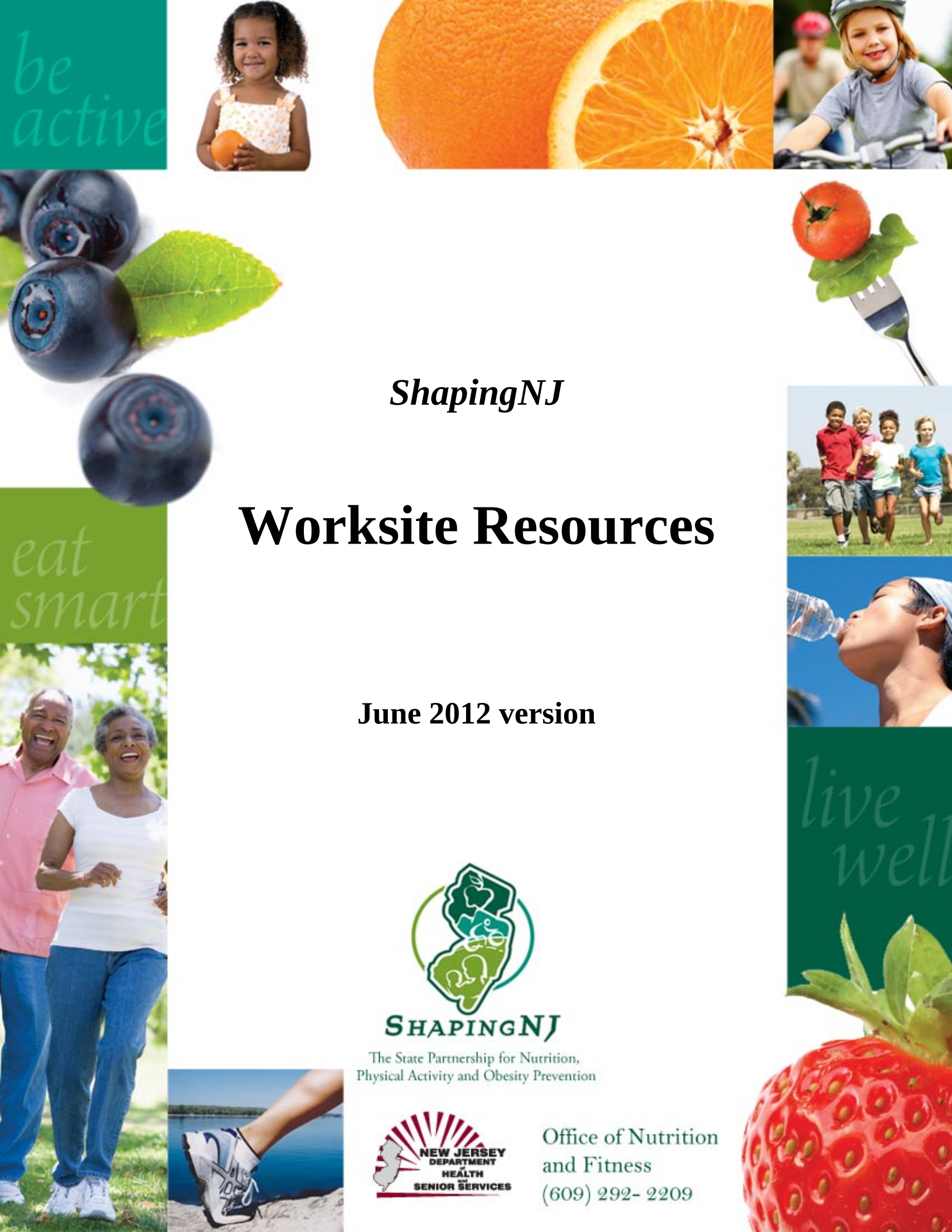

ShapingNJ

Worksite Resources

June 2012 version

SHAPINGNJ

The State Partnership for Nutrition, Physical Activity and Obesity Prevention

NEW JERSEY DEPARTMENT of HEALTH and SENIOR SERVICES

Office of Nutrition and Fitness
(609) 292- 2209

Worksite Resources
June 2012

Introduction:

As of June 2012, these are select Worksite resources from or recommended by ***ShapingNJ*** partners. Worksite Workgroup continues to grow. As partners join the workgroup and continue to develop tools, additional resources will be added.

Contents:

1. Worksite Wellness Links
2. Sample Outline for Developing an Organizational Employee Wellness Plan, *Employers Association of New Jersey*
3. Get Moving Get Healthy New Jersey – Workforce Informational Brochure, *Rutgers NJAES*
4. GMGHNJ Week 1 Outline, *Rutgers NJAES*
5. GMGHNJ Week 1 Employee E-mail, *Rutgers NJAES*
6. Healthy Eating on the Job, Fact Sheet, *Rutgers NJAES*
7. Power Foods at Meetings and Healthy Power Lunches, *Rutgers NJAES*
8. Ways to Increase Physical Activity at Work, *Rutgers NJAES*
9. Stress Less on the Job, Fact Sheet, *Rutgers NJAES*

Worksite Wellness Links

Employers Association of New Jersey – Workforce Wellness and Engagement Program

http://www.eanj.org/content/workforce-wellness-and-engagement

ShapingNJ Partner, EANJ was awarded a grant by The Robert Wood Johnson Foundation to develop a comprehensive online resource for employers who want to implement workforce wellness and engagement programs.

