

Our mission is to coalesce, inspire and support the Head Start field as a leader in early childhood development and education.



## Nurturing Staff Wellness

### Introduction

A staff wellness program is a combination of activities designed to support healthy behaviors and improve health outcomes of employees. This concept has spread throughout the corporate world and has demonstrated improvements in employee motivation, job satisfaction, and overall health. However, the wellness of employees in the education and child care sector is often overlooked.

In the United States, there are approximately 2.2 million child care workers who work in settings that range from school district classrooms to their own homes. Education employees shape the lives of our children and future generations. Therefore, recognizing the importance of their wellness is vital to improving overall child health and development.

#### Why is children's health important?

Children's health directly impacts their educational and life outcomes. Every child deserves the opportunity to succeed through provision of quality health services, a healthy and safe environment, and a comprehensive health education.

However, obesity and chronic disease have become serious health concerns. In 2010, it was estimated that nearly one of five children ages 2-19 was obese. Since obesity is common and preventable, it is imperative that health interventions address obesity and chronic disease risks in early childhood. When children grow and develop in a healthy environment with strong nutrition habits, frequent and positive physical activity, and quality health education, chronic disease risk drastically declines. Creative programs that improve overall child health and wellness set children up for success.

#### How does staff wellness affect children's health?

Staff wellness programs aim to build a culture of health within the workplace. Teachers are role models, and the classroom setting offers an ideal opportunity to promote healthy behaviors to children that will last a lifetime. Teachers who eat nutritious meals pass this knowledge on to their students. Teachers who are physically active and conduct more movement-based activities in the classroom pass along the importance of movement. Teachers who are happy at work and in life are better able to manage their classrooms and teach strong social-emotional skills.

Although there are many school-based health initiatives, they are traditionally directed at children or parents. Emphasizing the relationship that teachers, child care providers, and school staff have with students is an important but often overlooked avenue for reducing adverse child health outcomes. Staff wellness programs can provide innovative and cost-effective opportunities to improve the culture of health for our nation's children.

### Seven Dimensions of Wellness

- Physical
- Social
- Emotional
- Spiritual
- Environmental
- Occupational
- Intellectual

## Introduction

### Reduced absenteeism

Staff wellness programs reduce rates of employee absenteeism. Frequent absenteeism is detrimental for children and expensive for employers. Children respond positively to teachers who have lower absence rates, which is critical to their learning experience. Chronic disease risk factors, such as physical inactivity and high blood pressure, are responsible for a significant number of missed work days each year, which can be costly for employers in terms of health care and hiring substitutes.

### Lower health care costs and worker's compensation claims

Factors like high blood pressure, obesity, depression, diabetes, and heart disease can lead to costly and avoidable health claims. Employees with high overall well-being have 41% lower health-related costs than those with lower well-being. Improving the overall health and wellness of school staff can reduce risk factors for chronic disease and injuries, which can also reduce use of worker's compensation claims.

### Increased productivity and employee morale

A staff wellness program can serve as a valuable source of support for employees, which can improve recruitment and retention. This also relates to worker productivity through features such as: Improved coworker relationships; improved physical health, well-being, self-image, self-esteem, decreased stress and depression symptoms; and improved job satisfaction. The supportive environment and improved wellness that come from staff wellness programs can improve employee morale, performance, and retention, all to the benefit of an organization's bottom line and to the children's learning.

“By ignoring the health of their employees, school districts put a valuable asset of the nation's schools at risk. This asset has the potential to either improve or diminish students' learning.”

- CIGNA

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# Nurturing Staff Wellness

## Establishing a Staff Wellness Program

### Creating a Staff Wellness Program

Developing and implementing an effective staff wellness program can be broken down into seven steps. While considering that all school systems and communities have different assets, resources, and policies, each step can be considered a reference point for developing and implementing your own unique intervention.

### Before You Begin

Consider the following questions before launching development of a staff wellness program. It is important to understand what wellness programs, if any, already exist in your community, what type of support you will have, and how you can leverage community resources to succeed.

