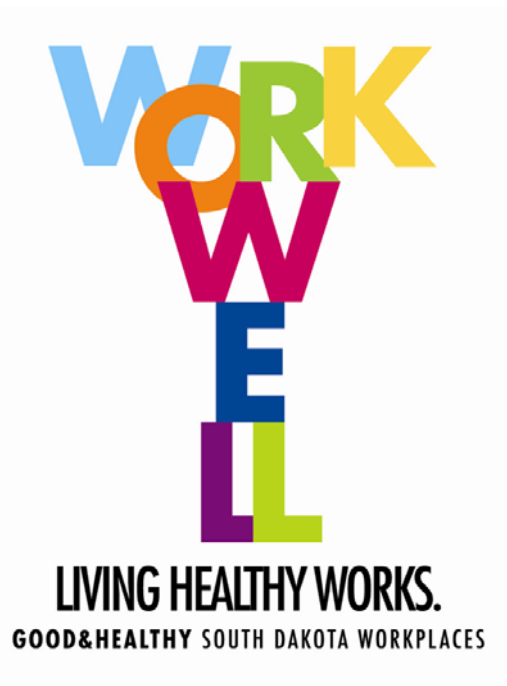


2019-2020  
South Dakota Department of Health  
Office of Chronic Disease Prevention & Health Promotion  
**WORKWELL GRANT**  
Proposals due March 19, 2019

TO PROMOTE HEALTHY LIFESTYLES BY PREVENTING, REDUCING, AND MANAGING CHRONIC  
DISEASE THROUGH WORKPLACE ENVIRONMENT AND POLICY CHANGE



## Background

The WorkWell Grant awards funds towards development and implementation of interventions that support workplace wellness programs. Eligible projects will be awarded **up to \$2,000**.

## Eligibility Criteria

Any workplace starting a wellness program or expanding a current program is eligible. Interventions should be designed to create environmental and policy changes or provide opportunities not already offered to employees related to preventing, reducing, and managing chronic disease. Funding should be used to focus on one or more interventions and create sustainability.

## WorkWell Interventions

Funding will be awarded for interventions that strategically address environmental and policy change related to preventing, reducing and managing chronic disease. **Health-related policies** are formal or informal written statements that are designed to protect or promote employee health. **Environmental change** refers to the physical factors at the workplace or nearby, that helps protect and enhance employee health.

You will need a means of measuring whether changing the policy/environmental barrier and interventions you choose to have any impact on preventing, reducing, and managing chronic disease. To do this, it will be necessary to develop clear, time-oriented, and measurable objectives.

An objective reflects changes in knowledge, attitudes, or behaviors. The objective should state the change you hope will occur by altering a policy or environmental barrier. For example, by improving a walking path near your facility you hope that more people will use the path and increase their physical activity because of this environmental change.

The activities are considered the means to accomplish the objective. They are the small steps necessary to ensure that the change you are anticipating occurs. These should also be time-oriented, specific, and measurable.

**Choose one or more of the following interventions:**

### Nutrition Interventions

#### [Healthier Foods and Beverages at Meetings and Presentations](#)

Offering healthier foods and beverages options at all business sponsored and/or coordinated meetings and presentations by categorizing them as GREEN, YELLOW and RED based on the standards outlined in the [South Dakota Healthier Vending and Snack Bar Toolkit](#). Additional activities such as competitions or challenges in the workplace that focus on promotion of healthier eating such as eating more fruits and vegetables or drinking more water can be included.

#### [Healthier Vending and Snack Bar](#)

Incorporating healthier snack foods and beverages items in vending machines and snack bars by categorizing them as GREEN, YELLOW and RED based on the standards

outlined in the [South Dakota Healthier Vending and Snack Bar Toolkit](#). Additional activities such as competitions or challenges in the workplace that focus on promotion of healthier eating can be included.

