

DCBS Wellness Plan 2022 - 2024

Applies to:

All Department of Consumer and Business Service (DCBS) employees, including the Workers' Compensation Board (WCB).

Mission:

DCBS encourages employees to establish goals to improve and protect their health. DCBS recognizes that supporting healthy lifestyles improves productivity and morale; reduces the number and severity of injuries and illnesses on and off the job; reduces sick leave utilization; reduces insurance utilization and premiums; and promotes empowerment and engagement of the employees. As such, DCBS established and supports the HealthWorks Committee whose mission is to facilitate and support healthy lifestyles among DCBS employees.

Objectives:

The HealthWorks program is designed to increase awareness of how employees can use good health practices and improve their quality of life. This is accomplished through health education and workplace health activities that will support positive lifestyles changes. DCBS promotes and supports healthy lifestyles by encouraging participation in the following:

- Physical activity
- Promoting education about food options that promote healthy weight maintenance
- Providing information to support stress management and financial health
- Increasing wellness awareness through education

Employee interests and needs will help determine the programs and activities that are made available. By improving the health and wellbeing of our employees, we will be better able to serve Oregonians and accomplish our mission. Dedicating resources to our own employee's health and wellbeing exemplifies our vision where everyone enjoys a productive and meaningful life. Our hope is that this commitment to health and wellbeing at DCBS results in positive employee relationships, and empowered employees living authentically happy lives.

This document details objectives and activities we will undertake in 2022-2024 to assess and improve employee health at DCBS.

Leadership at DCBS is fully committed to employee wellness. Creating a workforce strengthened by wellbeing begins with leadership engagement. Employee recruitment, engagement, satisfaction, retention, and productivity can all be positively impacted by a healthy workplace environment. Leadership understands there is a relationship between employee health and individual and organizational performance.

Policy:

The HealthWorks Committee, under the direction of the Safety and Health Coordinator in Employee Services, will advise and assist the department by developing, implementing, and reviewing programs and activities that promote employee wellness. DCBS allows HealthWorks committee members to use paid work time to actively participate in HealthWorks meetings, events and assist in developing our worksite wellness plan.

HealthWorks will strive for membership consisting of at least one employee representative from each DCBS division. Employees who wish to be an active member of the HealthWorks Committee must first obtain approval from their manager and division administrator. The HealthWorks Committee will:

1. Identify the health interests and concerns of DCBS employees
2. Provide opportunities for employees to learn about and apply good health practices
3. Evaluate the department's HealthWorks program annually
4. Use resources that are available at no cost whenever possible
5. Meet at least once each month and at the call of the chairperson
6. Recruit and maintain contact persons in each division to circulate and publicize wellness-related information
7. Sponsor activities in at least three key areas (nutrition, physical activity, stress management, financial health, and disease management) quarterly and facilitate program evaluation annually
8. Establish ongoing communication with employees to promote participation in health promotion activities

NOTE: Educational opportunities will not be vehicles to sell, promote, or solicit products or services, whether from the event sponsor, host, or attendee. Not all resources and activities will be available at all work sites; however, every effort shall be made to provide the core components of wellness themes when available.

Leadership:

The DCBS Safety and Health Coordinator and DCBS HealthWorks Committee are tasked with drafting this wellness plan. The DCBS Human Resource Director is tasked with presenting this wellness plan to the agency Executive Team and coordinating how leadership will regularly and directly communicate with agency employees on wellness information.

Our agency believes we have a firm foundation on which to build a robust and effective employee wellness program. To that end we have several goals in place and we are taking steps to deepen our commitment to a results-oriented workplace wellness program.

DCBS has an active employee wellness committee, HealthWorks, that began in 2006. This committee is charged with developing wellness programs for the entire agency, including coordinating with personnel in field offices throughout the state.

Wellness Plan 2020 – 2022 Lookback:

In response to the COVID-19 pandemic, a lot of DCBS employees began working remotely in March 2020. As a result of this situation, many DCBS HealthWorks activities were indefinitely postponed until certain restrictions were lifted. Activities such as holding blood drives, flu shot clinics, healthily morning stretch, safety break and health fair, WW at work, yoga, and massage.

