

Health and Wellness Operating Plan

An operational plan was developed by the members of the Health and Wellness Committee (H&WC) for individual health and wellness in the workplace. The committee will attempt to set forth a course of action for departments that is consistent with the spirit and intent of The Citadel's health and wellness initiatives, as well as with employee inputs. We will focus on the whole body wellness concept, with an emphasis on physical, as well as the mental aspects of wellness. The H&WC will develop measurements to monitor programs toward identified goals. Early in the program, levels of employee participation and satisfaction in programs will be the primary measurements utilized. As the program progresses, more long-term measurements, such as employee progression and reductions in injuries will be considered.

The operating plan is based on two elements, motivation and direction. Motivation involves an employee's willingness to participate, while direction refers to the employer's ability to develop programs that will solicit participation. Programs will be focused on all departments, since they are where the highest concentration of employees is employed. It is the goal of all departments to expand the availability of these programs to all employees' campus wide now in the present and in future endeavors, if practical and feasible.

The Operating Plan has three (3) basic components; Programs, Training, and Operational Change.

Programs

The H&WC will seek to organize the following internal programs:

- Organized walking groups
- Organized exercise classes
- Coordination of organized fitness

The Citadel should incur some expense in the operation of these programs. In an effort to enhance the informal health walking, the H&WC will create competition between departments and recognize group achievements. The committee will coordinate these programs. The committee will attempt to layout a plan where participants can monitor their progress.

Exercise classes will be offered before, during and after work. These classes will be entirely self-sufficient, in that the instructors will be volunteers and participants will bear the responsibility of committing to the programs. The H&WC will provide needed space.

The H&WC encourages and supports the development of departmental employee teams to

compete in some of the wellness programs that will be offered. The committee and employee volunteers will run all events and all participants will sign a workers compensation waiver.

Training

A vital component of the Health and Wellness Program will be training. This component will address the mental aspect of wellness by providing education on a host of topics. The H&WC will consider offering training to employees in the following areas; health, fitness, and nutrition. Examples of training topics could include, Tobacco Use, Weight Management/Healthy Eating, Nutrition Planning, Physical Fitness Activity, Stress Reduction, Health Screening, and Medical Self-Care.

The trainers will be trained in these areas and then utilized to train employees on a voluntary basis for courses established in the department's training curriculum. Also other state/public agencies may be contacted to provide low/no cost instruction to employees.

Communication Strategies:

The H&WC will also coordinate and offer periodic health/wellness fairs at our facilities through the use of state/public agency services in an effort to provide wellness information. Other communication strategies may include: the Intranet, Internet, Newsletters, Bulletin Boards, Gym Stop-in Support, Videos, and New Employee Orientation.

Lastly, the H&WC will utilize a webpage in an effort to provide wellness information and instruction to campus employees.

Recognition

To promote employee interest and motivation in this program, the H&WC will develop awards honoring employee achievements in the areas of health, wellness and fitness. These awards will be coordinated by the Office of Human Resources and will be designed to honor personal or team achievements. Plaques, certificates, and/or small fitness gifts (i.e. jump ropes, stress balls, water bottles, gym bags, towels, T-Shirts, etc.) may be utilized to recognize achievements. The webpage will also be utilized for employee and team recognition as well as a source for the disseminating health and wellness information.

Operational Change

Immediate examples would include the following:

- The H&WC will consider modifying vendor arrangements to include healthier food and snacks.
- Employees should be allowed to adjust their work schedules to provide for time to

pursue fitness and health activities. This would include but not be limited to; variable starting and ending times at work, extended/modified lunch periods, combining break periods and lunch periods. An alternative work schedule must receive prior approval from the supervisor and must be for a finite period of time. Supervisors may approve subsequent periods of identified times to pursue health and fitness endeavors. Approvals should not be open-ended or for infinite periods of time.

- The development of health or fitness walks organized by the H&WC on campus or other suitable department owned lands.

Evaluation:

General evaluation efforts may include a database spreadsheet, activity tracker, fitness calculator and punch card system to provide feedback on programs in which employees have participated.

The workplace is an effective and convenient place to promote improved health and wellness by providing employees with facilities, resources, social support and health education. This program should be viewed as parameters for the campus health and wellness initiative.