

July 19, 2017

Dr. Karen A. Hacker, Director  
Allegheny County Health Department  
542 Fourth Avenue  
Pittsburgh, PA 15219



Dear Dr. Hacker,

TCV Community Services is an agency that is committed to provide a culture of wellness for all employees. As an executive leader of this agency, supported by the agencies executive director and board, I am dedicated to making healthy policy changes to help all employees live longer and live better. I will establish a corporate culture that encourages and supports key leadership strategies for wellness, tobacco –free environments, a comprehensive approach to tobacco cessation, healthy food choices and opportunities for physical activity. I understand this is a professional and personal commitment and will lead this initiative by modeling responsible, healthy behaviors. I will include strategic wellness goals in my organizations plan. I will actively encourage and support employees to adopt healthier lifestyles.

I will identify agency leaders to participate on a wellness committee, to partner with Allegheny County in order to establish and maintain a corporate culture of wellness and meet the goals of the campaign. To ensure that staff wellness is at the forefront of prevention efforts by the Live Well Allegheny Program. To encourage employees' personal and professional productivity, and physical, mental and emotional well-being, TCV Wellness will adopt a holistic approach that actively supports employees to make healthy lifestyle choices. TCV will promote positive health behaviors and increase employee awareness through health education, special wellness, and preventative services.

With the help of staff needs assessments and a review of best workplace wellness practices, TCV will develop the following steps. These steps are focus areas, along with specific suggested objectives, that if followed, will qualify TCV Community Services as an accredited Live Well Workplace.

These steps are the foundation for the Work Plan; by following the Work Plan, each department will determine how best to incorporate the steps into daily practice or environmental changes that will foster a Live Well TCV Workplace.

Each department's Work Plan will embrace the steps using a mix of the suggested objectives and adding other activities that reflect unique staff interests and wellness goals. Depending on the facility and staff dynamics, some focus areas will have greater emphasis than others.

#### 1. Building, Facilities, Workplace Environment

- Ensure healthy food options in vending machines
- Provide private area for use by breast feeding employees to pump and store their milk.
- Ensure well-lit, safe stairwells

- Provide access to water fountain, water dispenser, water cooler
- Consider a tobacco/smoke-free work campus

## 2. Policy Integration

- Integrate health and wellness promotion policies into organizational structure
- Institute a healthy food policy requiring healthy food and drink options at company meetings, functions, and events
- Establish and communicate tobacco-free workplace policy that includes tobacco cessation resources for employees
- Develop a policy that supports breast feeding employees and allows them flexibility to pump at work in a designated, private area
- Use financial incentives such as reduction in insurance premiums, gift cards, cash, prizes, extra vacation days to encourage participation in health improvement activities such as giving up tobacco, weight loss, regular physical activity, and increased consumption of fruits and vegetables.
- Negotiate health-club discounts or provide subsidized membership at local fitness centers, programs such as Weight Watchers
- Provide or insure that your employees have access to comprehensive health insurance that includes dental and eye care as well as preventive care without co-pays.

## 3. Health Education, Screening, and Prevention

- Disperses health education information and encourages participation in screening, physical wellness activities, and disease prevention.
- Offer health screenings for BMI, Obesity, and Blood Pressure.
- Make available health and wellness educational resources to employees via printed materials, direct mail, electronic correspondence, posters, bulletin boards on topics such as physical activity, improved nutrition , and tobacco cessation
- Remind employees of importance of regular check-ups, physical examinations, and health screenings
- Support stretching breaks during work hours and meetings
- Set up walking/running/fitness club before or after work
- Provide or subsidize pedometers
- Promote weight-loss competitions, group challenges, team relays, walking events, marathon competitions
- Encourage stair use through attractive and visible prompts
- Promote cessation tobacco support groups, resources, and services
- Provide easy-to-access information about local programs and opportunities for physical fitness, community health related events, farmers markets

## 4. Leadership Commitment and Employee Ownership

- Senior level management, CEO/President supports participation in employee wellness program and employees are included and engaged.
- Create an Employee Wellness Committee that has ongoing leadership support and participation as well as representatives from various programs or departments
- Company mission/vision statement supports employee health and value of wellness programs in the workplace
- Leaders publicly recognize employees for healthy actions or outcome

By partnering with Allegheny County and the Live Well Workplace Program I am sure that we can contribute to the goal to make Allegheny County the “healthiest county” in the nation.

Sincerely,



André Moore

Director, Human Resources

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