#### So, before beginning, consider the following questions:

- Does your program or local school district already have a staff wellness program in place? If so, is there a way to expand or improve this program to include your staff or to address your particular needs?
- How much administrative support, community support, and employee interest do you currently have?
- What funding and resources are available for you to use in creating and implementing a staff wellness program in your community?

### Seven Steps to Establishing a Staff Wellness Program:

#### Step 1

Seek Support from Program Leaders and the Community

#### Step 2

Assign a Wellness Leader and Establish a Wellness Committee

#### Step 3

Collect Data to Guide Efforts

#### Step 4

Develop a Plan

#### Step 5

Implement the Plan

#### Step 6

Create a Supportive Environment

#### Step 7

Evaluate Your Program

# Establishing a Staff Wellness Program

## Step 1: Seek Support from Program Leaders and the Community



Before developing a staff wellness program, it is important to seek support from program leaders, administrators, and other relevant community leaders. Support from leaders and administrators will help you gain access to the resources and funds necessary for achieving a successful and sustainable wellness program.

To gain this support, present the benefits and potential impact that a staff wellness program has on child health, health-care costs, employee morale, and absenteeism to the relevant stakeholders in your organization. Depending on your program, this might be the school principal and superintendent, the director of your Community Action Agency, or your program's executive director. Creating an informational flyer or an in-person presentation with important facts and past success stories will help educate leaders on the importance of a wellness program.

**When presenting the importance of staff wellness programs to relevant leadership, topics you might discuss are:**

- Chronic conditions that result from poor health and wellness, such as heart disease, obesity, stress, and depression (The CDC has valuable information online you can use.)
- The impact of staff wellness on child health, such as better modeling of healthy eating, nutrition education for parents and students, and more movement activities in the classroom
- A decrease in an organization's healthcare costs through a reduction in workers compensation claims and less staff absenteeism
- Improvements in employee interest, eagerness, and engagement, which can increase the quality of the work environment, the quality of staff's work, and can reduce turnover
- An emphasis on why support from leadership is important to launching this project
- What funding you currently have, how much you will need, and ideas of where to access the remaining funds needed

## Ideas for Sharing Information with Leaders and Administrators

**Create a PowerPoint presentation** with data that demonstrates the need for and impact of a staff wellness program.

**Hand out informational flyers** to leaders and administrators and then contact them personally to follow-up.

**Share a tip sheet** that calculates the potential budget savings of a school staff wellness program.

# Establishing a Staff Wellness Program

## Step 2: Assign a Wellness Leader and Establish a Wellness Committee

**A Wellness Leader is responsible for coordinating the planning, implementation, evaluation, and improvement of the wellness program.** The Wellness Leader should be an existing employee, likely one who has experience in or a commitment to health education, physical fitness, nutrition, nursing, or medicine. Depending on what resources you have available for the wellness program, the Wellness Leader may work alongside leaders in other partner organizations to carry out the leadership responsibilities.

**The Wellness Leader's formal or informal responsibilities will vary from program to program, but examples of responsibilities include:**

- Coordinating the planning, implementation, evaluation, and improvement of the program
- Reporting the status of the program to relevant school and community leaders along the way
- Planning and coordinating regular meetings with leaders and the Wellness Committee
- Communicating proactively with Wellness Committee members and program participants
- Scheduling and planning wellness activities
- Developing relationships and communicating with community partners
- Allocating funds and resources appropriately

**The Wellness Committee will act as a resource for decision making, planning, and consultation for the wellness program.** This committee should consist of representatives from all areas and levels of your program, such as teachers, staff, administrators, and community partners. Having a committee with a variety of backgrounds and skillsets will ensure that all decisions made will benefit all parties involved.

**The Wellness Committee's expectations will also vary from program to program, but examples include:**

- Meet regularly to plan, develop, review, vote on, and evaluate activities in the program
- Share and express concerns or possible areas of improvement
- Advocate for and participate in wellness activities
- Develop incentives for participants to promote engagement
- Brainstorm and establish community resources available for ensuring an effective program



## Tips for Building a Wellness Committee

It may be helpful to assign a treasurer or budget manager to design budget models and keep track of spending. Depending on the funding and resources available, this position (along with other wellness program staff positions) may be a volunteer position or paid position. It is important to have someone plan and review the allocation of funds to develop the most cost effective and sustainable wellness program.

