Policies to Drive Healthier Choices

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Total Worker Health
Wellness Policy: The Problem

- Federal government executive orders to take action to support employee wellness
- CDC wellness offerings (e.g., classes, seminars, events) not accessible to all staff
- Staff and their supervisors confused about work schedule flexibilities for wellness activities
- CDC constraints on “walking the talk” to practice the wellness behaviors we promote
**WorkLife Wellness Services**

Provides health promotion programs to improve the health of the CDC workforce. Designs and promotes health-enhancing campus offerings, amenities, policies, systems, and social supports in the workplace. Provides consultation for health, behavioral and emotional well-being.

<table>
<thead>
<tr>
<th>Campus Supports for Wellness</th>
<th>Behavioral Health and Resilience</th>
<th>Health Education</th>
<th>Health Promotion Campaigns</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active Environments</strong></td>
<td><strong>Individual and Group Support</strong></td>
<td><strong>Seminars and Courses</strong></td>
<td><strong>Promotion of National Health Observances:</strong></td>
</tr>
</tbody>
</table>
| Campus amenities to support active lifestyles through fitness centers, walking routes (indoor and outdoor), and healthy stairwells. | - Employee Assistance Counseling  
- Support groups  
- Coaching  
- Clinical Prevention Counseling  
- Nutritional Counseling  
- Work-Life Referrals | - Physical Activity seminars and classes  
- Nutrition and healthy eating seminars  
- Stress Management  
- Work Life Balance  
- Chronic Disease Prevention (diabetes, hypertension) | - Heart month  
- National Nutrition Month  
- Fitness month |
| **Food Environments**       |                                 |                  | **Agency-wide Campaigns:** |
| Management, direction, and guidance in provision of healthy food offerings in cafeterias, cafes, vending, farmers’ markets, and meetings |                                 |                  | - Get Connected  
- Healthiest CIO Challenge  
- Health Days/Know Your Numbers! |
### Employee Viewpoint Survey - Wellness Perspective

<table>
<thead>
<tr>
<th>Question</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question: 81</strong> “How satisfied are you with Health and Wellness Programs (for example, exercise, medical screening, quit smoking programs) in your agency?”</td>
<td>90.5%</td>
<td>89.4%</td>
<td>90.8%</td>
<td>91.5%</td>
<td>91.59%</td>
<td>91.7%</td>
</tr>
<tr>
<td><strong>Question: 42</strong> “My supervisor supports my need to balance work and other life issues”</td>
<td>84.2%</td>
<td>84%</td>
<td>84.4%</td>
<td>85.8%</td>
<td>87.18%</td>
<td>87.9%</td>
</tr>
<tr>
<td><strong>Question: 62</strong> “Senior leaders demonstrate support for Work/Life programs.”</td>
<td>66.3%</td>
<td>69.1%</td>
<td>69.4%</td>
<td>71.6%</td>
<td>72.89%</td>
<td>75.2%</td>
</tr>
</tbody>
</table>
Employee Participation in Work/Life Programs

*Do you participate in the following Work/Life programs? Health and Wellness Programs (for example, exercise, medical screening, quit smoking programs)

Employee Viewpoint Survey 2013 - 2017

- Telework: CDC 2013 (n=6004-6289), CDC 2014 (n=6238-6562), CDC 2015 (n=6848-6915), CDC 2016 (n=6655-6710), CDC 2017 (n=7089-7116)
- Health/Wellness Programs: CDC 2013 (n=6004-6289), CDC 2014 (n=6238-6562), CDC 2015 (n=6848-6915), CDC 2016 (n=6655-6710), CDC 2017 (n=7089-7116)
- Alt. Work Schedules: CDC 2013 (n=6004-6289), CDC 2014 (n=6238-6562), CDC 2015 (n=6848-6915), CDC 2016 (n=6655-6710), CDC 2017 (n=7089-7116)
- Employee Assistance Program: CDC 2013 (n=6004-6289), CDC 2014 (n=6238-6562), CDC 2015 (n=6848-6915), CDC 2016 (n=6655-6710), CDC 2017 (n=7089-7116)
- Childcare Programs: CDC 2013 (n=6004-6289), CDC 2014 (n=6238-6562), CDC 2015 (n=6848-6915), CDC 2016 (n=6655-6710), CDC 2017 (n=7089-7116)
- Elder Care Programs: CDC 2013 (n=6004-6289), CDC 2014 (n=6238-6562), CDC 2015 (n=6848-6915), CDC 2016 (n=6655-6710), CDC 2017 (n=7089-7116)
CDC Profile for Health

