



Headquarters

131 Perkins Avenue | Dunbar, WV 25064

phone 304.768.8924 | fax 304.768.2194

toll free 877.34.KISRA | kisra.org

KISRA Staff,

A strong organization cannot exist without healthy employees. The choices we make can help us live healthier, happy, AND that is why KISRA is offering our staff a Workplace Wellness Program called NRG (*sounds like energy*) Nutrition, Resources, and Goodies as part of your benefit package. This program is designed to improve your health, well-being, and productive.

The **goal** of this program is to:

- Provide you with information about your current health status
- Help you set realistic wellness goals
- Arm you with tools and resources to help you reach your goals

Changing your lifestyle might help you save money on health care cost in the future. Your participation in this effort is completely *voluntary/optional* and will allow you to:

- Access resources and information on various health topics in order to set, reach and maintain your goals
- Access and Complete online portals for biometric screenings to help you identify potential issues and risks
- Use a variety of online services to keep tabs on your progress

Each of you can take small steps to improve your overall well-being. I hope you find participating in this worthwhile effort. Keep in mind that participating in of the wellness activities and lunch & learns (i.e. C.C.C. blood pressure screenings, Wellness First/One Community & etc.) can help you understand your current health and potential risks—and you can earn rewards in the process (more information on incentives is forthcoming).

Some details on the wellness program will be included in your folder that you will receive tomorrow at the general staff meeting. You will be asked to sign an acknowledgement form during the meeting.

I am thrilled that we have received grant funds that will allow us to offer this program.

Kind Regards,

LaTausha Taylor
Wellness Coordinator



Wellness Program Liability Acknowledgement Form
Informed Consent & Release Form Liability

I understand that my participation in the NRG Workplace Wellness Program activities, events, lunch & learns and etc. is optional/voluntary and is not a requirement of my employment with KISRA. I am aware that I should consult with a physician before I undertake any physical exercise program. All of my health biometric screening information will be kept confidential and used for data tracking purposes to show overall health improvement for grant reporting purposes.

I will not, nor will anyone acting on my behalf, hold the KISRA, its Board of Directors, employees, responsible for any injuries or death that might occur from my participation in a wellness activity.

I have read and understood this Wellness Activity Liability Acknowledgement Form/Release and sign it voluntarily and with full knowledge of its significance.

Employee Name: _____

Employee Site: _____

Employee Signature: _____

Date: _____

Emergency Contact Information:

Name: _____

Relationship: _____

Contact Number: _____

A copy of this waiver will be in the possession of HR.

June 14, 2017

LaTausha Taylor
Workplace Wellness Coordinator
Kanawha Institute for Social Research & Action, Inc.
131 Perkins Avenue
Dunbar, WV 25064

Dear Ms. Taylor:

I understand that the Kanawha Institute for Social Research & Action, Inc. (KISRA) is submitting an application for the Try This Mini Grant to support the KISRA **NRG (Nutrition, Resources & Goodies)** Workplace Wellness Program in collaboration with the Well@Work Initiative.

The Bureau of Public Health Division of Health Promotion Public Disease supports this program. We are aware of KISRA's record of being a champion of community change and strengthen families in several counties in the state of West Virginia. KISRA has a Health initiative that serves clients in the community. Paradise Farms, a social enterprise of KISRA has hydroponic greenhouses that produce organic vegetables and herbs.

The Bureau of Public Health Division of Health Promotion Public Disease will collaborate with KISRA to ensure the success of their workplace wellness program, which will provide TA support, health related literature/resources, and online CDC Worksite Health Scorecard Action Planning Tool/online portal, wallet size blood pressure cards, posters & other health related tips, suggestions, and ideas. Our organization will assist KISRA in reducing their CDC Health Score Card results to make each of their work sites healthier.

All the best with your application!

Sincerely,

Dasheema Jarrett
Public Health Advisor

SETTING A GOOD EXAMPLE CONTRACT

Healthy Food: Which goals can you commit to?

___ We will provide healthy alternatives to sugary drinks, processed packaged food, and fried foods at our events, celebrations, and meetings.

___ We will find tasty ways to offer healthy food and drink to our staff and guests. We commit to not purchasing sugary drinks, candy, potato chips, hot dogs, and other unhealthy foods to have on-hand at the workplace.