### [Breastfeeding Support](#)

Providing breastfeeding support to employees and customers by taking the SD DOH Breastfeeding-Friendly Business Pledge and creating a breastfeeding-friendly environment (i.e. policy implementation, lactation space development or improvement, etc...) in compliance with state and federal breastfeeding laws.

Grant funds can be used for expenses such as: Door locks, privacy screens/partitions, a comfortable chair, signs, table or a flat surface to hold a breast pump, multi-user breast pump, mini-refrigerator, clock, educational materials, promotional materials to inform staff and customers about lactation services and educational materials/lending library.

## **Physical Activity Intervention**

### [Worksite Physical Activity](#)

Encouraging and providing support for employee's physical activities. Environmental changes to support active employees are strongly encouraged for applicants, examples include installing bike racks, dedicating onsite space for employees to engage in physical activities, mapping walking routes at worksites or to nearby destinations, or improving aesthetics to stairwells to encourage use. Additional activities that focus on promotion of physical activity, i.e. walking challenges or physical activity classes, can also be included.

Grant funds can be used for expenses such as: bike racks, weather resistant signage, aesthetic improvements to exercise areas, small exercise equipment, rubber flooring or stairwell improvements.

## **Tobacco Intervention**

### [Tobacco-Free Business](#)

The Tobacco-Free Business Model Policy provides a framework to protect and promote the health and well-being of business employees and visitors. The use of tobacco products by employees or visitors compromises the mission of providing a safe and healthy place to conduct business. Signage can be provided by the South Dakota Tobacco Control Program to those updating or implementing a tobacco free policy. Additional activities, such as providing tobacco cessation to employees ([SD QuitLine](#)) and making Quit Kits (small tools or resources to assist with quitting), can be included.

## **Heart Disease & Stroke Intervention**

### [Worksite Automated External Defibrillator \(AED\) Model Policy](#)

This policy was created for worksites to establish a process to support the proper management of an AED and training for employee(s).

Grant funds can be used for:

- Selection of an AED.

- Comprehensive CPR and AED training through a professionally recognized organization such as the American Heart Association or American Red Cross.

## Cancer Interventions:

### [Worksite UV Protection](#)

This Worksite UV Protection Model Policy provides a framework to encourage and support UV protection and is designed to assist safety personnel as they create sun protection guidelines for their worksite setting.

Grant funds can also be used for:

- **Environmental approaches** to encourage sun protection (e.g. provide sunscreen, lip balm, wide-brimmed hats, shade supports such as umbrellas and tents) to employees.
- **Educational approaches** providing informational messages about sun protection to workers through instruction, small media such as posters or brochures, or both.

### [Worksite Cancer Screening](#)

The Worksite Cancer Screening Model Policy was developed to increase cancer screenings in worksites. Recommended cancer screening tests may find breast, cervical and colorectal cancers early, when treatment is likely to work best. Additional activities such as such as providing client reminders to employees regarding cancer screening, providing informational messages about preventative cancer screening recommendations and educating employees on covered benefits related to preventative cancer screening through newsletters, meetings, wellness portals, mailings, etc, integrating preventative cancer screening discussions and/or referrals into wellness requirements, or partnering with your health plan to provide screening services (FIT tests and/or mobile mammography) for eligible members and providing them onsite.

Grant funds can be used for expenses such as:

- Development and mailing costs for reminders.
- Automated reminder costs.
- Educational materials on preventive cancer screening.
- Mailing costs for FIT tests.

## Funds will NOT support:

1. The purchase of stationary exercise equipment such as treadmills, stair-step machines, and/or other elliptical equipment.
2. The purchase of computers, TVs or video/DVD equipment.
3. Other Non-allowable expenses include indirect costs, salaries, or meals.

