

2020-2021

Program
SUSTAINABILITY
RESOURCE
TOOLKIT

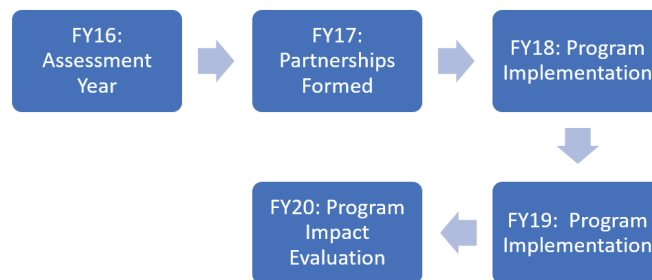
Tools and Resources
for
Worksite Health
Promotion



BRIEF HISTORY OF TSET Healthy Living Program

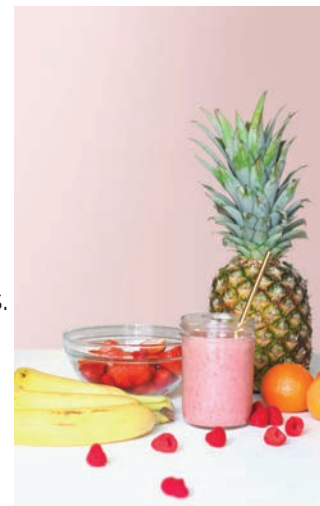
The TSET Healthy Living Program is a community based grant funded by the Tobacco Settlement Endowment Trust (TSET). The program helps Oklahomans improve nutrition, physical activity and reduce tobacco use. Working in a variety of settings, one focus has been working with the statewide business community to promote healthy worksites. As a business partner, it has been our focus to help your worksite become a leader in health and wellness by offering resources to employees while creating a supportive environment where healthy habits thrive.

TSET Timeline FY16-FY20



PROGRAM TRANSITION FY2020

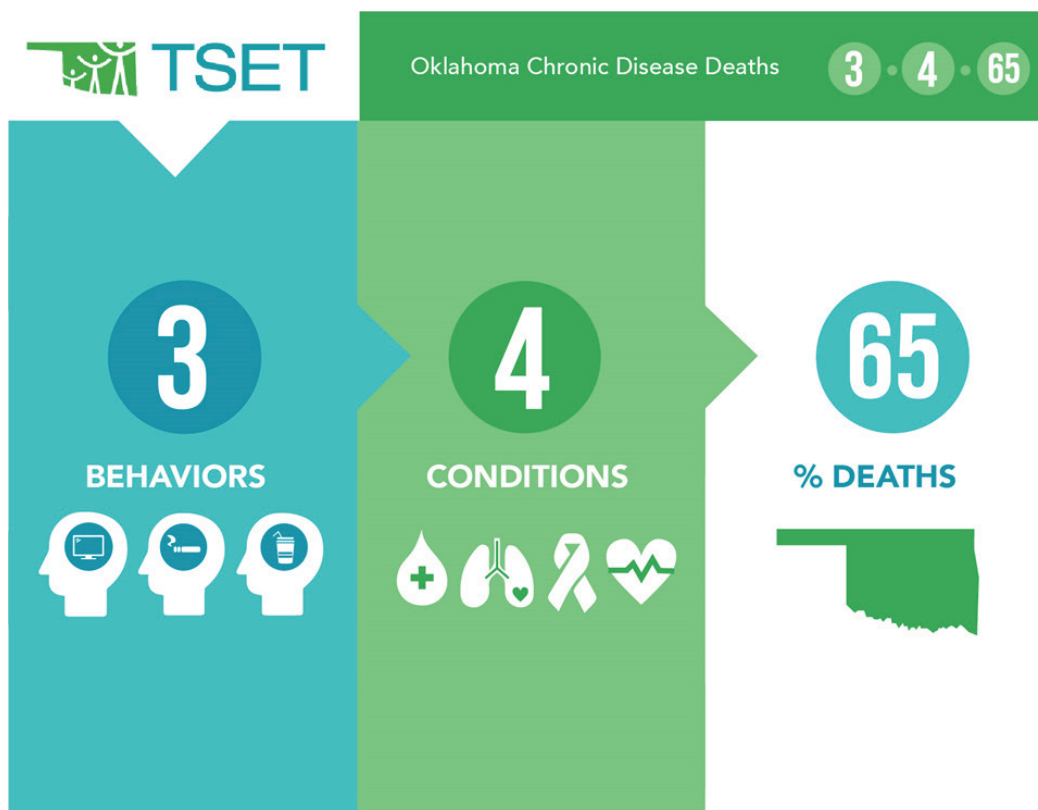
Community-based organizations will continue work to prevent and reduce tobacco use and obesity through evidence-based, strategic actions across priority populations. TSET HLP will focus on the geographic areas within the state where the greatest need for interventions in tobacco control and obesity prevention and reduction exists. This is a 5-year program that will help Oklahomans eat better, move more, and be tobacco free. It is our hope the foundation laid with our FY16-20 partners will help these organizations sustain their wellness practices long term to adopt a stronger organizational culture of health.



RESOURCE TOOLKIT

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**3 Behaviors (Tobacco Use, Poor Nutrition and Physical Inactivity)
cause 4 conditions (Diabetes, Cancer, Lung Disease, Cardiovascular Disease)
that equal 65% of Deaths in Oklahoma**

(Sources: TSET and OK State Department of Health)

WHY NUTRITION?

