

Work Site Sector List of Questions

The following pages list the questions for each module (demographic, physical activity, nutrition, tobacco, chronic disease management, and leadership) of the Work Site sector. The questions are provided in the Excel spreadsheets of the CHANGE tool; below is an example of a Work Site spreadsheet.

Work Site: Chronic Disease Management

Based on your team's knowledge or observations of the community, use the following Policy and Environment scales to indicate the most appropriate responses for each statement. Position the cursor over each rating option to see further explanation and an example (examples provided are for item #1).

In the two response columns, please indicate the appropriate number (#) from the scales below that best represents your answers for each item. Provide both a Policy Response # and Environment Response # for each statement in the appropriate column, with supporting documentation in the corresponding comment boxes. Response # 99 should be used only when the strategy is not applicable at the site (e.g., stair promotion not suitable in one-story building).

Response #	Policy	Environment
1	Not identified as problem	Elements not in place
2	Problem identification/gaining agenda status	Few elements in place
3	Policy formulation and adoption	Some elements are in place
4	Policy implementation	Most elements are in place
5	Policy evaluation and enforcement	All elements in place
99	Not applicable	Not applicable

To what extent does the work site:	Policy Response #	Environment Response #
1. Provide routine screening, follow-up counseling and education to employees to help address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, hypertension, high cholesterol, elevated blood sugar levels, tobacco use and exposure)?		
2. Provide access to an onsite occupational health nurse?		
3. Provide an onsite medical clinic to monitor and address chronic diseases and related risk factors (e.g., high blood pressure, high cholesterol, elevated blood sugar levels)?		
4. Provide paid time off to attend health promotion programs or classes?		
5. Provide employee insurance coverage for preventive services and quality medical care?		
6. Provide access to a free or low cost employee health risk appraisal or health screenings?		
7. Provide access to chronic disease self-management programs (e.g., Weight watchers for overweight/obesity)?		
8. Adopt curricula or training to raise awareness of the signs and symptoms of heart attacks and strokes?		
9. Adopt curricula or training to raise awareness of the importance of calling 9-1-1 immediately when someone is having a heart attack or stroke?		
10. Promote chronic disease prevention (e.g., post signs reminding employees to get blood pressure checked, quit smoking, or avoid secondhand smoke) to employees?		
11. Adopt an emergency response plan (e.g., appropriate equipment such as Automatic External Defibrillator, instructions for employee action)?		
COLUMN TOTAL:	0	0
CHRONIC DISEASE MANAGEMENT SCORE:	0.00%	0.00%

Please remember to answer every item. Do not leave any item blank.

Demographic Information / Physical Activity / Nutrition / Tobacco / **Chronic Disease Management** / Leadership

As an example, these are the questions asked in the chronic disease management module. The following pages list all questions asked in all modules of the Work Site sector.

Demographic

1. Number of employees:
fewer than 20, 20 – 99, 100 – 249, 250 – 499, 500 – 999, 1,000 – 1,499, 1,500+
2. Type of work site:
For example: retail sales, bank or credit union, restaurant/food service, hotel/motel, auto/repair shop, gas station or convenience store, pharmacy or drug store, grocery store/food market, manufacturing, factory, warehouse, construction, school/educational institution, faith-based institution, health care (e.g., clinic, hospital, medical practice), government, other
3. Sector type:
private, public
4. Profit type:
for-profit, not-for-profit

Physical Activity

To what extent does the work site:

1. Promote stairwell use (e.g., make stairs appealing, post motivational signs near stairs to encourage physical activity)?
2. Provide flexible work arrangements or break times for employees to engage in physical activity?
3. Encourage non-motorized commutes (e.g., active transportation such as walk or bike) to work?
4. Enhance access to public transportation (e.g., bus stops, light rail stops, van pool services, subway stations) within reasonable walking distance or provide financial support (transit cards, etc.)?
5. Support clubs or groups (e.g., walking, biking, hiking) to encourage physical activity among employees?
6. Provide a safe area outside (e.g., through lighting, signage, crime watch) to be physically active?
7. Designate a walking path on or near building property?
8. Provide access to onsite fitness center, gymnasium, or physical activity classes?
9. Provide a changing room or locker room with showers?
10. Provide access to offsite workout facility or subsidized membership to local fitness facility?
11. Provide bicycle parking (e.g., bike rack, shelter) for employees?
12. Implement activity breaks for meetings that are longer than one hour?
13. Provide direct support (e.g., money, land, pavilion, recreational facilities, sponsorship, advertising) for supporting community-wide physical activity opportunities (e.g., sports teams, walking clubs)?