OVERALL HEALTH

Self-Reported Health Status - CDC All

<table>
<thead>
<tr>
<th>Health Status</th>
<th>2015 (n=562)</th>
<th>2016 (n=743)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Fair</td>
<td>3%</td>
<td>3%</td>
</tr>
<tr>
<td>Average</td>
<td>10%</td>
<td>14%</td>
</tr>
<tr>
<td>Good</td>
<td>58%</td>
<td>57%</td>
</tr>
<tr>
<td>Excellent</td>
<td>26%</td>
<td>23%</td>
</tr>
</tbody>
</table>

80-84% of staff reported good or excellent health status

HEALTH RISK CATEGORY

Calculated Health Risk Category - CDC All

<table>
<thead>
<tr>
<th>Health Risk Category</th>
<th>2015 (n=562)</th>
<th>2016 (n=743)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>62%</td>
<td>66%</td>
</tr>
<tr>
<td>Moderate</td>
<td>27%</td>
<td>22%</td>
</tr>
<tr>
<td>High</td>
<td>11%</td>
<td>12%</td>
</tr>
</tbody>
</table>

34-38% of staff in moderate to high risk categories

Note: The information found in this profile is to provide a year-by-year snapshot and is not intended to be used as a trend. The data was gathered anonymously and is a collection of aggregate reports.
Wellness-Related Policies & Guidance

Examples:

• Workplace Violence Prevention (includes anti-bullying)
• Alternative Work Schedules and Telework
• Dietary Guidelines and Healthy Meetings Guidance
• Lactation Support Policy
• Tobacco-free Policy
• Alternative Commute Options and GoCard!
• Disability Program and Reasonable Accommodation
• CDC Staff Wellness Policy
• Well-being Guidance Options for a CDC Unit
CDC Staff Wellness Policy

CDC STAFF WELLNESS POLICY

Sections:
1. PURPOSE AND SCOPE
2. BACKGROUND
3. POLICY
4. RESPONSIBILITIES
5. REFERENCES
6. DEFINITIONS
7. ACRONYMS

Appendices:
A. Health Recommendations
B. Personal Wellness Plan

1. PURPOSE AND SCOPE

This policy implements the authority of the Centers for Disease Control and Prevention (CDC) to provide work-life programs to meet the health and wellness needs of staff. Specifically, this CDC Staff Wellness Policy:

- Provides management flexibility to adjust staff work schedules for wellness activities
- Establishes an opportunity for staff to plan their work schedule with their supervisor around work-life balance and other well-being needs
- Encourages staff to engage in wellness activities around their work days to improve their morale, overall health, readiness (as applicable), and performance
- Confirms CDC's support of identifiable public health goals for all U.S. citizens, including its workforce

This policy applies to all CDC staff: federal employees, Commissioned Corps officers, and affiliates (to the extent allowable by applicable federal laws) working at a CDC campus, at a telework location, or in the field. Contractors are not covered under this policy.
Responsibilities

**WorkLife Wellness Office** – cross-center coordination; partner collaboration; supervisors and staff education; tailor wellness offerings; support CDC Wellness Liaison Network; monitor wellness participation

**CIO Leaders** – Encourage participation including completing a personal wellness plan; model healthy behaviors and work-life balance

**Immediate Supervisors** – Allow flexibility in work schedules; use communication channels to encourage staff to adopt wellness practices; follow AWS, Telework, and Instructions on Leave policies

**Second-level supervisors** – Ensure program flexibility is encouraged; participate in wellness activities to encourage improved productivity and readiness of staff

**CDC Staff** – Follow national health recommendations for preventive health practices and screenings; create a personal wellness plan
Health Recommendations (Appendix A)

• Meet the HHS physical activity guidelines for Americans to accumulate 150 minutes a week of moderate intensity physical activity.