However, the DCBS HealthWorks committee continued to (virtually) met and determined to go virtual with as many activities as possible. The safety/health fair became virtual and wellness information also became virtual, just to name a few. To support the many remote workers,

wellness information also became virtual and disseminated electronically. It's important to note WW became virtual and related information was electronically provided to all employees.

Events & Activities:

HealthWorks sponsors the following wellness programs in the L&I Building and/or at each of our field offices:

Programs	
Blood Drives	Poker Walk
Flu Shot Clinics	Safety Break Health Fair
Healthy Morning Stretch	HW Campaign
HW Newsletter	Tai Chi
HW Walking Challenge	Weight Watchers At-Work
Massage	Yoga

Healthworks planned to sponsor the following wellness programs in 2021. Due to COVID-19 most were cancelled.

Programs	
Blood Drives	Poker Walk (virtually happened)
Flu Shot Clinics (communicated info via email)	Safety Break (virtually happened)
Healthy Morning Stretch (couldn't happen due to COVID-19)	Cascade Centers Presentations (couldn't happen due to COVID-19)
HW Newsletter (communicated info via email)	Safety In Motion Trainings (couldn't happen due to COVID-19)
HealthWorks Health Fair (virtually happened)	Weight Watchers At-Work (virtually happens)
Massage	Yoga
Monthly Mental Health Presentations (couldn't happen due to COVID-19)	Take Action Campaign (virtually happened)
Physical/Nutritional Lunch & Learns (couldn't happen due to COVID-19)	1 st Aid CPR/AED Trainings (couldn't happen due to COVID-19)

Promoting Wellness:

HealthWorks' sends monthly newsletters to the agency about events, activities, and campaigns such as:

- *On-site activities: Karate, Massage, and Fascial Stretch Therapy.
- Campaign: In 2021 HealthWorks launched the Take Action! Campaign. Each month was assigned an action word (such as motivation, resiliency, etc.,) and educational information was provided so employees would then apply these concepts toward their lives.

NOTE: Bullet points denoted by an * (asterisk) could not happen due to COVID-19. These events were postponed until further notice.

DCBS HealthWorks has put together a well-rounded website: [HealthWorks \(state.or.us\)](http://HealthWorks.state.or.us), which includes topics ranging from healthy recipes to physical activity resources. The website has an external link, which allows employees to access it from any computer or mobile device. Allowing continued success toward individual health and wellness goals outside of work.

Survey Information:

On an annual basis, Public Employees' Benefit Board (PEBB) gathers information to determine the percentage of participation in the Health Engagement Model (HEM). In 2021, the percentage of DCBS employee participation in HEM was 88.5%, a 1.8% increase from 2020. For the State of Oregon as a whole, the 2021 HEM participation rate was 87.5%.

From 2019, PEBB and the Health Promotion and Chronic Disease Prevention (HPCDP) section in the Oregon Health Authority looked at several factors impacting health related to the following areas: physical activity habits, food choices, workload coping skills, and whether or not employees felt supported in their wellness goals.

The survey asked several questions aimed at capturing employees' physical activity habits. Results for DCBS employees are summarized below.

No exercise outside of work in past month	11.2%
Walked, biked, or used public transit to get to work in past 7 days	15.8%
Obesity	39.7%

The survey asked several question about the following. Results for DCBS employees are summarized below:

- Employee intake of healthy foods in the form of fruits and vegetables
- Sugar-sweetened drink consumption
- Support the work environment could provide for healthy eating

Eats 2+ servings of fruit per day	43.6%
Eats 3+ servings of vegetables per day	26.2%
Drinks soda/pop 7+ times per week	2.9%^
Trying to limit soda consumption (among all soda drinkers)	52.4%

The State Employee Wellness Survey asked several questions about stress and depression. Results for DCBS employees are summarized below:

Absenteeism (Missed work due to poor physical or mental health 1+ days/past 30)	34.5%
Presenteeism (Difficulty completing work tasks due to poor physical or mental health 1+ days/past 30)	29.1%
Overwhelmed by stress (Sometimes, fairly often, or very often)	9.8%
Work contributes to stress (among those overwhelmed by stress)	78.8%
Likely depressed	10.5%

Currently treated for depression (among all employees)	17.2%
Currently treated for depression (among likely depressed)	46.2%