Nutrition

To what extent does the work site:

1. Institute healthy food and beverage options at company-sponsored meetings and events?
2. Institute healthy food and beverage options in vending machines?
3. Institute healthy food and beverage options in onsite cafeteria and food venues?

4. Institute healthy food purchasing practices (e.g., increase availability of fruits, vegetables, and whole grains; follow guidelines aligning with DGA 2015-2020 such as the Food Service Guidelines for Federal Facilities)?
5. Institute healthy food preparation practices (e.g., steaming, low fat, low salt, limiting frying) in onsite cafeteria and food venues?
6. Avoid marketing (e.g., counter advertisements, posters, other print materials) of less healthy foods and beverages onsite?
7. Provide smaller portion sizes in onsite cafeteria and food venues?
8. Provide safe, unflavored, cool drinking water at no cost to employees?
9. Institute nutritional labeling (e.g., 'low sodium', 'heart healthy', 'no trans fat') at the worksite's cafeteria and onsite food service?
10. Institute pricing strategies that encourage the purchase of healthy food and beverage options (e.g., bundling products, punch-card reward program, etc.)?
11. Provide refrigerator access for employees?
12. Provide microwave access for employees?
13. Provide a sink with water faucet access for employees to prepare food (other than restroom)?
14. Provide a seating area for employees to eat?
15. Support (e.g., money, land, a pavilion, sponsorship, donated advertising) food access opportunities (e.g., farmers' markets, community gardens)?
16. Support breastfeeding including breaks, providing a comfortable, private space for employees to nurse or pump?

Tobacco

To what extent does the work site:

1. Institute a smokefree/tobacco-free policy 24/7 for indoor public places?
2. Institute a smokefree/tobacco-free policy 24/7 for outdoor public places?
3. Not allow onsite tobacco sales (including self-service displays)?
4. Provide insurance coverage for tobacco cessation services?
5. Provide insurance coverage for tobacco cessation products (e.g. patches, gum, medicines)?
6. Not allow tobacco promotions, promotional offers, and prizes?
7. Not allow tobacco advertisement (e.g., restrict point-of-purchase advertising or product placement)?
8. Help employees access tobacco cessation resources or services, such as a quitline (e.g., 1-800-QUIT-NOW)?

Chronic Disease Management

To what extent does the work site:

1. Provide or subsidize routine screening, follow-up counseling and education (all three, in combination) to employees to help address chronic health conditions and related risk factors (e.g., poor nutrition, physical inactivity, hypertension, high cholesterol, elevated blood sugar levels, tobacco use and exposure)?

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An excerpt from the *Community Health Assessment aNd Group Evaluation (CHANGE) Tool*

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2. Provide an onsite medical clinic to monitor and address chronic diseases and related risk factors (e.g., high blood pressure, high cholesterol, elevated blood sugar levels)?
3. Provide paid time off to attend health promotion programs (e.g., screening events, classes, physical activity)?
4. Provide access to chronic disease self-management programs (e.g., weight loss programs for overweight/obesity)?
5. Conduct a facility assessment using a tool such as FitWel?
6. Raise awareness of the signs and symptoms of heart attacks and strokes and the importance of calling 9-1-1 immediately when someone is having a heart attack or stroke?
7. Promote chronic disease prevention (e.g., post signs reminding employees to get blood pressure checked, quit smoking, or avoid secondhand smoke) to employees?
8. Adopt an emergency response plan (e.g., appropriate equipment such as Automatic External Defibrillator, instructions for employee action)?

Leadership

To what extent does the work site:

1. Provide low/no cost preventive health or wellness activities for employees?
2. Participate in the public policy process to highlight the need for community changes to address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, tobacco use and exposure)?
3. Have a wellness coordinator?
4. Have a wellness committee?
5. Have a health promotion budget?
6. Have a mission statement (or a written policy statement) that includes the support of or commitment to employee health and well-being?
7. Adopt organizational or performance objectives pertaining to employee health and well-being?
8. Provide employees with a health insurance plan?
9. Provide office-based incentives (e.g., discounted insurance premium, gift certificates) to employees participating in health risk assessments, initiatives, or support groups that promote chronic disease prevention measures (e.g., quit smoking, log miles walked, blood pressure or cholesterol screening)?
10. Implement a needs assessment when planning a health promotion program?
11. Evaluate company-sponsored health promotion programs?
12. Provide opportunities for employee feedback (e.g., employee interest, satisfaction, adherence) about health promotion programs?
13. Participate in or support community coalitions and partnerships (e.g., food policy council, tobacco-free partnership, neighborhood safety coalition) to address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, tobacco use and exposure)?

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