



Wellness Plan 2024-2026

DCBS HealthWorks

April 1, 2024

Applies to:

All Department of Consumer and Business Services (DCBS) employees, and the Workers' Compensation Board (WCB).

Mission:

DCBS encourages employees to establish goals to improve and protect their health. DCBS recognizes that supporting healthy lifestyles improves productivity and morale; reduces the number and severity of injuries and illnesses on and off the job; reduces sick leave use; reduces insurance use and premiums; and promotes empowerment and engagement of the employees. As such, DCBS established and supports the HealthWorks program with its mission to facilitate and support healthy lifestyles among DCBS employees.

Executive summary:

Our employees are our most valuable resource. They provide Oregonians with essential services, including protecting and preserving Oregon's natural balance between worker and employer. Healthy, empowered, and engaged employees are paramount to the effective delivery of state services. By improving the health and well-being of our employees, we will be better able to serve Oregonians and accomplish our mission. Dedicating resources to our own employees' health and well-being exemplifies our vision in which everyone enjoys a productive and meaningful life. Our hope is that this plan commits our purpose to health and well-being, resulting in positive employee relationships, cultures of support, and engaged employees enjoying their lives.

DCBS will be a place where health and well-being are achieved across the lifespan for people of all races, ethnicities, disabilities, genders, sexual orientations, socioeconomic status, nationalities, and geographic locations.

The HealthWorks program is designed to increase awareness of how employees can use good health practices and improve their quality of life. This is accomplished through health education and workplace health activities that will support positive lifestyle changes. DCBS promotes and supports healthy lifestyles by doing the following:

- Encouraging physical activity
- Promoting education about food options that promote healthy weight maintenance
- Providing information to support stress management and financial health
- Increasing wellness awareness through education

This document details goals and activities we will undertake from 2024 to 2026 to improve employee health at DCBS.

Leadership:

Leadership at DCBS is fully committed to employee wellness. Creating a workforce strengthened by well-being begins with leadership engagement. Employee recruitment, engagement, satisfaction, retention, and productivity can all be positively affected by a healthy workplace environment. Leadership understands there is a relationship between employee health and individual and organizational performance.

The DCBS safety and health coordinator is tasked with drafting this wellness plan. The DCBS Central Services administrator is tasked with presenting this wellness plan to the agency Executive Team and coordinating how leadership will regularly and directly communicate with agency employees on wellness information.

Our agency believes we have a firm foundation on which to build a robust and effective employee wellness program. To that end, we have several goals in place and are taking steps to deepen our commitment to a results-oriented workplace wellness program.

Before the COVID-19 pandemic in 2020, DCBS had an active wellness committee, known as HealthWorks. The committee, which began in 2006, was charged with developing wellness programs for the entire agency, including coordinating with personnel in field offices throughout the state. Currently, most DCBS employees predominantly work remotely, which has created some challenges in maintaining membership and activity in this committee. During the 2024-2026 biennium, DCBS will re-evaluate how the HealthWorks committee will continue to provide valuable health-related information to employees given the new hybrid environment.

Policy:

The HealthWorks Committee, under the direction of the safety and health coordinator in the Central Services Division, advises and assists the department by developing, implementing, and reviewing programs and activities that promote employee wellness. DCBS allows HealthWorks Committee members to use paid work time to actively participate in HealthWorks meetings and events, and to help develop our worksite wellness plan.

HealthWorks strives for membership consisting of at least one employee representative from each DCBS division. Employees who want to be an active member of the HealthWorks Committee must first obtain approval from their manager and division administrator. The HealthWorks Committee will:

1. Identify the health interests and concerns of DCBS employees
2. Provide opportunities for employees to learn about and apply good health practices
3. Evaluate the department's HealthWorks program annually
4. Use resources that are available at no cost whenever possible
5. Meet at least once each month and at the call of the chairperson
6. Recruit and maintain contact people in each division to circulate and publicize wellness-related information
7. Sponsor quarterly activities in at least three key areas (nutrition, physical activity, stress management, financial health, and disease management) and facilitate program evaluation
8. Encourage employees to complete health risk assessments and participate in health screenings
9. Establish ongoing communication with employees to promote participation in health promotion activities

NOTE: Educational opportunities will not be vehicles to sell, promote, or solicit products or services, whether from the event sponsor, host, or attendee. Not all resources and activities will be available at all work sites; however, every effort will be made to provide the core components of wellness themes when available.

Wellness Plan 2022-2024 lookback:

In 2022, COVID-19 restrictions were lifted and wellness activities somewhat returned to pre-pandemic conditions. However, many employees continue to work remotely full-time or at least part-time.

In July 2022, we had a staffing change as the DCBS safety and health coordinator left the dedicated position. At that time, the safety and health coordinator duties were added to the agency continuity of operations coordinator's duties. These additional duties remained with the continuity of operations coordinator through the end of 2023. As a result of this change and of the increase in post-pandemic remote work, some of DCBS wellness activities were postponed or changed from an employee participation model to an educational model. Postponed activities included healthy morning stretch, in-person health fair, the poker walk, in-person WW meetings, and yoga.

Despite the additional duties, the DCBS HealthWorks Committee continued to virtually meet through 2022, and was determined to continue with as many activities as possible. Promoting wellness is an ongoing effort and cornerstone to DCBS providing an environment for employees to thrive.

