;
- Identify and appropriately equip dedicated or co-located lactation rooms for all County worksites; and
- To the extent the County plans to renovate or improve existing County facilities, the County is strongly encouraged to consider incorporating a dedicated space for a fitness center and/or workout rooms along with a sufficient number of showers and lockers for the employees who work in the building.

Exhibit A

San Mateo County Nutrition Standards (“Healthy Choice”)

The food and nutrient content standards herein are based on the USDA Dietary Guidelines for Americans (2005) (<http://www.health.gov/dietaryguidelines/default.htm>) and the USDA Dietary Guidelines for Americans – Nutrition Service Providers Guide (2005) (<http://www.health.gov/dietaryguidelines/dga2005/toolkit/Providers/Part1.htm>). Current standards may include acceptable alternatives to the “Healthy Choice,” as indicated below.

Pre-Packaged Food and Snacks (on-site food service, vending machines, commissaries, catering and other food purchased with department funds)

- No more than 35% of calories from total fat (excluding nuts and seeds)
- No more than 10% of calories from saturated fat
- No more than 35% of total weight will be composed of sugar (excluding dried or fresh fruits and vegetables)
- Does not contain trans fats added during processing (hydrogenated oils and partially hydrogenated oils)
- Preference for food products that do not contain high fructose corn syrup.
- No more than 360 mg of sodium per serving
- Individual items will not exceed 200 calories.

Pre-Packaged Beverages (onsite food service, vending machines, commissaries, catering and purchased with department funds):

- 100% fruit juices with no added sugars, artificial flavors or colors (limited to a maximum of 10 ounces per container)
- Drinking water with no additives except those minerals normally added to tap water
- Dairy milk, non-fat, 1%, and 2% only (no flavored milks)
- Plant derived milks (e.g. Soy, rice, almond, etc; no flavored milks)
- Artificially sweetened, calorie reduced beverages that do not exceed 50 calories per 12-ounce container.
- Preference for food products that do not contain high fructose corn syrup.

Beverage Service (onsite food service, catering and purchased with department funds):

- Coffee and decaffeinated coffee, hot and/or iced with no added sugar
- Tea and decaffeinated tea, hot and/or iced with no added sugar
- Non-fat, 1%, and 2% milk only; soy or rice milk is OK
- Water pitchers (with sliced lemon, lime, cucumber if desired)
- If sugar packets are provided, non-sugar substitute packets should also be provided.

Prepared Foods (onsite food service, catering and purchased with department funds):

- County and contracted food service operations will offer “healthy option(s),” adhering to the County’s Nutrition Standards. Refer to “USDA Dietary Guidelines for Americans: Nutrition Services Provider Guidelines” for specific guidance when selecting items and preparing food.
- At least one “healthy option” should be available at all times. To the extent reasonably possible, food service providers should choose recipes and modify existing recipes to

adhere to the above-referenced USDA guidelines. These may include but are not limited to:

- Choose more often low-fat or fat-free preparation methods (broil, bake, grill, steamed, roasted);
- Always serve added fats on the side (*e.g.*, dressings, mayonnaise);
- Use whole grain products whenever possible;
- Be mindful of portion sizes; no super-sizing;
- Side dishes, appetizers, and desserts should emphasize fruits and/or vegetables;
- Offer healthy side dishes as the default selection;
- Preference for entrees with tomato-based sauces instead of cream, butter or cheese sauces;
- Include at least one vegetable and/or one fruit with entrée;
- Prepare food with minimal added sugars, caloric sweeteners and/or salt;
- When selecting and preparing meat, poultry, dry beans, and milk or milk products, choose more often lean, low fat, or fat-free options;
- Minimize use of cured products;
- Avoid fats and oils high in saturated fats.

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