- Oklahoma is tied with West Virginia for lowest adult fruit consumption.

CDC, BRFSS survey data, 2018

- Oklahoma ranks in the bottom 10 for vegetable consumption.

CDC, BRFSS survey data, 2018

- Worksites can offer healthy options to increase nutritional choices during the workday.



American Heart Association Food and Beverage Toolkit

This toolkit provides specific guidance and nutrition standards for beverages, snacks and meals. Topics addressed in the toolkit include healthy eating, creating a culture of health, how leadership and management can be involved, special events, meetings, vending machines, healthier cooking methods, resources and links, and a glossary of terms.

Shape Your Future Sugar Calculator

A great resource to share during a "ReThink Your Drink" challenge. This website shows how much sugar is in the drinks consumed on a daily basis.

Oklahoma Nutrition Information and Education Project (ONIE): Healthy Recipes

Free, healthy recipes for the entire family! These videos show healthy meal preparation in an easy, step by step format.

Oklahoma City-County Health Department (OCCHD) Total Wellness Classes

The Total Wellness program provides FREE interactive weight loss classes for Oklahoma County residents to help prevent diabetes and heart disease. Classes typically meet one hour every week for eight weeks. All class participants have a goal of losing 5% of their body weight and being more active. Participants must have a home computer and smartphone with internet access along with a scale to weigh themselves when participating in the online classes. Classes are offered four times a year (typically starting in January, April, July and October). Daytime and evening classes are available throughout Oklahoma County.

NOTE: As of this printing in June 2020, in-person classes are postponed and all classes are offered online due to Covid-19. Please visit www.occhd.org/tw for future classes and program updates.

For links to the above website resources, visit www.occhd.org/worksitewellness for a PDF of this toolkit or see Appendix B.

SOCIAL MEDIA RESOURCES



FREE NUTRITION EMAIL CONTENT

Images for employee newsletters/e-mails from OK County TSET Healthy Living Program



*For links to the above nutrition image resources, visit www.occhd.org/worksitewellness for a PDF of this toolkit or see Appendix B.

TSET BRANDS SOCIAL MEDIA CONTENT

Share Facebook, Twitter, and Instagram Posts from TSET's social media to your organization's followers! These posts contain helpful wellness resources, wellness testimonies from Oklahomans, and much more!

Shape Your Future Oklahoma

Instagram: ShapeFutureOK

Twitter: @ShapeFutureOK

Facebook: [facebook.com/shapefutureok](https://www.facebook.com/shapefutureok)

Tobacco Stops With Me

Twitter: @StopsWithMe

Facebook: [facebook.com/StopsWithMe](https://www.facebook.com/StopsWithMe)

Tobacco Settlement Endowment Trust

Twitter: @OklahomaTSET

Facebook: [facebook.com/OklahomaTSET](https://www.facebook.com/OklahomaTSET)

Oklahoma Tobacco Helpline

Twitter: @OKHelpline

Facebook: [facebook.com/OklahomaTobaccoHelpline](https://www.facebook.com/OklahomaTobaccoHelpline)

PHYSICAL ACTIVITY RESOURCES



Centers for Disease Control and Prevention Resources

This website provides case studies, toolkits for physical activity at work, and best practices that can be implemented at the worksite. With Americans spending hundreds of hours at work each year, these resources are a great tool to help your employees be healthier!

Ideas for Physical Activity Breaks

Check out the Instant Recess YouTube Channel for free videos for workplace physical activity breaks. For every hour of meeting time, try to incorporate a 10 minute break!

Take The Stairs Flyers

Want to encourage more movement during the workday? Use what you have! The stairs in your building are a FREE resource to help employees get moving, with little disruption to the workday. Order free workplace wellness flyers, including a Take the Stairs poster!

MetroTech Springlake Campus

The MetroTech-Springlake Campus provides 12-week physical activity classes for a low fee of \$25! Options include line dancing, kick boxing, yoga, zumba, and more!

KeepMovingOKC.org

KeepMovingOKC, a collaborative effort of the Oklahoma City Community Foundation Communications team and the Central Oklahoma Wellness Alliance, is an interactive events calendar that offers resources and other information to help you stay active and enhance your overall health and well-being. Find information on Parks and Trails, Kids and Family events, Sports, Virtual Events, and much more!



For links to the above website resources, visit www.occhd.org/worksitewellness for a PDF of this toolkit or see Appendix B.



A Program of TSET

OKLAHOMA TOBACCO HELPLINE

Free help to all Oklahomans

2 week starter kit of patches, gum or lozenges

Phone, text, web-based, or email services

NO JUDGMENTS. JUST HELP.

Getting started is simple. Call 1-800-QUIT NOW or register online for free text and email support, phone and web coaching, patches, gum or lozenges and more for registered participants.

The caller will talk to a registration specialist for about 10-15 minutes. Then you'll be transferred to a Quit Coach. You should receive your nicotine replacement therapy in 10-14 days.

If a Quit Coach calls you, 1-800-784-8669 will appear on your mobile and 1-800-QUIT-NOW on your landline caller ID.

The specific options available to each individual may vary based on insurance coverage, but free help is available for all Oklahomans.

Promotional Materials

FREE Promotional materials are available online.

