



Is Your Agency CommonHealth Worksite Certified Ready?

Becoming CommonHealth Worksite Certified can be a great recognition for your agency, but are you qualified? Answer the yes/no questions below to determine if you are an ideal candidate or see what else you can do to become better qualified. An agency

Coordinator (AC) is a point of contact at an agency location; he or she is the one responsible for scheduling campaigns and distributing communications. If your agency does not have a coordinator onsite, please contact the Regional Coordinator for guidance.

Section 1-Requirements:

	Yes	No
Does your agency have a CommonHealth Agency Coordinator (AC)?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees actively engage in 2 CommonHealth campaigns per year?	<input type="checkbox"/>	<input type="checkbox"/>
Is an overview of CommonHealth provided to new employees during orientation?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Agency Coordinator attend at least 1 AC Meeting per year?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Agency Coordinator distribute weekly Wellnotes and other CH materials?	<input type="checkbox"/>	<input type="checkbox"/>

The items above are required to be true, so if you answered “No” to any of them, you can start to remedy those prior to applying.

Section 2-Opportunities to incorporate wellness into your work environment:

	Yes	No
Does management participate in the CommonHealth campaigns/events?	<input type="checkbox"/>	<input type="checkbox"/>
Does management encourage employees to participate?	<input type="checkbox"/>	<input type="checkbox"/>
Does management include CommonHealth staff meetings or other staff events?	<input type="checkbox"/>	<input type="checkbox"/>
Does your agency have a walking group or encourage walks/fitness on breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Does your agency have onsite fitness classes?	<input type="checkbox"/>	<input type="checkbox"/>
Our employees are encouraged to stand and move often (and not sit all day)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your agency have Weight Watchers at Work meetings?	<input type="checkbox"/>	<input type="checkbox"/>
Does your agency promote healthy snacks (in vending machines or in break room)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your agency offer a healthy recipe, produce, or seed swap?	<input type="checkbox"/>	<input type="checkbox"/>
Does your agency have an onsite garden?	<input type="checkbox"/>	<input type="checkbox"/>
Has your agency offered any workshops on stress management?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees have a flexible schedule or telecommute?	<input type="checkbox"/>	<input type="checkbox"/>
Is stretching or meditation encouraged on breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Employee Assistance Program used and referred to as a resource?	<input type="checkbox"/>	<input type="checkbox"/>
Are there other ways your agency addresses fitness, nutrition, and stress?	<input type="checkbox"/>	<input type="checkbox"/>

Use the space below to write down ideas that you currently use or those you want to add.

How Did Your Workplace Add Up?

Section 2 includes a variety of opportunities you may want to consider as ways to further wellness in your workplace. They are color-coded to help you determine areas of strength and those that can be improved.

Green items denote management support.

Blue items denote fitness and exercise-related activities.

Orange items denote ideas related to nutrition.

Purple items denote stress management opportunities.

There should be at least one “Yes” checked in each color.

I answered “Yes” to 6 or fewer statements.

You are off to a good start incorporating wellness into the workplace but could still make some effort to expand opportunities available. You can use the ideas in the questions above to begin. Additional resources will be available in the AC Tool Kit that will be available at the CommonHealth Academies this summer!

I answered “Yes” to 7-11 of the statements.

You are well on your way to becoming CommonHealth Worksite Certified and having a healthy workforce! You could still glean some valuable ideas from the questions above or the AC Tool Kit that will be available at the CommonHealth Academies this summer.

**Healthy
Workplace
Choices
Ahead.**

I answered “Yes” to 12 or more of the statements.

Wow! You should apply to be a CommonHealth Worksite Certified agency; please check out our website to [apply](#). Keep up the great job in encouraging wellness in the workplace. You may want to check out the AC Tool Kit that will be distributed at the CommonHealth Academies this summer for more ideas. If you would like to share ideas that work for your staff, please discuss them with your Regional Coordinator (RC).