The State Employee Wellness Survey asked several questions about worksite practices and policies. Results for DCBS employees are summarized below:

Mostly sit/drive at work	90.8%
Mostly stand at work	4.7%
Mostly walk at work	3.0%^
Had an ergonomic assessment	79.9%
Flexible scheduling for physical activity, caregiving, etc.	94.3%
Manager places emphasis on wellness	50.2%
Would support a Healthy Meetings Policy	41.3%

Employee Assistance Program (EAP) Impact Report – Cascade Centers:

Reporting Period: January 2021 – December 2021

Based on the reporting period of EAP services, DCBS is at a total utilization rate of 10% for the year. Meaning 10% of DCBS utilizes this benefit. The national average for EAP use is about 5-6%. More and more employees are becoming aware of the great benefits that come with an EAP. Of all DCBS employees, about 32% returned during 2021 to use this benefit for a second time.

The top five of 15 issues employees sought help for:

1. Family **16%**
2. Grief **16%**
3. Marriage/Relationship **16%**
4. Depression **11%**
5. Housing Support **8%**

Of all the total users, 25% of employees cited their personal challenges impacted job performance in one area or another.

DCBS Goals:

Following are DCBS' Action Plan Goals for 2022-2024. These goals are directly tied to data obtained from the EAP Impact Report, PEBB, and the HPCDP survey.

NOTE: The implementation of the below goals are subject to ongoing COVID-19 limitations.

Short term goals, 2022-2024

G1: Increase opportunities for physical activity, which is a primary driver of preventable chronic disease and increased health care costs.

By August 2022, HealthWorks will encourage staff to walk during breaks and lunch via electronic communication and posters throughout the infrastructure.

By December 2022, HealthWorks will partner with a gym to provide DCBS employees with resources about physical activity.

By October 2023, HealthWorks, in coordination with external/internal stakeholders, will develop additional physical activity programs to offer employees.

G2: Increase information related to the importance of good nutrition, which is a primary driver of preventable chronic disease and increased health care costs.

By February 2022, HealthWorks will notify employees of farmers markets in their geographical areas as they occur.

By July 2023, HealthWorks will include resources about meal planning on the wellness website to increase dietary competency.

G3: Strengthen wellness program within the agency

By January 2023, HealthWorks will send monthly information about our EAP benefits in monthly newsletters to increase total utilization to 14%.

By November 2023, HealthWorks will partner with Communications to track the number of hits the wellness website receives to determine engagement and program needs among DCBS employees.

By December 2024, HealthWorks will encourage divisional all-staff meetings to promote wellness and participation in sponsored activities.

G4: Increase information and opportunities related to weight management, which is a primary driver of preventable chronic disease and increased health care costs.

By January 2024, HealthWorks will promote WW on a quarterly basis to increase participation.

G5: Increase information and knowledge related to stress and depression, which are primary drivers of preventable chronic disease and increased health care costs.

By January 2022, Healthworks will send stress and depression related resources to the agency by using the EAP benefit program.

By January 2023, HealthWorks will establish May as Mental Health Awareness month, and provide resources from the EAP benefit program.

By December 2024, HealthWorks will coordinate in the implementation of Employee Resource Groups (ERGs) along other committees, to provide support for those experiencing life challenges.

G6: Increase information and opportunities related to tobacco education, which is a primary driver of preventable chronic disease and increased health care costs.

Strategy: Inform employees of cessation benefits

Activities:

By June 2022, HealthWorks will share cessation resources to reduce tobacco use at least four times a year.

By September 2022, HealthWorks will work with facilities to post signs in visible places aimed toward the risk factors of tobacco use.

G7: Take a proactive stance on addressing workplace injuries by partnering with SAIF to implement a new program.

By November 2024, the safety and health coordinator will target the 3 most prevailing workplace injuries and include programs or educational opportunities to decrease occurrences of such injuries.

By December 2024, the safety and health coordinator will provide Safety In Motion ® trainings to directly address strain by bodily motion injuries.

Long term goals:

Beyond 2024, DCBS HealthWorks will continue looking for ways to increase the efficacy of its wellness programs and goals. In doing so, DCBS will cultivate a healthy work environment while creating a culture of respect, as well as meeting employees social, mental, and physical needs.