Promoting wellness:

HealthWorks sends monthly newsletters to the agency about events, activities, and campaigns such as:

- Campaign: In 2022, HealthWorks launched the Head-to-Toe campaign. This wellness campaign was aimed at educating employees about the entire body (from head to toe) and providing strategies on improving each area, thus cultivating a healthy respect for our bodies and an awareness of stress placed upon them. This campaign ended mid-year, with the staffing change to the dedicated safety and health coordinator.
- HealthWorks resumed providing employees onsite opportunities for flu and COVID-19 vaccinations, with clinics offered Oct. 12, 2022; Nov. 2, 2022; Sept. 26, 2023; and Oct. 18, 2023.
- Blood donations resumed in 2022 with help from the American Red Cross. DCBS sponsored blood drives Aug. 10, 2022; Jan. 25, 2023; March 29, 2023; and Aug. 9, 2023. Drives included donors from field offices, neighboring state agencies, and the public. Five blood drives are scheduled for 2024.
- The agency sponsored first-aid classes at the Labor and Industries Building on in October 2022 and March 2023 and at Portland and Eugene field offices in November 2022 and December 2022.
- The agency conducted fire drills, earthquake drills, and yellow light (warning system activation) drills for the Labor and Industries Building in 2022 and 2023.
- Safety Break for Oregon 2022 was offered as a Workday interactive course titled "Identifying Workplace Hazards" and in 2023 as an educational email.
- The DCBS health fair and the Poker Walk, adapted to the virtual landscape for 2022, did not take place in 2023. We plan to resume these events in 2024 and 2025.
- To support employees working remotely, the DCBS Safety Committee held a monthly ergonomic campaign targeting proper positioning of office equipment and seating.

Future plans for the DCBS HealthWorks Committee include topics ranging from healthy recipes to physical activity resources. The website will also have an external link, allowing employees to

access information from their home (outside of the agency’s network) to support health and wellness for all.

Survey/data information:

On an annual basis, the Public Employees’ Benefit Board (PEBB) gathers information to determine the percentage of participation in the Health Engagement Model (HEM). In 2024, DCBS employee participation in HEM is 84 percent, a slight decrease from 2023. HEM pays employees an incentive to learn their health risks and take steps to reduce those risks when possible. The incentives include a taxable \$17.50 monthly payment and reduced medical plan deductibles.

PEBB – Prevalence of Employee Chronic Conditions:

Reporting Period: July 2021 to June 2023

Prevalence of chronic conditions reported by PEBB for all covered employees for the two-year period were as follows, per 1,000 employees:

Depression	228.0
Diabetes	173.1
Obesity	66.2
Asthma	49.0
Coronary artery disease	19.3
Congestive heart failure	6.2
COPD	5.8

Employee Assistance Program (EAP) Impact Report – Canopy:

Reporting Period: January to December 2023

Based on the reporting period of EAP services, 12 percent of DCBS employees use this benefit. The national average for EAP use is about 5 percent. More employees are becoming aware of the great benefits that come with an EAP. Of the DCBS employees, about 22 percent returned during 2023 to use their EAP benefit for a second time.

The top five issues employees sought help for:

1. Legal: **19 percent**
2. Marriage/Relationship: **16 percent**
3. Resources: **16 percent**
4. Family: **12 percent**
5. Depression: **1 percent**

Of the total users, 12 percent of employees cited their personal challenges affected job performance in one area or another.

DCBS goals:

Goal No. 1: Encourage staff to increase their physical activity, which is a primary driver of preventable chronic disease and increased health care costs.

By Sept. 1, 2025, HealthWorks will have promoted two physical challenges each year throughout 2024 and 2025. The two challenges will be the Poker Walk and the [Love to Ride Oregon](#) program. At the conclusion of each challenge, HealthWorks will poll participants to measure engagement.

By Dec. 1, 2025, employees will receive at least four messages about physical activity. The messages will focus on the benefits exercise for prevention and treatment of chronic conditions.

Goal No. 2: Address healthy nutritional choices as a lifestyle and primary driver of preventable chronic disease and increased health care costs.

By Sept. 30, 2024, HealthWorks will have identified healthier food and beverage choices that are sold in building vending machines and the cafeteria.

By Dec. 31, 2025, employees will have received four reminders about healthier food and beverage choices, in addition to promoting healthy recipes. The messages will focus on the benefits of a proper diet for chronic conditions.

Goal No. 3: Strengthen organizational supports of wellness program within the agency.

By July 1, 2024, all managers will receive this request, including the link to the PEBB Webinars and Events newsletter: "At staff meetings, please include a reminder to your employees about PEBB webinars and other benefits that are available to help with their wellbeing."

By Jan. 31, 2025, HealthWorks will have sent monthly information about EAP benefits, regarding the top five reasons employees sought help. Information will be included in monthly newsletters to increase awareness of EAP resources.

By Sept. 30, 2025, all employees will have received messaging, on an annual basis, from HealthWorks/PEBB of the benefits of participating in the Health Engagement Model (HEM) before and during the open enrollment period to increase participation by 1 percent for 2025 and 2026 (84 percent in 2024).

Goal No. 4: Address emotional health as a primary driver of preventable chronic disease and increased health care costs.

By Dec. 31, 2025, employees will have received three reminders about mental health benefits through their health plan.

By Dec. 31, 2025, HealthWorks will offer at least two seminars or trainings available from the Canopy employee assistance program or other vendors. HealthWorks will collaborate with Canopy to obtain participation rates of DCBS employees.

Goal No. 5: Address tobacco use as a primary driver of preventable chronic disease and increased health care costs.

By Dec. 31, 2024, HealthWorks will examine new employee orientation materials and ensure they include a statement about tobacco-free state properties, a protocol for how employees should respond if they observe tobacco use in prohibited areas, and PEBB's tobacco cessation resources in the form of both electronic flyers and posting flyers around the building.

By Dec. 31, 2025, employees will have received at least two messages about tobacco cessation supports available through their PEBB benefits.

Contact information of personnel who drafted this plan:

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Date