# Establishing a Staff Wellness Program

## Step 3: Collect Data to Guide Efforts



An effective wellness program must rest on a foundation of evidence to guide its components and ensure continuous improvement. Completing a detailed needs assessment will allow you to understand what health needs should be prioritized when planning and developing activities for the program. Ongoing data collection ensures the ability to continuously monitor progress and improve the program.

A **health needs assessment** will provide key data to support and plan an effective program. Gauging the interest of the staff with an **interest survey** can help determine what set-up and interventions will be the most effective.

There are three data collection processes essential to understanding your program's needs:

1.

### Health Needs Assessment

This assessment determines the baseline health status of employees to understand where to focus activities, interventions, and efforts. The Wellness Committee can decide whether to make a health assessment mandatory or just voluntary for all staff participating in the wellness program. All responses should be kept anonymous. A sample Health Needs Assessment is available later in this toolkit

2.

### Interest Survey

An interest survey ensures wellness activities are responsive to the needs and concerns of participants. By understanding when, where, and how employees want to improve their health and wellness, you can develop a program that engages all employees to address their most current interests. A sample Interest Survey is available later in this toolkit.

3.

### Research Evidence-Based Interventions

Research to provide knowledge of evidence-based interventions is important to understanding what activities have been tried and proved successful in the past. Evidence-based interventions will also provide information on how to implement and evaluate the planned program. A sample list of past successful interventions is available later in this toolkit.

# Establishing a Staff Wellness Program

## Step 4: Develop a Plan



### Strategic Plan

First, you will need to develop a strategic plan, which will set a direction for your wellness program. Identify what your goals and objectives are and then what strategies you will use to pursue them. A strategic plan is a resource for leadership and relevant stakeholders to use as a general guide for organization and management.

For more support developing your strategic plan, [download The Bridgespan Group's guide](#).

### Operational Plan

**Your operational plan includes detailed information about what your program is and how you will implement it. It answers questions such as:**

- What strategies, tasks, and activities will you undertake?
- Who on your leadership team will be responsible for each task?
- When does each task need to be completed? What is your timeline?
- How will you complete each task or activity? How will you allocate resources like funding and time?

When developing the operational plan, select activities and events according to the responses you collected from the health assessment and interest surveys. This information will guide you in selecting activities that will be the most successful in addressing your participants' needs. Your operational plan should include useful local resources and relationships for any needed materials, funding, and support. Use the checklists provided at [link] to help ensure every component of a successful wellness program is included in your intervention.

The following are some examples of wellness activities that could be offered in a program setting:

- Health education classes
- Exercise sessions (Zumba, Pilates, yoga, etc.)
- Nutrition classes and support
- Stress management training
- Healthy cooking classes
- Emotional/social support groups
- Running, walking, or biking clubs
- Subscriptions to online resources
- Participation in CSA (Community Supported Agriculture)

**Tip:** Be sure to include a Waiver and Release of Liability for employees who participate in physical activity and exercise sessions. A sample waiver is available later in this toolkit.

# Establishing a Staff Wellness Program

## Step 5: Implement the Plan



**Now initial implementation can finally begin:** Launch your new staff wellness program. Your operational plan should guide you step-by-step through what to do first, second, and so on. If you've completed your operational plan and do not know what to do first, who is responsible for it, and when it should be completed, your operational plan isn't finished.

Your operational plan should outline every task, deadline, and resource required to get your program up and running. Initial implementation can be a real challenge, but it is easier with a strong, detailed plan. Implementation requires attention from all leadership positions to ensure organization roles and functions align with the program's development, but it also requires flexibility. No matter how well you plan, new or unforeseen challenges happen. However, with a good plan and a well-prepared team, you should be able to adapt without much difficulty.

Consider beginning implementation with a smaller scale pilot program that is adaptable and easy to maintain. Or, instead of launching four completely new wellness activities at once, start with one simple activity and build from there.