Brochures, posters and promotional items* (pens, badge clips) are shipped to your business free of charge.

See Toolkit Appendix A for directions on how to order materials using the TSET website.

Worksite Cessation Toolkit

Visit <https://bit.ly/3h6zwK8> to download the TSET Healthy Living Program worksite cessation toolkit. It provides resources such as an employee cessation survey, cost of tobacco calculator, policy implementation timeline, and more!

*Promotional items based on availability

ADDITIONAL TOBACCO USE PREVENTION RESOURCES



Tobacco Stops With Me (TSWM)

Oklahomans of all ages are targeted by the tobacco industry. Children are heavily targeted as "replacement smokers" in order to keep the cycle of nicotine addiction going. Visit the TSWM website for resources to end tobacco addiction in Oklahoma.

OK To Quit Campaign

Each January, join OK to Quit as they promote Quit Week in Oklahoma. Resources for businesses and tobacco users are available on their website and social media.

Instagram: @OKToQuit Facebook: [facebook.com/OKToQuit](https://www.facebook.com/OKToQuit)

American Lung Association (ALA)

ALA provides helpful information about lung diseases. ALA also offers a tobacco cessation resource called Freedom From Smoking. More information can be found on their website.

Take Down Tobacco Day of Action (Formerly Kick Butts Day)

Sponsored by the Campaign for Tobacco Free Kids, this day of action allows both kids and adults to join together and fight back against the tobacco industry. Ideas for workplaces to get involved are included on this helpful website.

American Cancer Society (ACS)

Tobacco use is a leading cause of cancer worldwide. Visit ACS to learn more about how to quit tobacco after a cancer diagnosis.

Utilize Your Organization's Employee Assistance and Insurance Benefits

The resources listed are a few organizations available for assistance. A great resource for businesses is their employer health plan. Contact your broker to learn more about tobacco cessation benefits provided by your organization's plan. Employee Assistance Plans (EAPs) are also a resource if provided in the organization benefits package.

For links to the above website resources, visit www.occhd.org/worksitewellness for a PDF of this toolkit or see Appendix B.

Other Topics and Resources

Dimensions of Wellness

Social
Financial
Intellectual
Environmental



Social Wellness

Social wellness involves connecting to positive social networks and solving social problems such as conflict. Supportive networking opportunities with like-minded individuals and positive social groups are helpful. Many organizations exist to help connect individuals looking to meet new people or volunteer. Some examples are:

-Young Non-Profit Professionals Network

-Various Chambers of Commerce events

(conferences, professional development opportunities, and networking events)

-MetroTech Downtown Business Campus

-Utilizing your company's HR department for training on interpersonal relationships

-Discover opportunities for team building (employee retreats, etc.)

[For more on Social Wellness, see the Volunteering section later in the toolkit.](#)

Financial Wellness

Forbes defines financial wellness as the ability to have a healthy financial life. It means your debts are payable and you have ample emergency, college (if applicable) and retirement funds. You're well prepared to handle any financial crisis, and feel good about your financial health now and in the future.

[How can employers help with financial wellness?](#)

Contact your local financial institution (bank or credit union) to see if they offer financial education classes. Some organizations offer community learning opportunities that can help your employees plan for financial events in life such as saving for retirement, purchasing a home, sending a child to college, and more.

Other Topics and Resources

Dimensions of Wellness

Social
Financial
Intellectual
Environmental



Mental and Intellectual Wellness

National Alliance on Mental Illness (NAMI) Fact Sheet Library

This is a great resource for fact sheets and infographics on various mental health topics. NAMI is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness.

Wellness Council of America (WELCOA): Stress Management For Employees

WELCOA lists the benefits of stress management and provides links to free stress reduction resources.

The American Institute of Stress

Access a free workplace stress survey and download workplace stress reports and statistics to educate your team about the importance of stress reduction.

Environmental Wellness

Try incorporating outdoor physical activity that also helps the environment! OKC Beautiful sponsors a metro OKC litter prevention project called Litter Blitz. Your organization picks a location such as a local park or other public space, forms a team of volunteers, and OKC Beautiful will provide gloves and bags so your employees can safely help beautify the city and pick up litter. This helps the environment stay clean while getting in a physical activity break. For more information, visit: <https://www.okcbeautiful.com/programs/litterblitz/>.



Community Services

Find help with food, rent, utilities and more



2-1-1 Oklahoma

2-1-1 helps Oklahomans with a variety of important resources. Simply dial 2-1-1 from a phone and become connected to information and referrals across the spectrum of human need, including but not limited to: rental assistance, food pantries, affordable housing, health resources, child care, after-school programs, caregiver support, financial programs, literacy, and job programs. To learn more, visit 211Oklahoma.org.

United Way

United Way of Central Oklahoma provides support to partner organizations in the OKC metro area. The five areas of focus are community preparedness, healthy citizens, independent living, strong families, and successful kids. To learn more about the many partner organizations and their services, visit UnitedWayOKC.org.

Regional Food Bank of Oklahoma

Oklahoma is the fifth hungriest state in the country. The Regional Food Bank of Oklahoma helps individuals and families in need. Visit regionalfoodbank.org/get-help to find a food pantry in your area.

Oklahoma Be a Neighbor

The Oklahoma Be a Neighbor directory helps Oklahomans in need of services search by county to find organizations ready to help. If a need exists for food, housing, or other social services, visit BeANeighbor.OK.gov for information.