## Funds WILL support:

1. Food- used for educational purposes and that show sustainability is allowable for the nutrition interventions. Maximum amount allowed is \$200.
2. WorkWell summit: 2 registrations at \$30 each.
3. Incentives, for example:

- a. Partnering with a local fitness center to provide employees with discounted memberships.
- b. Extra vacation/personal day.
- c. Partnering with local businesses to help provide gift cards.
- d. Providing 1-day free passes to try a local fitness class.
- e. Department of Health offers up to 100 incentives per business per year, free of charge (i.e. water bottles, exercise balls, veggie peelers, cutting mats and lunch bags).

**Grantee Will:**

1. Complete selected intervention(s) during the grant funding period  
June 1, 2019-May 31, 2020.
2. Attend May 2020 WorkWell Summit (Location TBD).
3. Submit the items listed below to [eweiss@midconetwork.com](mailto:eweiss@midconetwork.com) no later than June 30, 2020 (templates will be provided).
  - a. Annual progress report.
  - b. Webinar and summit evaluation report.
  - c. Success story.
4. Submit Evaluation of Selected Intervention(s). The WorkWell program will work with you to evaluate implementation of the selected intervention(s) as well as evaluation of employee impact.
5. Attend the quarterly WorkWell webinars. Webinars are 15 - 30 minutes in length.  
July 9, 2019 at 12:30 CST.  
October 8, 2019 at 12:30 CST.  
January 7, 2020 at 12:30 CST.  
April 14, 2020 at 12:30 CST.

**WorkWell Will:**

1. Provide resources, training, and support for implementation of proposed intervention(s).
2. Provide one on-site visit to the workplace.

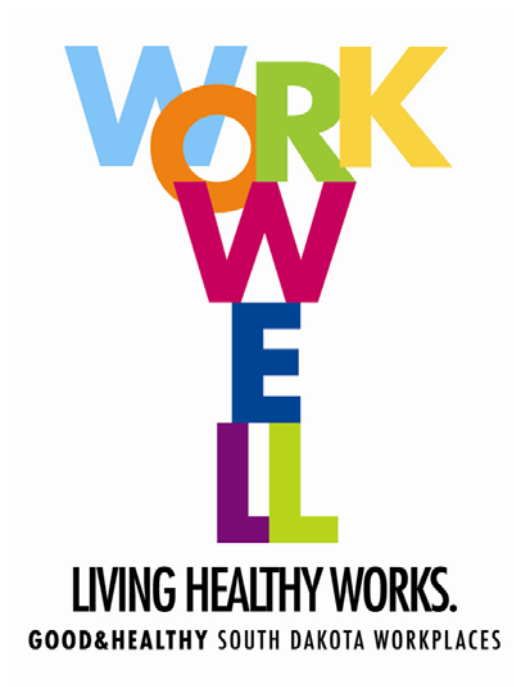
**Application Submission** – Please submit your completed application by 5 p.m. on **Tuesday, March 19, 2019**.

Submitted proposals must include the following:

- A. Grant Application Cover (Pg.6)**
- B. Statement of Need (Pg.7)**
- C. WorkWell Intervention (Pg.8)**

**Submit via mail or email to:**

Enid Weiss  
Workplace Wellness Coordinator  
Black Hills Special Services  
818 S. Broadway #110  
Watertown, SD 57201  
Phone: (605) 878-0314  
Email: [eweiss@midconetwork.com](mailto:eweiss@midconetwork.com)



Name of Workplace: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

## STATEMENT OF NEED

You will need a statement of need that includes the following:

- Strong description of the workplace.

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- Why funding is needed.

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- Length of wellness program.

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- Sustainable goals.

Short

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Long

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June 1, 2019 – May 31, 2020

WorkWell INTERVENTION

<b>WorkWell Intervention:</b>	
<b>Objective:</b>	
<b>Activity:</b>	
<b>Timeline:</b>	
<b>Partners:</b>	
<b>Committee Member Tasks:</b>	
<b>Communication Strategies:</b> (email, posters, staff meetings)	
<b>BUDGET:</b>	
DESCRIPTION:	
COST:	
JUSTIFICATION:	