

## Worksite Wellness Improvement Plan

**Goal 1: Increase the availability of healthy food options for staff.**

**Objective 1: By February 2015, XYZ has a standard of healthy options at meetings in place and operational across all divisions/locations.**

**Evaluation Measure: Documentation of healthy meeting standard; confirmation that standard is being implemented**

**Baseline: No healthy meeting standard is currently in place (May 2014)**

Action Steps (What)	Process (Who, How, When)	Date Completed/Status

**Objective 2: By July 2016, XYZ hosts 4 events that promote healthy food choices.**

**Evaluation Measure: Documentation of dates of 4 events.**

**Baseline: No healthy food choice events have been held. (July 2015)**

Action Steps (What)	Process (Who, How, When)	Date Completed/Status

**Objective 3: By [DATE], XYZ receives local produce on a seasonal/as available basis that staff and visitors can purchase.**

**Evaluation Measure: Documentation of dates local produce is available at XYZ.**

**Baseline: No produce is currently delivered to XYZ. (DATE)**

--	--	--

**Goal 2: Increase opportunities for staff to be physically active.**

**Objective 1: By [DATE], a guideline is in place which permits staff to take 15 minutes a day to participate in physical activity.**

**Evaluation Measure: A guideline is in place which permits staff to take 15 minutes to be active**

**Baseline: No physical activity break guideline exists (May 2014)**

<b>Action Steps (What)</b>	<b>Process (Who, How, When)</b>	<b>Date Completed/Status</b>

**Objective 2: By June 2015, 44% of challenge participants report that the Challenge increased the amount of time they spent participating in wellness activities to a “good” or a “great” extent.**

**Evaluation Measure: Post Challenge Survey**

**Baseline: No comparison data available (January 2015)**

<b>Action Steps (What)</b>	<b>Process (Who, How, When)</b>	<b>Date Completed/Status</b>

**Goal 3: Increase staff's knowledge and awareness of resources which support a healthy lifestyle.**

**Objective 1: By July 2014, XYZ is a member of Healthiest Maryland Businesses (HMB).**

**Evaluation Measure: Documentation of XYZ becoming a member of HMB.**

**Baseline: XYZ is not enrolled in HMB (May 2014)**

<b>Action Steps (What)</b>	<b>Process (Who, How, When)</b>	<b>Date Completed/Status</b>

**Objective 2: By September 2014, the HMB newsletter (which includes wellness resources and information) is made available to all XYZ Staff on a monthly basis.**

**Evaluation Measure: Documentation the HMB newsletter is made available to all staff.**

**Baseline: Currently staff do not receive an HMB newsletter (May 2014)**

<b>Action Steps (What)</b>	<b>Process (Who, How, When)</b>	<b>Date Completed/Status</b>