Infant Crisis Services

Infant Crisis Services provides formula, food, diapers, blankets, clothing, and other basic necessities by appointment. Please call (405) 528-3663 to schedule an appointment. These services are available four times annually to children birth – age 3. Learn more at InfantCrisis.org.

Pet Food Pantry

Central Oklahoma's Food Bank for Pets helps provide free pet food and supplies to low-income seniors, veterans, homeless and those in domestic violence shelters so they can feed and care for their companion pet while helping them afford their own food and medical supplies. Learn more at PetFoodPantryOKC.org.



Volunteer Opportunities

Volunteering can improve mental and physical health, along with a greater sense of life satisfaction.

Yeung, Zhang, & Kim (2017)

Oklahoma County Wellness Now Coalition

The Wellness Now Coalition is a group of community volunteers and advocates that help Oklahoma County become a healthier place to live, learn, work, play, and pray. Workgroups focus on data-driven solutions to Oklahoma's health outcomes including nutrition, tobacco prevention, mental health, worksite health, and more. Visit WellnessNowOKC.org for more information and how to get involved.

United Way of Central Oklahoma

United Way has many opportunities for volunteering as an individual or with your team at work. Visit UnitedWayOKC.org for more information on available opportunities.

Regional Food Bank of Oklahoma Volunteer Opportunities

The Regional Food Bank works with corporate partners to meet their objectives, tailoring partnerships that bring mutual benefit to both parties. Partnerships with your organization can be crafted to: provide volunteer opportunities, build an employee giving campaign, host a food & fund drive or even a cause marketing campaign. For more information, contact Jennifer Eckert at [405-600-3180](tel:405-600-3180).

Use LinkedIn to find opportunities

LinkedIn and other job search and networking websites often post both employment and volunteer opportunities. Utilize these websites to build upon your professional network while also helping causes you are interested in.

Oklahoma Medical Reserve Corps

Medical and non-medical professionals are always needed to volunteer for the Oklahoma Medical Reserve Corps. This volunteer driven organization helps assist first responder organizations in various capacities across the state. Non-medical staff can also volunteer in support roles when opportunities allow. To learn more, visit the Oklahoma Medical Reserve Corps website at OKMRC.org.

For links to the above website resources, visit www.occhd.org/worksitewellness for a PDF of this toolkit or see Appendix B.





Certified Healthy Oklahoma (CHO) recipients are recognized as leaders in their community for going “above and beyond” to make health and wellness a priority. Recipients are invited to a special awards event and receive widespread acknowledgement for their commitment to health.

CHO recipients often use their recognition as a recruitment strategy or to advertise their dedication to a healthy lifestyle. Most importantly, CHO gives recipients a sense of pride in their passion for improving not only individual health, but Oklahoma’s future for generations to come.

Certified Healthy Business Benefits

- Healthier employees are proven to be more productive and have a direct impact on an organization’s success**
- Businesses are able to utilize their CHO status as a recruitment and retention strategy for top employees**
- Enhance your business’ image by demonstrating care and commitment to employee health and well-being**
- Recognition as a business that goes “above and beyond” to create a healthy, nurturing environment**
- Award recipients are invited to a special recognition awards event to honor achievements**

Applications are open yearly between August 1-November 1

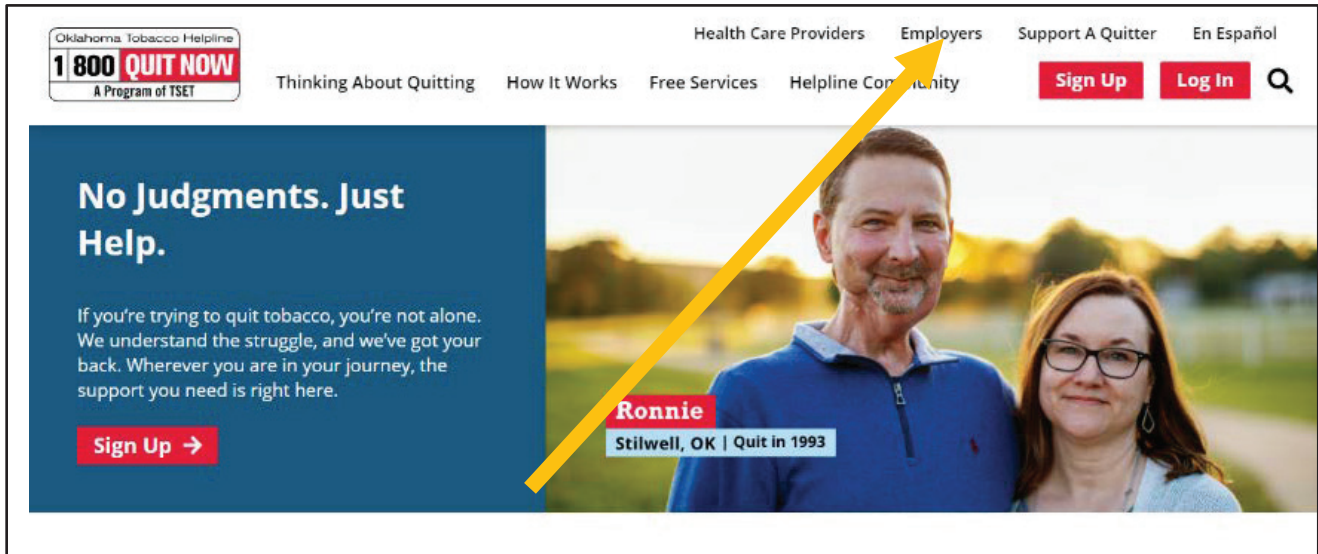
Visit CertifiedHealthyOK.com to learn more!