Be sure to monitor your implementation plan and strategies during your pilot program or first event. Assessing the effectiveness of your implementation plan will help your program adapt to improve the implementation process for the next event

**More:** For more information regarding the implementation process, consider the National Implementation Research Network's 4 Stages of Implementation resource found on their website at [nirn.fpg.unc.edu](http://nirn.fpg.unc.edu).

### Tips for successful initial implementation

- Start simple: schedule just one event per month or a few simple activities throughout the year
- Have an initial kick-off event to promote the wellness program to all participants and leaders involved
- Use e-mails, posters, social media posts, newsletters, and announcements at meetings to raise awareness and interest before the first event
- Have a fun and easy first event - preferably with incentives and prizes - to encourage attendance
- Collect data and feedback about the first activity or event to guide improvement efforts



# Establishing a Staff Wellness Program

## Step 6: Create a Supportive Environment



### **Staff wellness programs cannot thrive without the support of the population they serve.**

Giving the entire staff the opportunity to vote and become involved in the planning and decision making of the program is one way to create a culture of inclusion and support. Ensuring that participants feel safe and respected during wellness activities is also critical to ensuring participation and sustainability. Also consider making the program an employee health benefit with incentive programs to improve participation and employee support. Strive to create activities that make involvement easy and fun!

Incentive programs should reward active involvement, such as attendance at wellness activities, as opposed to specific objectives, such as weight loss. Inappropriate incentive programs, such as one measuring weight loss, may cause stress, unhealthy competition, or harmful habits instead of encouragement, motivation, and actual improvements in health and wellness. Rewards can include small gifts like water bottles, pedometers, exercise equipment, books, or gift cards.

A supportive environment will also include an effective communication system, allowing for information to be shared easily and feedback to be readily provided. This will improve sustainability of the program and allow it to meet the direct needs of the staff and students. It is important to engage every participant in order to get thorough feedback.

### **Examples of strong communication tools include:**

- Monthly emails
- Support groups
- Feedback forms
- Staff meetings
- Regular announcements and status updates
- Posters to present success and promote engagement
- Media posts and outreach
- Newsletters

If time during school is limited and not many participants are able to attend meetings for a face-to-face support environment, consider using social media, online surveys, voting systems, and newsletters to increase support and

### **Tip for Selecting Incentives**

If funding is limited and cannot cover costs towards awards and incentives, consider simple gifts like baked goods from volunteers, donated gifts from local businesses, participation in special events, or recognition at all-staff meetings.

# Establishing a Staff Wellness Program

## Step 7: Evaluate Your Program



Evaluation helps quantitatively measure the value of a wellness program. The only way to know if a staff wellness program has achieved any of its predefined goals and objectives is to measure them. An effective measurement and evaluation strategy can help a program foster constant program improvement, present program outcomes to leadership, understand the financial impacts of the program, and understand the impact on employee health and satisfaction. There are many ways to evaluate a staff wellness program, but seven key measurements to a comprehensive evaluation plan are listed here. Depending on the objectives and activities of your wellness program, as well as the program evaluation capacity you have available, you can adjust your evaluation plan to meet your specific needs.

Measurements from an evaluation will provide vital information to assess the success of a program and adapt going forward to ensure it is always meeting staff needs. Some measures will require assessments at both the beginning (baseline measurements) and at the end (outcome measurements) of implementation to measure progress. Others may only require measurement at the end to give a picture of what you were able to provide and what value you were able to create. A well-done program evaluation will allow you to understand where the wellness program was most effective and where there is room for future improvement. Just as populations change, a sustainable and effective staff wellness program will change every year to match the health needs and interest of its participants. Consider the 5 basic steps of evaluation when establishing and conducting your evaluation plan.

### Want to know more?

The CDC has information on [the steps of evaluation and a template for an evaluation plan](#) and information about how to evaluate a community partnership.