This Website provides information and resources to employers, particularly smaller employers with 50 or less employees, so that they can successfully engage their employees in Wellness Programs.

According to EANJ:

> Eight out of ten New Jerseyeans work for a small employer, with about 1,400,000 employed by an employer with 50 employees or less. As in most states, the smaller the employer, the higher the health care premium. For example, in 2010, an employer with 20-50 employees paid about $8,800 per employee per year for health care. In contrast, an employer with 100 or more employees paid about $7,500.
>
> In 2010 EANJ convened ten meetings with employers in five regions of the state. Among the top issues expressed by the 458 private sector employers that participated were 1) increased health care costs (78%); 2) maintaining the productivity of the existing workforce (62%); 3) the mismatch of skills of current and future workers (39%); and 4) finding the money to make capital investments (32%).
>
> The issues above are interrelated and all employers face them. But as noted, while various workplace wellness programs are now commonplace, they are supported primarily by larger employers. The state's smaller employers, for whom most New Jersey residents work, are left to fend for themselves. Worse, there are substantial obstacles for small employers to invest in disease prevention and employee wellness, even though the literature indicates that such programs would raise productivity and lower health care costs over time.

The Website provides concise and direct answers to Worksite Wellness questions that employers ask most often, including legal concerns that can make employers hesitant to embrace Worksite Wellness initiatives.

The Website also includes links to National and State resources.

American Cancer Society

http://www.acsworkplacesolutions.com/
http://www.acsworkplacesolutions.com/activeforlife.asp
http://www.acsworkplacesolutions.com/meetingwell.asp

ShapingNJ Partner, ACS offers an array of health and wellness tools for employers. Active for Life Online is a 10-week program that uses individual and group strategies to help employees become more physically active. Meeting well is a guidebook that offers companies healthy food ideas.

WorkWellNC

http://www.eatsmartmovemorenc.com/Worksites/Worksites.html

Work*Well* NC is a North Carolina-based private-public partnership whose mission is to provide small businesses in North Carolina the expertise and resources to implement affordable and effective worksite wellness programs.

Of particular note on the Website are the following:

Toolkit

An extensive set of tools for developing a wellness program at your worksite

WorkWell NC Toolkit

Eat Smart Workbook

Manage Stress Workbook

Move More Workbook

Wellness Commitee Workbook

Turnkey Programs – 4 to 10 week programs that can be adopted and implemented at your worksite:

http://www.eatsmartmovemorenc.com/Worksites/Turnkeys/Turnkeys.html

Worksite Guides – How-to Guides to subjects like bringing fruit and vegetables into the worksite, introducing physical activity into meetings, supporting breastfeeding, creating a stairwell initiative, serving healthy foods at meetings, and more:

http://www.eatsmartmovemorenc.com/Worksites/Guides/Guides.html

Turnkey Programs

Programs that are easy to implement that enhance wellness at your worksite

	Ten Minute Challenge - An eight-week worksite wellness activity that encourages employees to practice health enhancing behaviors such as eating smart, moving more, quitting now and managing stress.		Fruits and Veggies Challenge - A month-long challenge activity to encourage employees at your worksite to eat more fruits and vegetables every day.
	Manage Stress - A four-week worksite wellness activity that provides employees the opportunity to practice and adopt a variety of strategies to reduce and manage stress.		Scavenger Hunt - An eight-week worksite wellness activity that encourages employees to find resources in the community to enhance their health and well-being, and to share these resources with co-workers.
	Smart Fuel - A ten-week worksite wellness challenge to help employees eat smart.		Puzzle - A five-week worksite wellness activity that encourages employees to be physically active.

Sample Outline for Developing an Organizational Employee Wellness Plan:

□ Program Purpose

This voluntary program of formal and informal activities is designed to improve the health and well-being of all employees and reduce or eliminate personal problems affecting employee health and work productivity.

Program Objectives

□ Primary Goal

The _____ Employee Wellness Program will strive to increase the well-being and productivity of all employees, through the enhancement of all aspects of health. The program seeks to increase awareness of positive health behaviors, to motivate employees to voluntarily adopt healthier behaviors and to provide opportunities and a supportive environment to foster positive lifestyle changes.

Measurable Outcome/Impact Objectives for FY _____

□ Employee Wellness Program Objectives for FY _____

By the end of FY____, __% of _____ employees returning surveys will report they are aware that the Wellness Program is available at _____.

By the end of FY _____, ___% of employees returning surveys will report that having the Wellness Program available contributes to a more positive work climate.

By the end of FY_____, ____% of employees returning surveys will report that they have participated in at least one wellness activity.

By the end of FY ____, at least ____% of employees who have participated in “Awareness” activities will report that the activities increase their knowledge about healthy lifestyle behaviors.

By the end of FY ____, at least ___% of employees who have participated in “Awareness” activities will report that the activities increase their motivation to adopt healthy lifestyle behaviors.

By the end of FY _____, at least ___% of employees who regularly participated in “Lifestyle Change” activities will report that they maintained the activity for at least 3 months.

By the end of FY _____, at least ___% of ____ employees will report that the Wellness Program is sensitive to the needs and interests of employees.

□ Survey of Employee Needs

□ Employees were surveyed to gather data on the interest in wellness activities, types of events, topics of interest, and preferred cost and times for activities. In summary, the following results were noted: _____

□ Eligibility Requirements

□ All employees are eligible for voluntary participation in the wellness activities.