___ We commit to providing healthy foods through our vending machines and/or other special food projects.

___ We will promote and/or participate in our nearby farmer's market (Paradise Farms) which sells fresh fruits and vegetables.

___ We will participate in or provide educational seminars, workshops, or classes on nutrition.

Physical Activity: Which of these can your team commit to?

___ We will have physical activity breaks during meetings, every half hour or so. It can be as simple as letting people get up and stretch for a minute, to get their brains moving and improve focus and energy level.

___ We will post signs in elevators, stairwell entrances, and or exits at our workplace to promote stairwell usage, parking further away, lunch walks, etc.

___ We will help organize at least one local event (5K – run/walk) that promotes physical activity in our community.

___ We commit to organizing or supporting a free exercise program for our staff, community or partners (examples: a lunch-time walking club, a running club, a Zumba class, etc.).

Organizational Representative

Phone Number

Email Address

Organization

Signature

Date

HEALTHY FOOD AND BEVERAGE PLEDGE

KISRA

_____ values the health of our employees and participants, volunteers, partners and guests, and we want to create a culture of health. We commit that our workplace will:

- Make healthy changes to food and beverages at meetings and events
- Identify restaurants and caterers and other food providers where healthier food and beverage choices are readily available and use in our planning activities and events
- Provide leadership support and modeling for our healthy food and beverage efforts
- Educate employees about healthy eating and promote healthier choices
- Provide more fiber – rich whole grains
- Provide reasonable portion sizes
- Reduce and ultimately eliminate sugar-sweetened beverages
- Reduce and ultimately eliminate candy and other less-nutritious, high-sugar foods
- Reduce and ultimately eliminate all regular chips
- Reduce sodium, added sugars, saturated fat and trans fat in our foods and beverage

Print Name: _____

Signature: _____

Date: _____

KISRA

Championing Positive Community Change
www.kisra.org

Healthy Meeting Checklist

- Are options available for indicated special needs and preferences?
- Are enough breaks offered with opportunities for physical activity?
- Are a variety of foods offered over the course of the day?
- Are fruits and vegetables offered?
- Are lower fat, salt, and sugar options available?
- Are whole-grain choices available?
- Is water readily available?
- Is safe food handling practiced?
- Is a variety of foods offered over the course of the day?
- Are locally produced foods offered?
- Are the foods visually appealing?

Facilities Planning

Health, Fitness, and Food Considerations

- Schedule regular physical activity breaks to move about anytime meetings are longer than an hour.
- Think twice about whether it's necessary to offer food at meetings, presentations, and seminars, especially in mid-morning and mid-afternoon. Help create the norm that food does not have to be everywhere.
- Don't be afraid to ask questions of your caterer or facility to make sure you are on the same page.
- Provide participants with maps of the area showing good walking routes.
- Choose a hotel that has good fitness facilities – a fitness room, a pool, etc. Include information about these facilities in materials you send to participants.
- Organize an early-morning physical activity opportunity such as a morning walk, low-impact fitness class, or bird-watching trip.
- Ask the caterer to use lower-fat or fat-free preparation methods, to serve added fats like dressings or condiments on the side, and, if possible, to provide you with the number of calories and fat grams in entrees.



131 Perkins Avenue, Dunbar, WV 25064
Phone: 304.768.8924 Fax: 304.768.2194

AUTHORIZATION TO RELEASE PHOTO

Workplace Wellness/Try This Grant

Staff Name: _____ Date of Birth: _____
 Nickname: _____ Email: _____
 Address: _____ Phone Number: _____

I, _____, hereby authorize KISRA, Kanawha Institute for Social Research & Action, Inc. to use, reproduce, and/or publish photographs and/or video that may pertain to me including my image, likeness and/or voice without compensation. I understand that this material may be used in various publications, public affairs releases, workplace wellness materials, social media, and marketing materials or for other related endeavors. This material may also appear on KISRA's website or social media. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, KISRA may publish materials, use my name, photograph, and/or make reference to me in any manner that KISRA deems appropriate in order to promote/publicize program or service opportunities.

Yes No

I fully understand the terms of the agreement listed above.

Staff Signature: _____ Date Signed: _____

Wellness Coordinator Signature: _____ Date Signed: _____