### Seven Key Measures of Program Evaluation

- Participation
- Satisfaction
- Organizational Support
- Impact on Health
- Financial Outcomes
- Productivity and Performance
- Value on Investment (VOI)

### Five Steps of Evaluation

- Step 1:** Identify what you know
- Step 2:** Decide how to collect the information
- Step 3:** Collect the information
- Step 4:** Analyze and review
- Step 5:** Report back



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# Nurturing Staff Wellness

## Essential Components Checklist

### Essential Components Checklist

The following checklist contains all of the critical components necessary for implementing, managing, and maintaining a successful staff wellness program. For each component, reflect on what you already have in place and write detailed notes. The given questions might help you think about each element, but they are certainly not exhaustive. Use the results of this worksheet to help you track your preparation before implementing your new program.

#### Wellness Leader

Who have you designated? What is his/her outside role? Has he/she committed to participating? What skills does he/she have to fill this role?

#### Assigned Wellness Committee

How did you select your committee? Who is on it? What skills does each member bring to the team? What skills are missing and could be filled by adding a member?

#### Detailed Needs Assessment

What did your needs assessment consist of? Who analyzed the results? What did the results tell you?

## Essential Components Checklist

### Engaging Wellness Activities

What activities will you implement? Do they address the participant's needs and interests? What is the ongoing schedule for each one? Who will run each activity? Which will you implement first?

### Supportive Environment

How will you create a supportive environment for participants? How will you ensure that the environment stays positive and safe? If it doesn't, how will you fix it?

### Use of Resources and Relationships

What partnerships have you established? Who is responsible for managing them? What benefit will each partner bring? How will you ensure the partnership is working?

### Effective Communication System

How will you communicate with program participants? Is the communication one-way or two-way? How will you ensure communication remains free and open?

### Continuous Evaluation Plan

How will you evaluate your progress? Who will evaluate the program? What is your process for improvement?

# Nurturing Staff Wellness

## Essential Components Checklist

SAMPLE

### Essential Components Checklist

The following checklist contains all of the critical components necessary for implementing, managing, and maintaining a successful staff wellness program. For each component, reflect on what you already have in place and write detailed notes. The given questions might help you think about each element, but they are certainly not exhaustive. Use the results of this worksheet to help you track your preparation before implementing your new program.

#### Wellness Leader

Who have you designated? What is his/her outside role? Has he/she committed to participating? What skills does he/she have to fill this role?

Wellness leader = Sandy, school nurse  
Sandy volunteered for this position. She is a certified group exercise instructor at a fitness center in town.

#### Assigned Wellness Committee

How did you select your committee? Who is on it? What skills does each member bring to the team? What skills are missing and could be filled by adding a member?

Our committee is composed of 10 staff, teachers, and administrators who indicated interest on a survey. We will also open this up to any student on the student council.

3 gym teachers = experience leading activities  
Jim = used to be a nutritionist  
Missing – someone to teach yoga classes

#### Detailed Needs Assessment

What did your needs assessment consist of? Who analyzed the results? What did the results tell you?

We distributed a health assessment survey and interest survey to all staff. Sandy conducted the physical measurement appointments and used results to identify physical needs. Thomas (math teacher) tallied up other responses. We will focus on BMI, emphasizing physical activity and health eating.

## Essential Components Checklist

### Engaging Wellness Activities

What activities will you implement? Do they address the participant's needs and interests? What is the ongoing schedule for each one? Who will run each activity? Which will you implement first?

Daily exercise classes – 6:30–7:30 every morning in the school gym (each day run by a volunteer)

Online health education curriculum – available any time, requires an internet-connected device

Bi-weekly nutrition lessons – First and third Thursday of every month, organized by Jim, food donated from Farm-to-Table, guest nutritionist

### Supportive Environment

How will you create a supportive environment for participants? How will you ensure that the environment stays positive and safe? If it doesn't, how will you fix it?

E-mail group for all participants so we can share progress, recipes, support, etc. Everyone signed a Positive Environment Pledge (positive attitude, encouraging words, constructive criticism, no negativity). Sandy will monitor feedback survey results for problems in this area.

### Use of Resources and Relationships

What partnerships have you established? Who is responsible for managing them? What benefit will each partner bring? How will you ensure the partnership is working?

Local fitness center – will donate instructors to lead exercise classes  
Farm-to-Table – will donate food for lunches (must confirm head count three days in advance)

Local insurance agency donated a subscription to the online health curriculum

### Effective Communication System

How will you communicate with program participants? Is the communication one-way or two-way? How will you ensure communication remains free and open?