□ Family members are eligible to participate per guidelines set by the organization.

□ Use of Facilities

Wellness program activities will take place in designated space. This may include conference rooms and other available onsite indoor and outdoor areas as well as off site locations.

□ Providers of Instruction

□ Providers of instruction or services for the wellness program will include (health educators, nutritionists, mental health professionals, certified fitness instructors, qualified yoga instructors, and registered massage therapists.)

□ Only persons with accepted degrees or recognized training/certification will be selected. All providers’ qualifications will be reviewed by the Wellness Coordinator to ensure the highest standards are met.

□ All leaders of vigorous exercise will meet all required criteria including current CPR certification, personal liability insurance, and certification from an appropriate fitness instructor-certifying agency.

□ In the case that an employee meets the requirements for becoming a provider of services, that employee will perform those services at no cost if delivered during normal working hours, or may charge a fee if the services are delivered during non-working hours such as lunch or after work. In no case will employees receive compensation for providing services during the time they are being paid by the state.

□ Program Content

The Wellness Program will consist of activities which include awareness, lifestyle change, and supportive environment. Depending on availability of funds and personnel support, the activities in each area may include, but not be limited to:

□ Awareness:

- Wellness bulletin boards
- Periodic coverage of activities in employee newsletters
- One-time events, such as Great American Smokeout and National Employee Health and Fitness Day
- Occasional education events

□ Lifestyle change:

- Aerobics classes
- Use of Fitness Rooms
- Yoga classes
- Chair Massages
- Referral to services by Employee Assistance Programs

□ Supportive Environment:

- Continued encouragement for cafeteria/vending machines to offer healthy food options
- Smoke-free environment policy
- Policies and physical facilities that encourage physical activity

□ All employees who participate in vigorous exercise must complete the Participation in Physical Fitness Program informed consent form, and the Physical Fitness Readiness Questionnaire before beginning classes. These forms are distributed by, and returned to the Wellness Coordinator or their representative, to be kept on file.

□ Program Costs

☐ Personnel costs
☐ Facilities modification
☐ Providers of instruction/services, awareness, lifestyle change, supportive environment activities
☐ Equipment and supplies
☐ Incentives/Awards
☐ Costs may be allowed for items such as memberships in health clubs, sports leagues/team registration or medical screening services.
☐ For ongoing lifestyle change activities hosted on-site, such as aerobics, massage therapy or yoga classes, employees will pay all costs associated with the instruction directly to the instructor.
☐ Employee Assistance Program.

☐ Program Scheduling

☐ Wellness activities may be scheduled during the following normal work times:

- ☐ before work
- ☐ during work
- ☐ between work (lunch)
- ☐ after work.

☐ Flexible schedules are allowed in order to provide adequate time to participate in wellness activities.

☐ Program Coordination

☐ A Wellness Coordinator has been designated
☐ A Wellness Committee has been established to plan, direct and implement wellness activities.
.

☐ Expected Results

☐ It is expected that employees will report that the availability of wellness activities contributes to a positive work environment and healthier behavior.
☐ Methods for monitoring and evaluating the programs will include at least the following:

- Periodic employee-wide surveys to assess awareness of, participation in, and satisfaction with the program.
- Reports of participation in the various lifestyle and awareness activities offered throughout the year.
- Monthly reports on types and numbers of programs offered.
- Employee focus groups, surveys, and suggestion boxes for obtaining quantitative and qualitative employee input into program activities.
- Session evaluation forms will be completed by participants for educational events.
- Employees may complete a health risk appraisal periodically to assess adoption of healthy behaviors.

Research shows that healthy employees are productive employees. According to Healthy Workforce 2010, health promotion is an investment in human capital. Employees are more likely to be on the job and performing well when they are in optimal physical and psychological health. They are also likely to be attracted to, remain with, and value a company that obviously values them. In short, a company's productivity depends on employee health. Reduced absenteeism, a reduction of employee health risks, job satisfaction, and employee morale are all part of improved productivity.

Get Moving - Get Healthy New Jersey with FCHS

Contact the Ocean County Family & Community Health Sciences Educator at:

Joanne Kinsey, MS

Rutgers Cooperative Extension of Atlantic/Ocean Counties

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www.rutgers-atlantic.org/fchs

RUTGERS
New Jersey Agricultural Experiment Station

Get Moving Get Healthy New Jersey - Workforce!

Get Moving - Get Healthy New Jersey with FCHS

12 or 24 Week Employee Wellness Program (Online)

www.njaes.rutgers.edu

A healthy workforce is a productive workforce

Regular physical activity helps prevent many chronic diseases and conditions, such as heart disease, colon cancer, Type 2 Diabetes, osteoporosis, and conditions related to obesity, such as stroke and arthritis (U.S. Dept. of Health & Human Services). Each year, an estimated 250,000 deaths are attributed to lack of physical activity (American Cancer Society).

Eating habits resulting from a fast-paced lifestyle and frequent meals eaten on the run lead to diets high in fat, sodium, and calories, possibly increasing the risk for major disease. Creating a healthy lifestyle can improve one's overall sense of wellness. As a result of this wellness program the participants will learn:

- How eating nutritious foods can contribute to a healthy lifestyle
- Strategies for changing eating and exercise habits
- Practical tips for adapting lifestyle

Workplace wellness is an investment in human capitol!