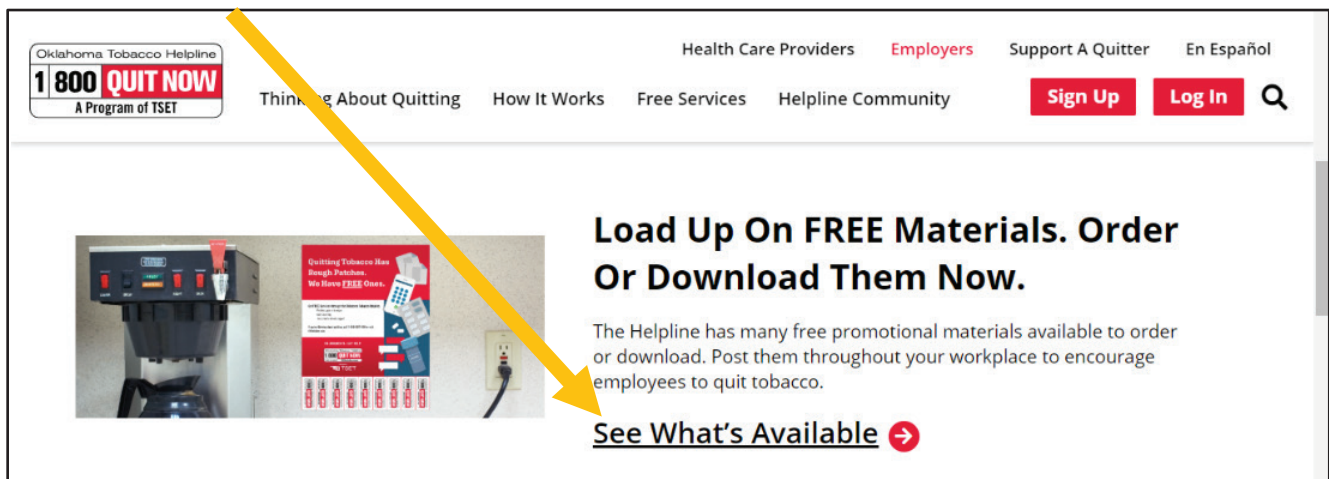
Appendix A

How to Order Free Oklahoma Tobacco Helpline Promotional Materials

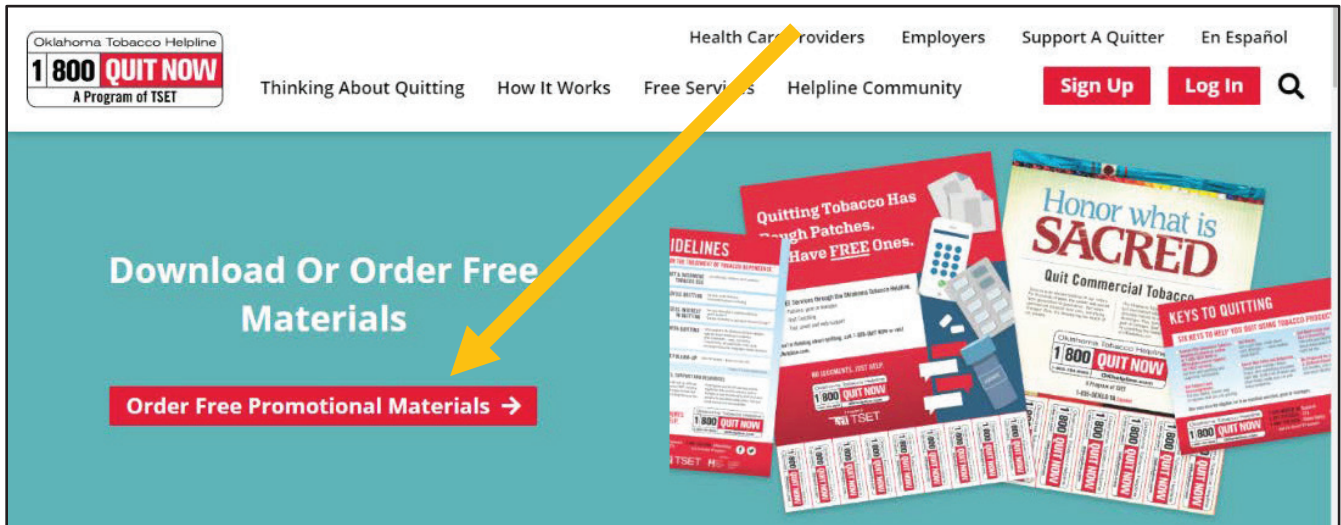
Step One: Visit www.OKhelpline.com. Click on the [Employers](#) link (upper right corner)