Day-to-day announcements will go through our e-mail group. Sally will share surveys periodically to evaluate each activity. Wellness Committee will vote on program decisions via anonymous survey. An anonymous feedback survey will remain open; results go to Sandy.

### Continuous Evaluation Plan

How will you evaluate your progress? Who will evaluate the program? What is your process for improvement?

Thomas is our assigned evaluation specialist. He will monitor attendance data at each event. Everyone will do the health assessment at the end of the year to see if we have made progress on improving BMI, body fat, and perceptions of eating habits.

# Health Assessment

Name \_\_\_\_\_

Email \_\_\_\_\_

Title/Position \_\_\_\_\_

Location/Center \_\_\_\_\_

\*\* Individual results will remain private. Only those responsible for analyzing results will be able to see individual answers. \*\*

## Physical Activity

Resting Heart Rate:	
Blood Pressure:	
BMI (Body Mass Index)*:	
% Body Fat:	

Underweight	BMI < 18.5
Normal Weight	BMI 18.5 – 24.9
Overweight	BMI 25 – 29.9
Obese	BMI > 30
Morbidly Obese	BMI > 40

\*BMI Standards (=weight in kg / height<sup>2</sup> in cm)

Chart to be filled out by a health professional

BMI Calculator:

Weight in pounds: \_\_\_\_\_ \* 0.4536 = Weight in kilograms:

Height in inches: \_\_\_\_\_ \* 2.54 = Height in centimeters: \_\_\_\_\_

Height <sup>2</sup> in centimeters:

Weight in kilograms:  / Height <sup>2</sup> in cm:  = BMI: \_\_\_\_\_

**1. On average, how many days a week do you exercise?**

0    1    2    3    4    5    6    7

**2. On a scale of 1-10, how important is your physical health to you?**

1    2    3    4    5    6    7    8    9    10

Not important Extremely important

**3. On a scale of 1-10, how would you describe your energy level during the day?**

1    2    3    4    5    6    7    8    9    10

Low energy High energy

*This health assessment has been adapted from the  
CDC health assessment example and Live Well San Diego*

**4. On a scale of 1-10, how would you rank your amount of movement during the work day?**

1 2 3 4 5 6 7 8 9 10  
Rarely move Always moving

**5. Are you at your ideal weight?** Yes No

**6. Do you have any chronic pain or medical problems that prevent you from doing certain physical activity? (Eg. Chronic back pain, knee problems, etc.) If so, describe:**

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### Nutrition

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**1. How would you describe your eating habits?**

Poor Fair Good Excellent

**2. On average, how many servings of fruits and vegetables do you eat each day? \_\_\_\_\_**

**3. On average, how many servings of fried or fatty foods do you eat each day? \_\_\_\_\_**  
(e.g. Fried chicken, French fries, bacon, potato chips, donuts, cheese, etc.)

**4. On average, how many sugar-sweetened drinks (not diet) do you drink each day? \_\_\_\_\_**

**5. What is your greatest obstacle (if any) to maintaining a healthy diet?**

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**6. Do you have any diet restrictions or illnesses that cause you to alter your diet in some way?**

(eg. diabetes, allergies, religious restrictions, vegetarian/vegan)

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### Job Satisfaction

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**1. On average, how many hours of sleep do you get at night?**

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**2. In the past two weeks, how often have you felt overly tired during the day at work?**

Almost all the time Most of the time Some of the time Almost never

**3. In the past two weeks, how often have you felt unsatisfied with your job or work environment?**







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# Nurturing Staff Wellness

## Staff Wellness Interest Survey

Name

---

Email

---

Title/Position

---

Location/Center

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1. When do you prefer to exercise? (circle one)