• Reduce prolonged sitting time with intermissions such as standing, stretching, or short walks every one to two hours.

• Understand healthy nutrition behaviors and apply those according to dietary needs.

• Be knowledgeable about health status and take part in recommended preventive screenings.

• Maintain readiness and resilience pertaining to physical and mental well-being, including work and home environments.

• Acquire skills in work-life balance that may include communication techniques, time-management, and organizational skills.
Wellness Plan (Appendix B)

PERSONAL WELLNESS PLAN

This CDC Personal Wellness Plan is a tool that helps an employee identify their wellness goal and activities to reach that goal. Keeping this plan visible and sharing it with others can improve adherence to the wellness commitment. Use of this tool is optional and may be used in a conversation between a supervisor and an employee, should an employee choose to share their plan with their supervisor.

Workforce Member:

Name________________________ User ID____________________

CIO________________ Division/Branch________________ Campus____________________

Personal Wellness Goal:

______________________________
______________________________
______________________________

Activities to Meet Goal:

______________________________
______________________________
______________________________

Wellness schedule: (insert time or class on appropriate day)

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
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Frequently Asked Questions (FAQs)

FAQs were developed based on actual questions from policy reviewers.

General Qs Examples:
- Where am I allowed to participate in wellness activities?
- Who is covered under this policy?
- Does the policy allow for wellness activities during tour of duty time?

Supervisor Qs Examples:
- How can supervisors support this policy?
- Can supervisors grant an excused absence for staff to participate in a health and fitness activity?
Success Story

I knew there was a wellness policy at CDC, but didn’t know what the policy allowed, so reached out to the WorkLife Wellness Program to find out more. After reviewing the policy and the accompanying FAQ document, I shared the policy and information with my team during our February team meeting, telling them that although it was February it wasn’t too late to make a New Year’s Resolution to be more active! I wanted to be supportive of team members that wanted to use the CDC facilities/classes to fit wellness into the work day. I encouraged my team to become more active and told them I am open to working out schedules accordingly. Several team members have already taken advantage of the support to be more active, and it is great to have a policy that makes fitting wellness into the work day possible.

~ CDC Team Lead
Well-being Cultures at the Unit Level

Well-being Guidance Options for a CDC Unit encourage CDC offices and teams to establish other healthy office practices that may involve work restructuring and boundaries.

<table>
<thead>
<tr>
<th>Well-Being Options</th>
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</thead>
<tbody>
<tr>
<td>1. Offer healthy food and beverage options at meetings.</td>
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<tr>
<td>2. Hold walking meetings.</td>
</tr>
<tr>
<td>3. Hold standing meetings or invite standing in portions of meetings.</td>
</tr>
<tr>
<td>4. Schedule meetings for 50 minutes to allow transition time between meetings.</td>
</tr>
<tr>
<td>5. Avoid scheduling meetings during typical lunch hours.</td>
</tr>
<tr>
<td>6. Hold casual dress days.</td>
</tr>
<tr>
<td>7. Send emails before 7 a.m., after 7 p.m., and on weekends only in an emergency.</td>
</tr>
<tr>
<td>8. While on personal leave, refrain from responding to emails or joining conference calls.</td>
</tr>
</tbody>
</table>
Promoting the Policy

• Executive Health and Well-being Council
• Management Officials
• Supervisors – Leading Well course
• NIOSH, NCCDPHP and other programs’ All-Hands meetings
• Wellness Liaisons and Partners
• CDC Connects article (intranet)
• Fact sheets – internal and external
Questions?

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Telephone: 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348
Visit: www.cdc.gov | Contact CDC at: 1-800-CDC-INFO or www.cdc.gov/info

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.