RUTGERS
New Jersey Agricultural Experiment Station

How the online program works:

Twelve, or twenty-four, weekly focus-oriented topics provide concise, easy-to-read, evidence based information related to the following (sample) health messages:

Stress Less with Healthy Diet & Physical Activity

Body Mass Index (BMI)

Walk NJ Point to Point

Eat Colorful Foods: Fruit

Eat Colorful Food: Vegetables

Reading Food Labels: the Key to Success

Packing a Healthy Lunch

Have a Healthy Heart

Positive Attitude + Positive Relationships = Healthy Lifestyle

The Importance of Sleep

Personal Safety

Sustaining a Healthy Lifestyle

Get Moving-Get Healthy New Jersey…Workplace

Presented by
Rutgers Cooperative Extension's Family and
Community Health Sciences

Week 1 – Stress Less at Work

Job stress can be related to carrying personal issues and frustrations into the workplace. The effect of stress can be felt in terms of productivity on and off the job. Balancing stress is the key to a fulfilling and healthy lifestyle. Start by consuming a healthy diet rich in colorful fruits, vegetables, low-fat calcium foods such as milk, cheese and yogurt, whole grain foods, and lean meat, fish and poultry. The resources below were selected to assist you on your personal journey to a healthy lifestyle!

Click on the link HERE for the newsletter

Rutgers Cooperative Extension Fact Sheet

Workplace Wellness: Stress Less on the Job – RCE Fact Sheet #1166

Check out these great resources!

Choose MyPlate SuperTracker is a way to get information about food, fitness and health

Stress symptoms on your body from the MayoClinic

The Families, Food & Fitness Community of Practice at eXtension provides an array of Information by topic for consumers

Social Media links

Family & Community Health Sciences webpage

Family & Community Health Sciences on YouTube

Follow Get Moving-Get Healthy NJ on Twitter

Like us on Facebook – www.facebook.com/Get Moving-Get Healthy New Jersey

Small Steps to Health & Wealth Challenge - To sign up for the SSHW Challenge, follow the "Challenges" link on the *Small Steps to Health and Wealth*™ Web site at http://njaes.rutgers.edu/sshw/. Set up a user name and password and download a simple one-page user's guide with instructions about how to proceed.

Get Moving Get Healthy NJ Workplace

Week 1 - Stress Less on the Job! **2012**

Stress Less on the Job!

Balancing stress is essential to a fulfilling and healthy lifestyle. Consuming a diet rich in colorful fruit, vegetables, low-fat calcium rich foods such as milk, cheese, and yogurt, whole grain foods and lean meat, fish and poultry.....READ MORE

Quick Links

Healthy on the Job: Workplace Wellness Newsletter- Stress Less on the Job!

NJAES FCHS Department Website

Follow us on Facebook
Twitter

Get Moving Get Healthy NJ on YouTube

Get Moving Get Healthy NJ on Vimeo

Join Our Mailing List!

Dear Joanne,

Welcome to the Get Moving Get Healthy NJ Workplace Wellness Program. Each week you will receive a message including a Healthy on the Job: Workplace Wellness Newsletter and links to evidence-based information and articles. Enjoy your journey to a healthier lifestyle!

Rutgers Cooperative Extension Fact Sheet

Stress Less on the Job

Check out these resources!

Choose MyPlate SuperTracker is a wealth of information about health & fitness.

Stress symptoms on your body from the MayoClinic.

The Families, Food & Fitness Community of Practice on eXtension provides user-friendly topics for consumers.

Get Moving Get Healthy New Jersey

The initiative that brings evidence-based information about healthy lifestyle to NJ residents where they work and live. You have taken a first step to improving your and your family's health with the following:

- Find information on eating right, and being active and healthy
- Get Moving with Walk New Jersey Point-to-Point Challenge
- Connect with activities in your community

www.getmovinggethealthynj.rutgers.edu

Workplace Wellness: Healthy Eating While on the Job

Fact Sheet FS1106

Cooperative Extension

FAMILY AND COMMUNITY HEALTH SCIENCES

Joanne Kinsey, M.S.

The American Workforce

In the U.S. there are 141 million full- and part-time workers. Workplace wellness programs help employees reduce health risks and improve the quality of life. Health promotion in the workplace benefits the employer and the employee in terms of reduced health care costs, reduced sick time, and increased productivity. According to the Centers for Disease Control, 63% of the American adult population is overweight or obese. Eating a healthy diet on the job can help adults control weight, reduce the risk of chronic disease, heart disease, and some cancers.

This fact sheet is one of a four-part series titled; Workplace Wellness: Starting the Day with a Healthy Breakfast; Workplace Wellness: Ways to Increase Your Physical Activity on the Job; and Workplace Wellness: Power Foods and Healthy Power Lunches are also available.

Healthy Snacking at Work

What about a mid-morning snack at work? Don't head for the vending machine to satisfy your hunger! Reach for a nutritious piece of fresh seasonal fruit, dried fruit or yogurt to energize your morning.

Mid-morning snack options:

- Small yogurt or prepared yogurt smoothie
- Low-fat cheese and crackers
- Fresh peach, pear, apple or banana
- Pre-cut vegetables or fruit
- A handful of dried fruit (raisins, dried cranberries or blueberries)
- Keep a bottle of water nearby as you work rather than reaching for a sweetened soft drink.