Before work

Lunchtime

After work

Evening

2. How long do you prefer to exercise? (circle one)

10-15 minutes

15-30 minutes

30-60 minutes

60+ minutes

3. How many days a week do you prefer to exercise? (circle one)

0

1

2

3

4

5

6

7

4. What interests you most about a wellness program? (Rate top three, 1 = highest interest)

Exercising more

---

Taking care of my body

---

Eating better

---

Losing weight

---

Learning about health

---

Managing stress

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# Staff Wellness Survey

## 5. How interested are you in each of the following activities?

	Very Interested	Somewhat Interested	Not Interested	Don't know activity
Aerobic Exercise/Fitness Classes				
Pilates				
Yoga				
Strength Training				
Dancing/Zumba				
Team Sports				
Walking				
Running				
Biking/Spin Classes				
Personal Fitness Plans				
Weight Management				
Stress Management				
Nutrition Education				
Healthy Cooking and Meal Prep				
Label and Menu Reading				
Emotional/Social Support Groups				

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# Nurturing Staff Wellness

Case Study: NHA and Live Well

## Case Study: Neighborhood House Association and Live Well San Diego

[The Neighborhood House Association](#) (NHA) was established in 1914 with the mission to “enrich lives through a continuum of education and wellness services.” Today, they are a distinguished agency providing innovative and comprehensive human services to those in need.

In 2015, NHA received a generous grant from a local foundation to promote child health and obesity prevention in San Diego. After considering their current initiatives, researching best practices, and exploring options available through their grant, NHA decided to focus on developing a staff wellness program. NHA’s goal was to integrate physical activity into their programming to support healthy lifestyles for their employees and improve the lifestyles of the children they serve. To do so, NHA partnered with [Live Well San Diego](#) to provide directly facilitate movement and self-regulation exercises.

Next, NHA administered an interest survey developed and offered by the Live Well training group. After they collected and analyzed the data, they developed an operating plan, including determining how many participants to expect at events, identifying facilities to use, and assessing resources and support.

At first, NHA started small: They began with 3 lunch-time exercise classes per week in a gym next door to a local school. Live Well staff also developed food logs for participants to fill out during the sessions to track their diet. NHA promoted the new wellness program through social media, school announcements, newsletters, and informational meetings. At the first class, the Live Well staff administered the health needs assessment and had all participants sign a liability waiver.

**More:** Read the Partner Resolution between NHA and Live Well San Diego on their [website](#).

As their operational and evaluation plans dictated, NHA took attendance at each class and measured various process and outcome data. As time went on, more and more employees attended, so the Wellness Leader, Wellness Committee, and Live Well staff had to adapt. To do this, teachers from Live Well volunteered to donate extra equipment and time to ensure all participants had the assistance and attention they needed. At the end of the year, NHA and Live Well conducted a full evaluation.

Based on the initial success, NHA decided to continue their partnership for another year, supported by another private grant. The evaluation also showed several areas for improvement:

The exercise classes and nutrition initiatives worked well. NHA will continue these activities.

Many interested participants could not attend the exercise classes during lunch. NHA is reaching out to the local YMCA to request space to do afternoon and evening exercise classes.

There were no activities that explicitly targeted mental, emotional, and social health needs. NHA intends to add support groups, counseling sessions, and stress relief activities.

## Evaluation Results

- A majority of participants lost 2-4% body fat
- Participants report higher satisfaction and perception of self
- Participants incorporate more physical activity into classroom routines, transitions, and activities
- Participants provide more information on children’s health and physical activity to families

# Nurturing Staff Wellness

## PDSA Worksheet

### The Quality Improvement Cycle

The quality improvement cycle is an iterative process, meaning it doesn't happen just once. The cycle can happen multiple times to continuously improve, refine interventions, and identify and solve new problems.



#### PLAN

**1a. Define the problem:**

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**1b. Establish a goal:**

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**1c. Propose an intervention:**

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**1d. Determine how to measure success:**

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# PDSA Worksheet

## DO:

2a. Rewrite your intervention here, using as much detail as possible:

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2b. Implement the intervention. Write any relevant notes:

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## STUDY:

3a. Rewrite the goal you established:

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3b. Rewrite the measurement you outlined:

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3c. Analyze your results. Did you achieve your goal?