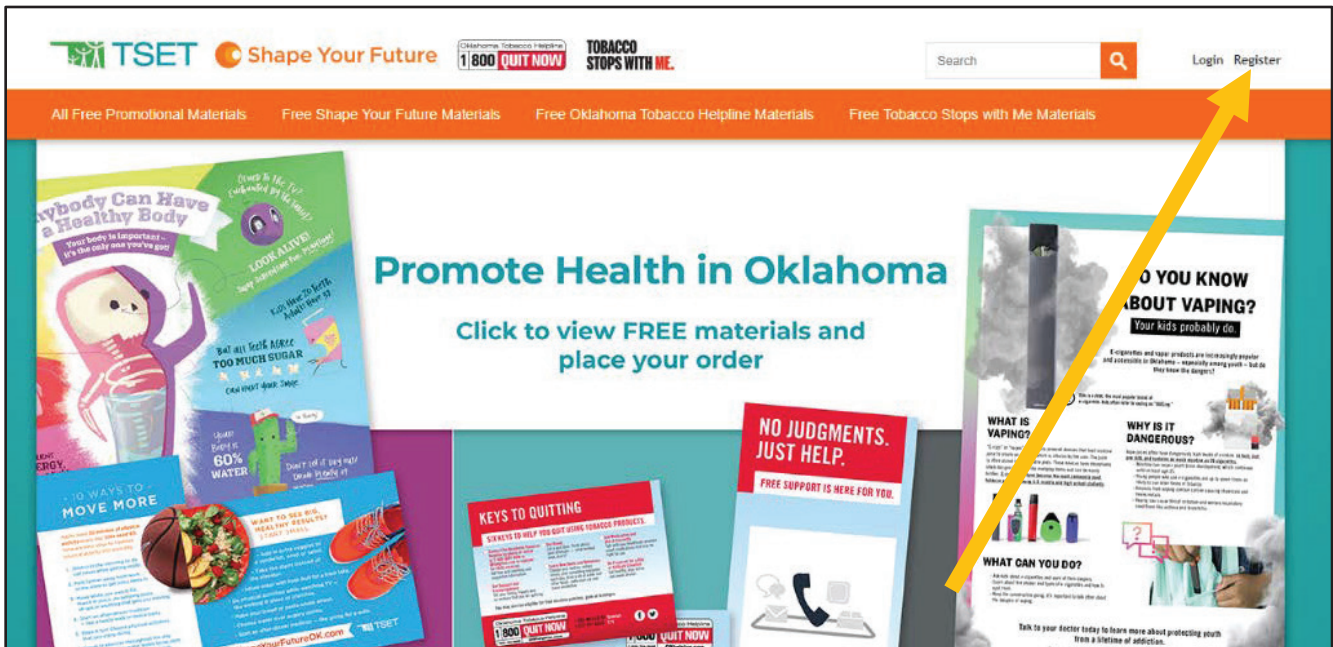
Step Two: Scroll half-way down and click on [See What's Available](#) (middle of page)



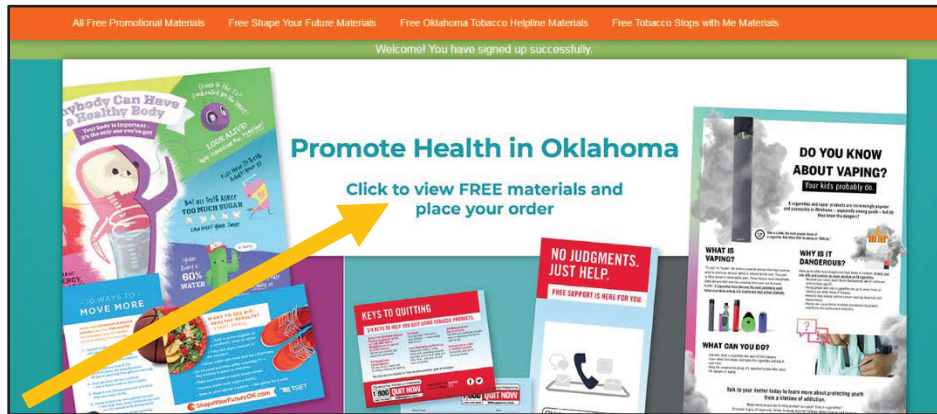
Step Three: Click Order Free Promotional Materials