A Satisfying Lunch Helps You Sail Through the Afternoon

People often ask, "What can I eat for a healthy lunch?" Lunch not only provides a break from the workday, it also is a good opportunity to refresh your energy level for the remainder of the workday. A balanced lunch includes a tasty protein food, vegetables and fruit. Putting it all together in an insulated lunch bag is easier than you think. It's well worth your time to pack foods that are nutritious, appeal to you, and are easy to eat while on the job. You will not only save money, but you will eat healthier too!

Try these tips if you are packing lunch for the workplace:

- A savory salad or vegetable wrap can be made by adding a serving of lean low-sodium turkey, chicken or tuna.
- Use whole grain wraps, tortillas and breads to enhance the nutrient density of your meal.
- Include hummus in a vegetable wrap or serve as a spread with pre-cut vegetables.
- Add colorful and nutritious vegetables to your meal with fresh spinach, sliced tomatoes, red peppers, or cucumber slices.

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Workplace Wellness: Healthy Eating While on the Job

Fact Sheet FS1106

- Use low-fat cheese for extra calcium, protein and flavor.
- Yogurt with added fresh fruit chunks is a satisfying meal or snack by adding a handful of crunchy granola sprinkled on top.
- When purchasing lunch, choose salads that include fat-free dressings on the side and lean low-sodium meat and cheese.
- If you have access to a microwave oven, try a package of steamer vegetables or pop in a scrubbed sweet potato (top with a light sprinkle of cinnamon sugar before serving).
- Save a serving of a hearty homemade soup from home, or choose a low-sodium prepared soup such as minestrone, bean, or vegetable combination.
- Check the label when using frozen, prepared lunch entrees: look for low-sodium, low-fat options.
- Drink water, fat free milk or sugar free drinks as your lunch beverage.
- Fresh fruit packs well and makes a sweet dessert for your lunch.

Afternoon Snack

For an afternoon snack consider fresh fruit or crunchy colorful vegetables. Pack a plastic container or zip-lock bag full of broccoli pieces, red and green pepper rings, cucumber, fresh green beans, cherry tomatoes, baby carrots, snow peas or celery sticks. A handful of salt free walnuts or almonds make an excellent snack that adds some protein for some afternoon energy.

Keep a zip-lock bag tucked in your desk with these easy to eat snacks such as unsalted almonds and walnuts, raisins, dried cranberries, pumpkins or sunflower seeds, or a dried fruit combination of your choice make a quick snack. A granola bar is also a good food that can be safely kept in your desk. If you have access to a refrigerator, keep a few low-fat containers of yogurt for a quick protein snack or lunch.

Our workforce can improve its health and productivity. By thinking ahead and planning for work snacks and meals, you can reduce the consumption of calories and fat. Plan simple, easy to eat foods that are nutritious and satisfying. Encourage coworkers to share in the preparation of a one pot-luck meal weekly by having each employee bring in a cut/chopped fruit or vegetable that can be combined to create a super salad bowl. The result will be a fun and interesting meal.

Additional Information

www.getmovinggethealthynj.rutgers.edu

www.njaes.rutgers.edu

www.fruitsandveggiesmatter.gov

Apple Tuna Sandwiches

Ingredients:

2 6 oz cans unsalted tuna in water, drained
1 tsp honey
1 medium apple chopped
6 slices whole wheat bread
1 celery stalk, peeled and chopped
6 lettuce leaves
1/4 cup low fat vanilla yogurt
6 slices tomato
1 tsp prepared mustard

Combine and mix the tuna, apple, celery, yogurt, mustard and honey. Spread 1/2 cup of the mixture on three bread slices. Top each slice of bread with lettuce, tomato and remaining bread. Cut sandwiches in half or as desired.

Number of Servings: 3

Cups of Fruits and Vegetables Per Person: .75

Nutritional information per sandwich:

Amount Per Serving		
Calories 330	**Calories from Fat 30**	
Daily Value (DV)*		
Total Fat	4 g	5%
Saturated Fat	1 g	5%
Trans Fat	0 g	0%
Cholesterol	35 mg	12%
Sodium	370 mg	15%
Total Carbohydrate	37 g	12%
Dietary Fiber	6 g	24%
Sugars		14g
Protein		38g
Vitamin A		40%
Vitamin C		20%
Calcium		15%
Iron		20%

*Percent Daily Values are based on a 2,000-calorie diet.

Diabetic Exchange**

Fruit: 0	Vegetables: 0
Meat: 4	Milk: 0
Fat: 0	Carbs: 2
Other: 0	

** Diabetic exchanges are calculated based on the American Diabetes Association Exchange System. This site rounds exchanges up or down to equal whole numbers. Therefore, partial exchanges are not included.

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July 2009

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Workplace Wellness: Power Foods at Meetings and Healthy Power Lunches

Fact Sheet FS1105

Cooperative Extension

FAMILY AND COMMUNITY HEALTH SCIENCES

Joanne Kinsey, M.S.

Very often food and beverages are an important part of business meetings. Keeping the food choices nutritious while keeping them simple, attractive, and staying within budget limits can be a daunting task. According to the USDA's Healthy Guidelines for Americans, diets rich in foods containing fiber, such as fruits, vegetables, and whole grains, may reduce the risk of coronary heart disease. Also important to keep in mind is that diets rich in milk and milk products can reduce the risk of low bone mass throughout the life cycle. Meeting planners must make informed choices when adding food to the business agenda.

Why is the Food Planner Task so Challenging?