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## ACT:

2a. Are you going to (A) adopt, (B) adapt, or (C) abandon your intervention? (Circle answer and explain)

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# Nurturing Staff Wellness

PDSA Worksheet

SAMPLE

## The Quality Improvement Cycle

The quality improvement cycle is an iterative process, meaning it doesn't happen just once. The cycle can happen multiple times to continuously improve, refine interventions, and identify and solve new problems.



### PLAN

**1a. Define the problem:** The majority of our staff members do not eat sufficiently nutritious meals. According to our health assessment, 70% of our staff reports eating too few servings of fruits and vegetables each day.

**1b. Establish a goal:** Staff will report eating more nutritious meals by the end of the school year. This includes at least 3 servings of veggies and at least 4 servings of fruit per day.

**1c. Propose an intervention:** All staff will be invited to a nutrition class that meets once every two weeks. The class will be provided by our local nutrition clinic. Staff will be encouraged to record their daily food intake and physical activity on ChoseMyPlate.gov.

**1d. Determine how to measure success:** Success will be measured using ChoseMyPlate.gov. Participants will share their profile with the Wellness Leader, who will tally average daily servings of fruits and vegetables for the week of May 14 for each participant.

# PDSA Worksheet

DO:

**2a. Rewrite your intervention here, using as much detail as possible:** All staff will be invited to attend a nutrition class held once every 2 weeks in the second floor conference room. The class will be during lunch, and participants will be encouraged to bring their own lunch to eat during the class. The class will be taught by our local nutrition clinic. Staff will also be encouraged to record their daily food intake and physical activity on ChoseMyPlate.gov. Participating staff will share their profiles with the Wellness Leader.

**2b. Implement the intervention. Write any relevant notes:**

Orientation session – September 13 – training on how to use MyPlate;

outline of course plan for the year. Attendance at nutrition classes dropped off in November so we started sending e-mail reminders two days before each session and participation went back up and remained steady. We asked supervisors to give their staff 5-10 minutes during each department's "morning meeting" to enter their data on ChoseMyPlate.gov. We added a fruit bowl to the staff room in March.

STUDY:

**3a. Rewrite the goal you established:** Staff will report eating more nutritious meals by the end of the school year. This includes at least 3 servings of veggies and 4 servings of fruit per day.

**3b. Rewrite the measurement you outlined:** The number of servings of fruits and vegetables recorded on MyPlate during the week of May 14th.

**3c. Analyze your results. Did you achieve your goal?** On average, participants recorded eating 2 servings of vegetables each day (wanted to see 3) and 4 servings of fruit each day (success).

ACT:

**2a. Are you going to (A) adopt, (B) adapt, or (C) abandon your intervention? (Circle answer and explain)**

The nutrition intervention is working well. We will continue next year with a few changes: (1) We will make the two-day-reminder e-mails and the fruit bowl permanent. (2) We will stop data entry during "morning meeting" as supervisors pushed back and data entry was generally good. (3) We are brainstorming ideas for improving vegetable consumption.





Our mission is to coalesce, inspire and support the Head Start field as a leader in early childhood development and education.

# Nurturing Staff Wellness

## Community Resources

### Community Resources Checklist

There are a variety of resources needed to implement an effective school staff wellness program. Identifying and engaging community resources is vital to creating a program that thrives. Use this checklist to identify what community resources you would like to engage. While this list isn't comprehensive, it can jumpstart your brainstorming.

School/District Employees	Name and Contact Info
<input type="checkbox"/> Health Teachers	
<input type="checkbox"/> School Nurses	
<input type="checkbox"/> Gym Teachers	
<input type="checkbox"/> Sports Team Coaches and Athletic Trainers	
<input type="checkbox"/> School Therapist or Psychiatrist	
<input type="checkbox"/> Cafeteria Nutritionist	
<input type="checkbox"/> Other?	
<input type="checkbox"/> Other?	
<input type="checkbox"/> Other?	

# Community Resources Checklist

## Community Partners

## Name and Contact Info

Local/State Health Department

Local Hospital

Local Clinic/Doctors

Parent Organizations (e.g. PTA)

Volunteer Organizations

Local Businesses (e.g. health food shop, sports gear store, insurance agent)

Local Civic Organizations (e.g. Lions Club, 4-H, Rotary Club)

Other?

Other?

Other?