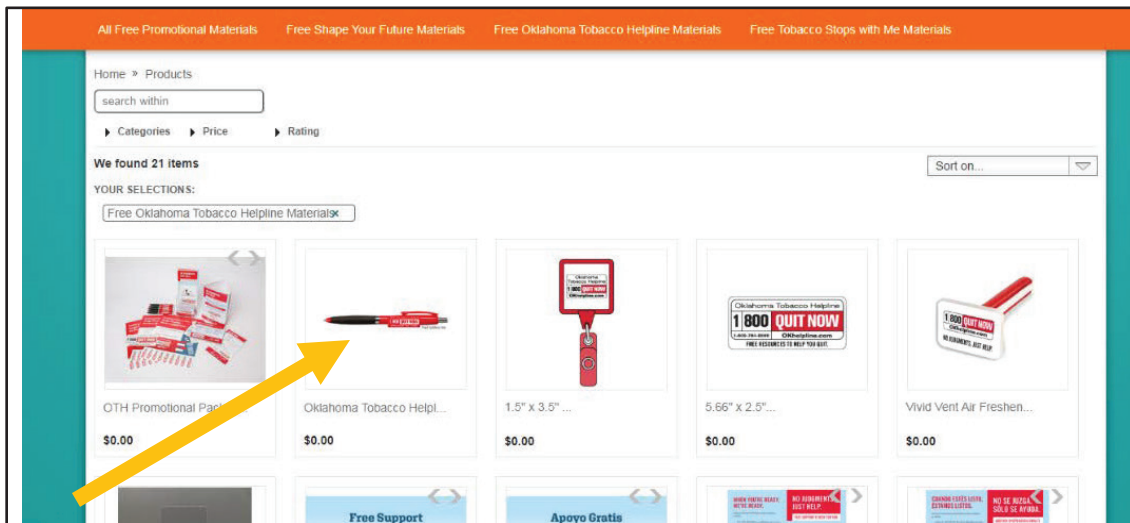
Step Four: Register for a Free Account



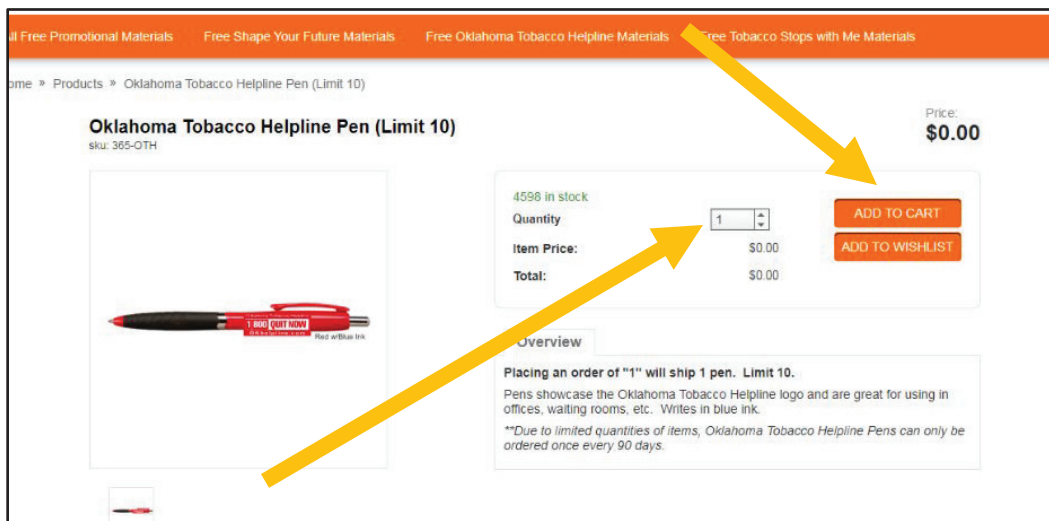
Step Five: After account is registered, click to view available free materials.



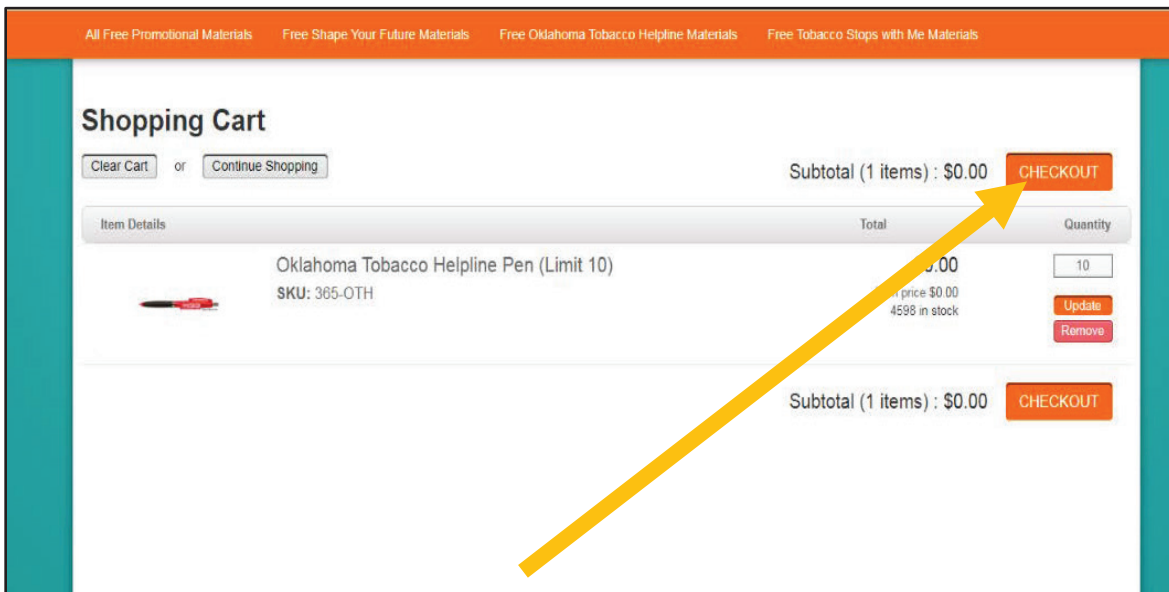
Step Six: View items and click on items to open item detail page