Meeting planners often find it difficult to design a meal or refreshment break menu that meets nutritional balance and is appealing to the meeting participants. It is good practice to inquire about food allergies, dietary restrictions, and religious, ethnic or cultural food practices on meeting registration forms and before planning a menu. Another challenge is keeping the refreshment cost reasonable. A simple menu with fresh foods will likely be the most nutritious and cost efficient. Some planners may find it easier to purchase a selection of fresh fruit and pre-cut vegetables rather than use high cost menus from caterers.

This fact sheet is one of a four-part series titled; Workplace Wellness: Starting the Day with a Healthy Breakfast; Workplace Wellness: Ways to Increase Your Physical Activity on the Job; and Workplace Wellness: Power Foods and Healthy Power Lunches are also available.

Ready, Set, Plan a Healthy Meeting!

Choose a variety of foods that are low-fat, low in sugar, and will be low in calories. Remember to read labels to understand the ingredients in foods and to keep portion sizes reasonable. Keep in mind that a typical serving size of fruits or vegetables is ½ cup. Look for a food provider that offers healthy menu alternatives including low-sodium and low-fat options. Choose healthy foods and use the following suggestions as a guide:

- When planning light refreshments consider fresh or dried fruit like raisins or cranberries.
- Breakfast refreshments should include fresh fruit, yogurt, low-fat milk, and whole grain foods. Avoid serving pastries and donuts for breakfast.
- Veggie trays are a colorful and healthy option. Make sure the dip is made with low-fat or fat-free ingredients! Serve salsa or bean dip for added nutrition.
- Cold water is a refreshing drink during a meeting. If the budget allows, purchase small bottles of water for a simple beverage solution.
- Serve small bagels, or bagels that are cut in half or cut in quarters, and use mini muffins rather than large high calorie versions.
- Slice cheese thinly or cut into small chunks for a bite-sized piece.
- Low-fat popcorn is simple and easy to eat.
- Fruit juice and club soda make light and refreshing drinks.
- Angel food cake served with fruit chunks and yogurt dip is sweet and satisfying.

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Workplace Wellness: Power Foods at Meetings and Healthy Power Lunches

Fact Sheet FS1105

- When planning a luncheon be sure to add at least one vegetarian selection to the menu.
- Low-fat cooking methods include: broiling, roasting, grilling, steaming, and baking.

Be sure to add a stretch break into the meeting agenda! Everyone appreciates a chance to stand and stretch after sitting for a long period of time.

Tips for Planning Successful Power Breakfast, Lunch and Dinner Meetings

- Choose a restaurant within walking distance of the office, and pass up "all you can eat" restaurants for meeting sites.
- If you are meeting with more than three people, make a reservation so the restaurant is ready for you when you arrive.
- Allow enough time to walk to the restaurant, eat while you discuss your business, and time to get back to the office. If your time is short, let the server know that you have limited time for the meal, or call ahead with the order.
- Check ahead of time to see if the restaurant can accommodate dietary restrictions, religious or cultural dining requests.
- Choose a restaurant that offers a wide variety of menu selections such as interesting salads, nutritious side dishes, low-fat dressings, and lean foods that are prepared with low-fat cooking methods.
- Look for foods that are freshly prepared using fresh ingredients. Select salads that are freshly prepared and include a variety of leafy greens, lean meat or low-fat cheese and a colorful array of textures.
- Request nutrition information or check web sites ahead of time to see if nutritional information is provided.
- Select colorful fruits and vegetables. Spinach, tomatoes and red peppers make good additions to your lunch plate.
- Grilled foods usually contain less fat than other choices. Be aware that high sodium foods may include: teriyaki, smoked, cured, and barbecued.

When the business meeting includes food it is important to make sure the food is nutritious, is relative to an appropriate serving size, attractive, interesting, and meets dietary needs. Snacks should contribute to the healthy diet of the meeting participants. By avoiding high fat, high sodium, and sweetened foods, the business can contribute to the health and wellness of its employees. Employers and employees benefit when healthy foods are part of the business agenda.

Additional Information

www.getmovinggethealthynj.rutgers.edu
www.njaes.rutgers.edu
www.mypyramid.gov
www.fruitsandveggiesmatter.gov
American Dietetics Association Knowledge Center at www.eatright.org

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Chickpea Dip

Ingredients:

3 cloves garlic
1/4 cup plain low-fat yogurt
1 Tbsp fresh lemon juice
1 tsp olive oil
1/4 tsp salt
1/4 tsp paprika
1/8 tsp pepper
1 (19 oz) can chickpeas, rinsed & drained

Put all ingredients into a food processor and blend until smooth. Serve at room temperature with pita chips, crackers, carrots or other dipping vegetables.

Number of Servings: 4
Cups of Fruits and Vegetables per Person: .50

Nutritional information per 1/4 of recipe:

Amount Per Serving
Calories 140 **Calories from Fat 30**

Daily Value (DV)*		
Total Fat	4 g	5%
Saturated Fat	0 g	0%
Trans Fat	0 g	0%
Cholesterol	0 g	0%
Sodium	30 mg	13%
Total Carbohydrate	21 g	7%
Dietary Fiber	5 g	20%
Sugars	4 g	
Protein	7 g	
Vitamin A		2%
Vitamin C		6%
Calcium		8%
Iron		10%

*Percent Daily Values are based on a 2,000-calorie diet.