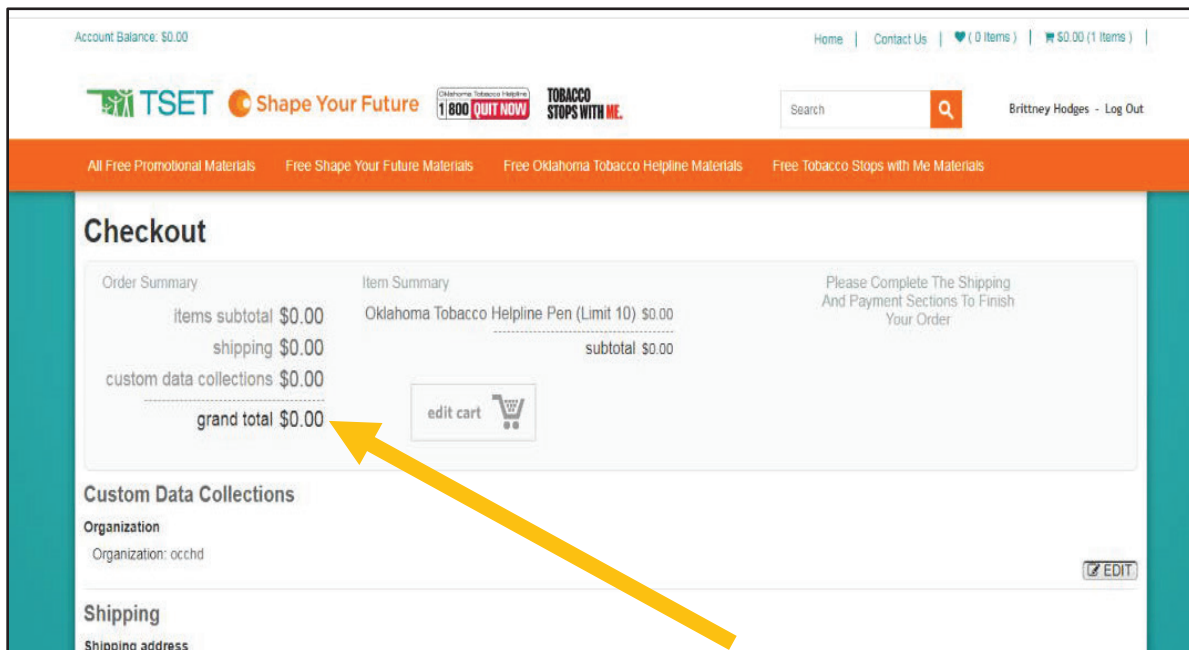
Step Seven: Enter quantity and click Add to Cart



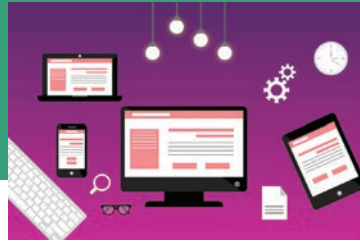
Step Eight: When finished adding items, click Checkout.



Step Nine: Complete Shipping Information and Submit Order. Order total should be \$0.00.



Appendix B Website Links



Nutrition Resource Links

American Heart Association Food and Beverage Toolkit: <https://bit.ly/2YdEpZ3>

Shape Your Future Sugar Calculator: <https://bit.ly/2Yg3Pp2>

Oklahoma Nutrition Information and Education Project (ONIE): <https://bit.ly/3h7DMJg>

OCCHD Total Wellness Classes: <https://bit.ly/3f6igCC>

Nutrition Social Media Images: Download at occhd.org/worksitewellness

Physical Activity Resource Links

CDC Prevention Resources: <https://bit.ly/2AVbp03>

Ideas for Physical Activity Breaks: <https://bit.ly/3cJkuqd>

Take the Stairs Flyers: <https://bit.ly/3hpH9Lw>

MetroTech Springlake Campus: <https://bit.ly/3dM5EQW>

Keep Moving OKC Events Calendar: KeepMovingOKC.org

Tobacco Resource Links

Oklahoma Tobacco Helpline: OKHelpline.com

Worksite Cessation Toolkit: <https://bit.ly/3h6zwK8>

Tobacco Stops With Me: <https://bit.ly/37e4M5e>

OK to Quit Campaign: <https://bit.ly/2YisIk1>

American Lung Association: <https://bit.ly/3hchNRx>

Take Down Tobacco Day of Action: <https://bit.ly/37jhGin>

American Cancer Society: <https://bit.ly/30o1POe>

Appendix B Website Links



Mental and Intellectual Wellness Resource Links

NAMI Fact Sheet Library: <https://bit.ly/3f4g1mw>

WELCOA Stress Management for Employees: <https://bit.ly/37jiP9B>

The American Institute of Stress: <https://bit.ly/3dMoc3v>

Environmental Wellness Resource Links

OKC Beautiful Litter Blitz: <https://bit.ly/37c6leC>

Community Services Resource Links

2-1-1 Oklahoma: 211Oklahoma.org

United Way: UnitedWayOKC.org

Regional Food Bank of Oklahoma: <https://bit.ly/3hgR2xo>

Oklahoma Be a Neighbor: BeANeighbor.org

Infant Crisis Services: InfantCrisis.Org

Pet Food Pantry: petfoodpantryokc.org

Volunteer Resource Links

Wellness Now Coalition: wellnessnowokc.org

United Way of Central Oklahoma: <https://bit.ly/3cO7uQa>

Regional Food Bank of Oklahoma Volunteer Opportunities: RegionalFoodBank.org

Oklahoma Medical Reserve Corps: OKMRC.org



TSET Healthy Living Program

June 2020



WELLNESS NOW