Diabetic Exchange**

Fruit: 0 Vegetables: 0
Meat: 0 Milk: 0
Fat: 0 Carbs: 1
Other: 0

** Diabetic exchanges are calculated based on the American Diabetes Association Exchange System. This site rounds exchanges up or down to equal whole numbers. Therefore, partial exchanges are not included.

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Workplace Wellness: Ways to Increase Your Physical Activity on the Job

Fact Sheet FS1107

Cooperative Extension

FAMILY AND COMMUNITY HEALTH SCIENCES

Joanne Kinsey, M.S.

Inactivity is Contributing to the Health of Working Adults

According to the U.S. Department of Human Services, more than 60% of U.S. adults do not engage in the recommended amount of physical activity. Additionally, about 25% of U.S. adults are not active at all. Our health is directly related to our physical activity!

Being healthy is not only good for the employee; it is also good for the employer. Employers can reduce health care costs and benefits by encouraging a healthier workforce. Healthy employees use less sick time, reduce their level of stress, and increase their energy and attention spans.

Many adults work at jobs where they sit at a desk and computer for long periods of time. Employees can increase their level of activity by increasing their movement while on the job. You should always contact your physician before beginning a new exercise program. Start slowly and gradually increase your physical activity.

This fact sheet is one of a four-part series titled; Workplace Wellness: Starting the Day with a Healthy Breakfast; Workplace Wellness: Eating Healthy While on the Job; and Workplace Wellness: Power Foods and Healthy Power Lunches are also available.

Incorporate Opportunities to Increase Your Physical Activity While at Work

According to the Centers for Disease Control, increased physical activity can help you control your weight, reduce your risk of disease, strengthen your bones and muscles, improve your mental health, and increase your chances of living longer.

A good way to determine how much activity you are getting everyday is to keep a walking log or use a pedometer to track your steps. Aim for 10,000 steps per day for maximum health benefits. Following is a list of simple ways to increase your physical activity while on the job:

- During good weather days park further away from the workplace entrance.
- Take short fitness breaks (3-5 minutes each) suggested below every hour throughout the day. Aim for walking a total of 30 minutes during the workday breaks and lunchtime.
  - Walk up and down the stairs a few times.
  - Stand up and sit down a few times to loosen your muscles.
  - Buddy up with a coworker to walk at scheduled break times.

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Workplace Wellness: Ways to Increase Your Physical Activity on the Job

Fact Sheet FS1107

  - Walk reports and other paperwork to colleagues rather than sending an email message.
  - Walk in place in front of your desk for a few minutes.
- Taking the stairs burns five times more calories than taking the elevator.
- Seek out colleagues with similar interests and start a lunch-time walking club.
- Take a walk before or after lunch, split your allotted time in half to accommodate a designated time to walk.
- Set a goal to increase your number of steps per day and increase it periodically.
- While you are walking listen to motivating music with an MP3 player.
- Map out a walking trail that you can take during lunch break or after work.
- Purchase an exercise DVD that can be used during your lunch break. Be sure to check with your employer for approval when you are exercising at the worksite.
- Add variety to your walk by choosing different paths throughout the workplace.
- When walking at night choose a well-lighted, safe place with a smooth surface, wear light or reflective clothing, and remember to carry your cell phone and identification when you walk outside.

Boosting your physical activity helps you maintain good physical and mental health. Keep a good fitting pair of walking shoes at your desk and be ready for opportunities to take a few extra steps on the job each day. Check with your employer to see if they offer a gym membership incentive and seek out colleagues who are interested in signing up for fitness programs after work, or participating in community service walks and fund raisers. Energize your day by surrounding yourself with supportive people and be sure to inspire your walking buddies to maintain their momentum.

Exercising at Your Desk

Tied to your desk and craving a chance to stretch and flex your muscles? Here are a four easy exercises that can be done while sitting at your desk:

1. **Chair Squats:** Stand upright with your feet a shoulder's width apart. Inhale as you start sitting, but let your bottom gently touch the chair without sitting down. Exhale as you push yourself back up to a standing position. Squeeze your buttocks as you do this movement for one minute.
2. **Arm & Elbow Stretches:** Sit up tall in your chair, then, place your fingers on the back of the lower part of your head. Inhale and hold your elbows out wide, squeezing your shoulder blades together. Exhale as you bring your elbows together in front of your nose and feel the stretch in your upper back. Continue to breath deeply as you do this exercise for at least 30 seconds.
3. **Sit Up & Stretch:** Sit up tall in your chair. Spread your arms out wide as you reach both arms up high. Clasp your hands together high above your head, then gently stretch from right to left keeping your torso straight for 30 seconds.
4. **Water Bottle Overhead Press:** Sit comfortably in your chair with your shoulders relaxed. Relax your arms at your sides while holding a full water 12 or 16 ounce bottle in each hand. Lift your hands to shoulder height elbows bent, palms facing forward. Exhale as you push both arms up overhead palms facing forward. Inhale as you lower your arms to the starting position. Do this exercise for 30 seconds.

It is always important to check with your physician before starting a new exercise routine.

Increase your physical activity while at work today and live a healthier lifestyle tomorrow!

Taken from Shirley Archer's book, Fitness 9 to 5. (2006) Chronicle Books, San Francisco.

Additional Information

www.getmovinggethealthynj.rutgers.edu

www.njaes.rutgers.edu

www.cdc.gov

www.smallstep.gov

www.americaonthemove.org

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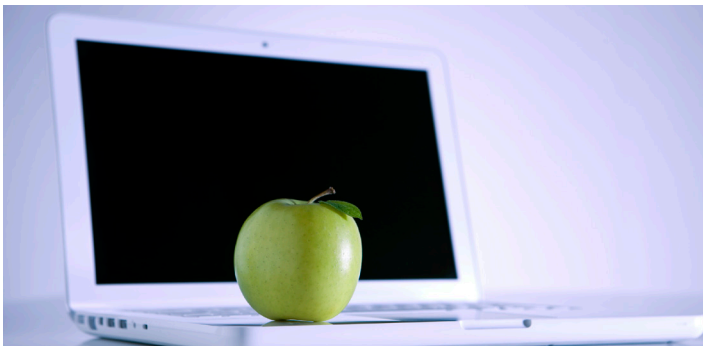
Workplace Wellness: Stress Less on the Job

Fact Sheet FS1166



Cooperative Extension

FAMILY AND COMMUNITY HEALTH SCIENCES

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Job stress is defined as the harmful physical and emotional responses that happen when the requirements of the job don't match the capabilities, resources, or needs of the worker (CDC, 2011). Job related stress is changing rapidly and can pose a threat to the health of workers. According to Northwestern National Life Insurance, 40% of workers report their job is "very or extremely stressful". A survey by the Families and Work Institute found that 26% of workers surveyed report they are 'often or very burned out or stressed by their work.'

Job stress can lead to poor health issues. Therefore, reducing the level of stress is an important component to living a healthy lifestyle. Balancing a healthy diet, a physical activity routine of at least thirty to sixty minutes per day, and controlling stress are essential ingredients to maintaining a productive life while on and off the job. Workers can improve their health on the job by following a few simple strategies:

Take stress relief breaks throughout the day. A quick walk with a few extra steps the long way to the lavatory or through the hallways can help release tense muscles and invigorate the body. A few minutes of quiet meditation can also refuel the mind for the tasks ahead.

Keep the desk organized. Take a few moments to clear the workspace and maintain a sense of control. A cluttered workspace makes it more difficult to find items in a hurry. Avoid such confusion by developing a method of organizing items and files.

Do not get behind in the work schedule. Maintain a comfortable pace of work and avoid stress related to procrastination. Satisfaction can be felt when tasks are completed. Savor the moment before moving on to the next task.

Surround the work-station with items and messages that provide inspiration. Consider including inspirational messages in email signatures, on bulletin boards, or colorful photographs near the workspace. A splash of color or a favorite photo can go a long way to uplifting a person's spirits.

Eat a balanced diet of colorful fresh fruits and vegetables. Prepare simple healthy lunches at home to avoid over-eating and consuming excess sugar, sodium and fat, as these foods increase the level of stress on your body. Pack nutritious snacks that satisfy the need to chew and savor the taste of food like carrots, grape tomatoes, cherries, grapes, red or green peppers, zucchini, celery, apples, and oranges. A quick burst of flavor will awaken your senses and provide a boost of energy. Avoid satisfying craving at the nearest vending machine!

Drink water instead of sugar-sweetened beverages. Excessive amounts of sugar will do nothing to improve a person's attention to details while on the job! Make water the drink of choice to hydrate the body throughout the day and refresh the energy level.

Be proactive about reducing the incidence of stressful events. Take time to schedule regular car maintenance to avoid unexpected situations that result in lateness to work or an appointment.

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Avoid conflict whenever possible, but understand that conflict occurs in most workplaces. Deal with minor issues before they become insurmountable. Approach conflict as an opportunity to improve a situation and find creative ways of reaching a resolution.

Manage projects before they manage you! Take time to divide large projects into small tasks that can be accomplished before moving on to the next step. Celebrate an accomplishment at the end of a time consuming project.

Participate in daily exercise routines. Increased physical activity enables the body to work efficiently and maintain a high level of energy. A brief exercise routine before starting the workday will boost your energy level. Another brief period of exercise after the workday will help to relieve the stress of the day.

Find co-workers with enthusiastic, positive attitudes to share breaks and lunch. A few minutes of laughter and camaraderie will energize the spirit before returning to the desk.

Become a life-long learner. Engage the mind in new endeavors that stretch the imagination, jog the memory, and expand horizons. Consider taking a fun recreational class with a friend at the local community school to increase physical activity and relieve stress.

In summary, it is important to a worker's wellbeing to maintain a variety of healthy lifestyle behaviors. Whether on or off the job, workers should eat a diet rich in colorful fruits and vegetables, whole grain foods, and low-fat calcium foods. Reducing the amount of fat, sugar, and sodium in the diet helps the body optimize health. Water is the best choice for refreshing thirst. Keeping the workspace clean and clear will help maintain organization and a sense of calm while tackling tedious projects and tasks. While on the job take brief breaks as a welcome opportunity to stand, stretch, flex muscles, reduce fatigue, and add a boost of energy to help get through the busy day.

For Additional Information

Stress… at Work, Centers for Disease Control, National Institute of Health and Human Services, National Institute for Occupational Safety and Health, cdc.gov/niosh/docs/99-101/.

Move More Everyday, extension.org/pages/19659/move-more-everyday. Retrieved on March 26, 2011.

Healthy Eating, Things You Can Do Now, getmovinggethealthynj.rutgers.edu/easy_things.html. Retrieved on March 25, 2011.

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